

2021/2022
For Official Use Only

Date received application:
Date reviewed by P&P panel:
Approved/not approved:
Applicant sent decision &
feedback:



Community Benefits Application Pack

Community Benefits Application Pack

Apply for up to £500

Application General Info

1. The application must benefit a group or community within CCHA's communities. Please see appendix 1.
2. Applications for lunches and food related outings must not contain costs for alcohol.
3. Applications must be submitted 6 weeks before the funding is required.
4. The application is not for activities that have already happened or where the money has already been spent (retrospective funding).
5. You cannot apply more than three times during the financial year.
(For any previous funding awarded all receipts, evidence and testimonial reports must be fully completed and returned before we will consider further funding applications).
6. All purchases and evidence of the activity will require receipts, photos and a completed testimonial form returned within 1 month of the activity/event/purchases made.
7. Underspent funds must be returned to CCHA
(For example, if people have dropped out, or you have received a discount)
8. If awarded Community Benefits funding, CCHA reserve the right to use all details including photos on our website and social media platforms.

How to Apply

Send your completed application to us at least 6 weeks before you require the funding grant:

Anna Davies
Social Investment Coordinator

Anna.Davies@ccha.org.uk

CCHA, Tolven Court
Dowlais Road
Cardiff
CF24 5LQ

Please endeavour to include the following on your application:

- Demonstrate that the group that will benefit are within CCHA's communities.
- Explain how your community will benefit from the fund.

- Provide a breakdown of the total cost and identify how much each item will cost.
- Complete a bank details form.

Ideas for Community Benefits Fund Applications:

Your application should create a greater sense of community in your area.

Applications will be considered based on how they benefit individuals and/or CCHA communities.

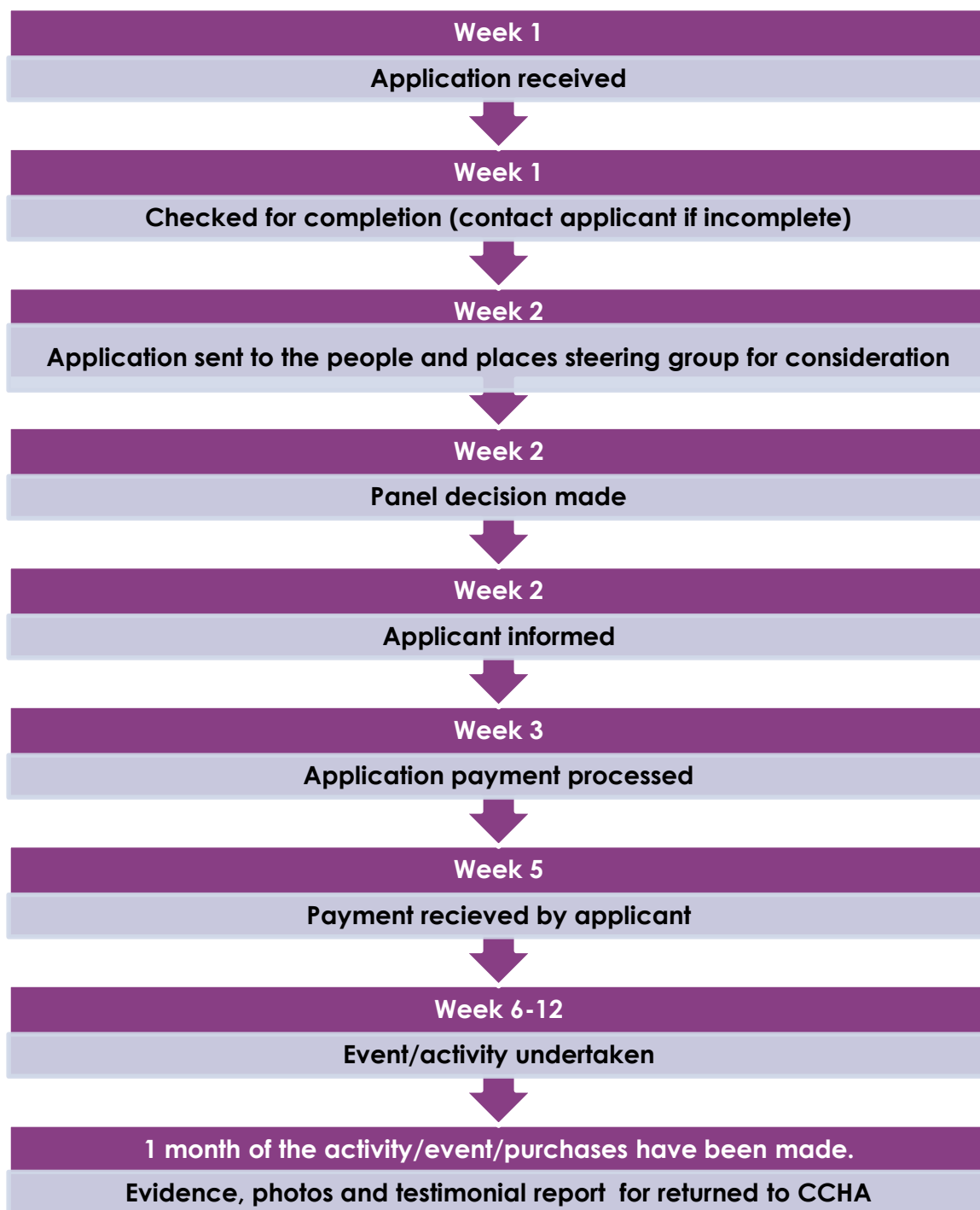
Ideas might include:

- **A Trip or Outing** - educational or social e.g. museums, country parks, beaches, heritage centres, Christmas lunches, food fairs, the Eisteddfod, local attractions
- **Community-led Events** – The development of family friendly events open to all e.g. play days, cultural activities, festivals, street celebrations, gardening projects
- **Equipment for communal use** – e.g. IT equipment, group games, play resources, plants and containers, garden seating
- **A series of activities** – e.g. talks, workshops, street play sessions, art and craft clubs, heritage workshops
- **Sports** – e.g. kit, equipment, activities

This list is not exhaustive. Please apply for anything you feel will bring a greater sense of community with a focus on health, wellbeing, inclusion, employment, volunteering or learning.

Note – Activities that would take place in communal spaces, and therefore impact other neighbours, will require evidence of full consultation with all customers affected and may require permissions.

**For any further enquiries, please contact Anna Davies
Anna.Davies@ccha.org.uk**



Name of applicant or group

Address

Postcode

Contact number

Email address

Please provide full details of your activity i.e. when and where will it take place, and what it will involve.

How will your community benefit from this grant? (Consider creating stronger communities, health and wellbeing, relationships and fulfilling use of time)



Please provide a breakdown of costs and highlight if you are including a quote for each item for example; food, room hire, transport etc. (refreshments receipts can be included with the information)

Item/Service	Cost	Quote Included Y/N
Total Cost of project/activities		N/A
If you have additional funding from other sources for this activity/event/purchase, please list including the amount/s		
Total Amount requested from CCHA Community Benefits Fund		

If you are not contributing cash, please estimate how many volunteer hours you will be contributing instead.

Do not forget anything! Use this checklist to make sure you have included all your evidence. We cannot process incomplete applications.

- All boxes are completed
- Quotations attached - for all elements of the project
- List of names of those taking part (trip/outing)
- Evidence of community consultation for projects in a communal space
- Evidence of permission for projects in a communal space
- A Bank Declaration form if this is your first application?

Good luck in your application – please send your completed application form together with supporting evidence to

anna.davies@ccha.org.uk