



# **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

## **Youth Fund: 2017/18**

### **A) Main Aims of the Fund**

This fund was established by the Council in 2017 to support activities undertaken by voluntary organisations, for the benefit of young people living in Radyr and Morganstown.

The fund must be used to improve or enhance one or more of the following aspects of their lives: their health, well-being, education, fitness - and their ability to support good community spirit within and across Radyr and Morganstown.

£10,000 will be made available under the fund during 2017/18.

### **B) Eligible activities**

The following list provides examples of the type of activity that can be supported by the fund. Other activities may be supported, provided they comply with the main aims of the fund:

- trips and visits
- training and courses for young people (funding will not be provided to support training and courses for adults)
- special events and projects
- hiring people to provide activities (such as giving lectures, demonstrations and training - or staging shows or similar entertainment)
- hiring equipment
- purchase of equipment, as follows:
  - materials to be used for projects, training and courses: 100% of costs
  - books: 100% of costs
  - educational films: 100% of costs
  - other equipment: 50% of costs
  - computer games: 50% of costs (for non-violent games only)
  - non-educational films: 50% of costs
  - vehicles: small percentage of cost.

## C) Eligible applicants

The fund is open to any organisation, society or similar entity which:

- is based in Radyr or Morganstown (but see below)
- undertakes at least one activity which support the main aims of this fund
- has a formal constitution and a committee
- has a named committee member who will be responsible for administering the use of any funding provided by the Council
- prepares a financial account at the end of their financial year.

The Council accepts that some organisations may have, as members, young people who do not live in Radyr or Morganstown. In these cases, the number of young people who do not live in the area, and who will benefit from the proposed activity, must not exceed 25% of the relevant membership<sup>1</sup> in order for the organisation to be eligible for funding.

Funding can also be made available for organisations based outside Radyr and Morganstown, for activities which will support the main aims of this fund, provided they meet the criteria set out in this document.

Because this fund is intended to support voluntary organisations, funding will not be provided to support organisations funded mainly from the public purse, such as schools. However, funding can be made available for after-school activities which are run on a voluntary basis.

## D) Definition of young people

For the purposes of this fund, 'young people' is taken to mean people between the ages of 5 and 18.

## E) How to apply

Applications should be made on the application form at annex A. They can be submitted at any time (although most applications are expected to be made following the announcement, by the Council, of the amount of money to be made available under the fund, each year). Funds will be distributed on a first come, first served basis - depending, also, on the merits of each application.

Applicants should demonstrate that they have consulted with their young people about how to use any funding they receive.

Organisations are welcome to apply year after year, but should submit only one application each year.

Specific targets should be included with each application, such as:

- the dates on which activities will be undertaken or completed
- the number of young people to benefit from each activity.

## F) How much to apply for

Applications can be for up to £1,000.

However, if the total sum applied for by all organisations seems likely to fall short of £10,000, the Council may invite applicants to apply for more than £1,000.

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<sup>1</sup> Relevant membership means those young people who will benefit from the proposed activity.

## G) Payments under the fund

Payments will be provided in advance, as one lump-sum. Payments can be made only into an organisation's bank or building society account.

## H) Using the fund

The funding must be used within twelve months of its award.

The funding must be used only for the activities set out on the application form.

However, any proposed change with regard to the activities to be supported by the fund can be submitted to the Council - and must be agreed by it before the activity takes place (and the Council reserves the right not to agree to the proposed change).

At the end of the year a short report must be submitted to the Council, setting out how the funds were used (the format of the report is set out at annex B).

A range of documents can be supplied to the Council, with the report, to show how the funds were used. This can include:

- invoices
- printed material
- pictures of events
- feedback forms.

Council members and officials may also wish to visit funded organisations to view funded activities.

The Council will also welcome short presentations, during its meetings, describing how the funds were used. In particular, the Council would welcome input to those presentations by the young people who have benefited from the funds.

Any funds not used by the end of the twelve month period must be offered back to the Council. However, the Council may agree not to recover the funds if it is content that there are sound reasons to explain why they were not used - and that good use of the funds will be made during the following twelve months.

The Council must be fully reimbursed should any funds it provides be used for purposes other than those agreed by it.

## I) Recognition of funding from Radyr and Morganstown Community Council

Every effort should be made to acknowledge any funding from the Council.

This can include a message to that effect:

- on printed material (such as leaflets, programmes and posters)
- on the organisation's website
- in any spoken introduction to an event (such as a show)
- on equipment purchased with funds (as appropriate).

## J) Selling equipment

If any equipment paid for with funds from the Council is sold, then the Council must normally be reimbursed with either 100% of the money raised by the sale, or an appropriate proportion of the money (reflecting whether the Council paid for the equipment in full, or in part). However,

the Council may agree not to recover the funds if it is content that the organisation can make good use of the money, or if the sum involved is small.

#### K) Equality and Environment

The Council will fund only those organisations that support:

- the equal treatment of all people and;
- care for the environment.

# Annex A



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

### Youth Fund: Grant Application Form

#### **Part A: Your Organisation**

Name of organisation:

Aims and objectives of your organisation:

Status of organisation:

Registered charity number (if applicable):

Does your organisation support the equal treatment of all people and care for the environment?

Address of organisation:

Telephone:

E-mail:

Website:

Contact Name:

Position within organisation:

Contact details (if different from above):

Address:

Telephone:

Mobile:

E-mail:

## Part B: Your Project

Please describe the activity / activities proposed to be undertaken with grant support:

Please set out your specific targets for each activity:

When will the activities take place?

What are the ages of the young people who will benefit from the activity?

How did you consult with the young people concerned, as you developed this application:

Which of the funds main aims will be delivered by the activity? (health, wellbeing, education, fitness, good community spirit):

What proportion of the young people who will benefit from the activity live in Radyr or Morganstown?

How much grant are you applying for:

Can arrangements be put in place for representatives of the Council to view funded activities? If so, please suggest possible arrangements.

How will you acknowledge funding from the Council?

## Part C: Your Budget

Please provide a detailed budget for the project:

Item	Total Cost	Amount to be paid for by the Youth Fund

Please provide details about any match funding required (including its source and whether the match funding is confirmed):

## Part D: Payment of Grant

In the event that your application is successful please state to whom the grant cheque should be made payable:

If you would prefer to receive payments electronically, please state:

Your account name:

Your account number:

The account sort code:

We confirm that the information contained within this form is correct and that I have attached the required documents.

Two signatures are required (i.e. Chair/ Treasurer/Secretary)

Name:

Name:

Position:

Position:

Signature:

Signature

Date:

Date:

Please return the completed application form and supporting documents to:

### R&MCC Clerk

**Old Church Rooms, Park Road, Radyr, Cardiff CF15 8DF**

Tel: 02920 842213

Email: [clerk@radyr.org.uk](mailto:clerk@radyr.org.uk)

Checklist - In order for your application to be considered, the following documents are required

#### Please tick:

- Fully completed application form
- Your constitution
- Your most recent accounts

## **Annex B**

At the end of the year (or, if sooner, when the activities have been completed) a short report must be submitted to the Council, setting out how the funds were used. The format of the report should be as follows:

Radyr and Morganstown Community Council Youth Fund: 2017/18

End of Year Report Format

1. Name of organisation
2. Amount of grant awarded
3. Contact name (and position within organisation)
4. Contact details: address, telephone numbers and e-mail
5. Description of activity / activities undertaken
6. To what extent were the specific targets for the activity met?
7. Amount of grant spent - and what was paid for with the grant
8. Amount of matched funding spent on the activity
9. How did you acknowledge funding from the Council?
10. Please list below any documents you are enclosing with this report (such as invoices, printed material, pictures and feedback forms):