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**Strong Communities Grant Fund**

**MAIN PROGRAMME**

**Applications for grants between £3,001 and £25,000**

**Application Form and step by step instructions**

**Please refer to the Guidance Notes in completing this form and if you are not sure about anything please get in touch with us as we are here to help.** [scgfapplications@valeofglamorgan.gov.uk](mailto:scgfapplications@valeofglamorgan.gov.uk) or 01446 704636.

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| --- | --- |
| **Section 1. Your organisation** | |
| **Name of group / organisation** | **Cyngor Cymuned Tregolwyn / Colwinston Community Council** |
| **Project title** | **Colwinston Old Ford Project** |
| **Contact name:** | **Kevin Protheroe Clerk to the Council** |
| **Email:** | [**colwinstoncc@gmail.com**](mailto:colwinstoncc@gmail.com)  **ehlewisccc@gmail.com** |
| **Address for correspondence:** | **1, White House**  **BARRY** |
| **Phone Number:** |  |
| **Mobile Number:** | **07594 902413** |
| **Legal status of organisation** | **Public Body** |
| **Is your organisation registered for VAT?** | **Yes** |
| **Briefly tell us what your organisation / group does*:***  **The Council is a statutory body responsible for the Community of Colwinston. It is responsible for all matters within the Community within the legislation and fosters and encourages local groups to undertake activities for the Community in addition to the work undertaken by the Community Council. One such group is the Colwinston Old Ford Project Group.** | |
| **Section 2. Project summary** | |
| **Please provide details of your project.** *Refer to step by step guidance. (500 words).*  The Colwinston Community Council, in conjunction with an active group of community volunteers, seeks funds for the adoption and restoration of an ancient woodland and adjacent wetland area, in order to: create and sustain an important community asset, restore an ecological site now at further risk from climate change, create a learning resource for village residents and especially local schoolchildren, and connect with ongoing heritage projects in the immediate area of the woodland.  For many years, the site has been an informal recreational area for the community. It also has a long history in the village, as the boundaries of the ancient woodland are, for example, visible in historic tithe maps from the early 19th century. The Community Council, building on the success of its restoration of a medieval well and clapper bridge, now wishes to develop this site to conserve and enhance it for recreational purposes, for learning projects for local schoolchildren and residents, and also to protect the wildlife, the trees and the local flora and fauna.  With the assistance of the Vale of Glamorgan Council Ecologist, and also Coed Cymru, the Community Council has already carried out an ecological survey of the site and assessed the quality and health of the trees. The area can become a thriving natural environment, with the bridge and well as its focal points, and a valuable recreational and community resource for both current and future generations.  The response of the community to the plans has been incredibly positive, with many local residents already carrying out voluntary tasks on the site. A project group consisting of local community councillors and local residents has been established and is working together to develop a project plan. A school governor is also involved in the project.  The Community Council believes that the project satisfies the scheme’s criteria and strategic objectives in that it will:   1. directly contribute to three of the Vale of Glamorgan Council’s values as set out in the Corporate Plan 2020 – 25 i.e.  * Objective 2: To support learning, employment, and sustainable growth * Objective 3: To support people at home and in their community, and * Objective 4: To respect, enhance, and enjoy our environment  1. directly contribute to the Council’s Strategic Equality Plan 2020 – 2024 by developing and implementing plans to promote our natural and built environment and cultural heritage, including accessibility, to protected groups. 2. contribute to the objectives of the Well-being of Future Generations (Wales) Act 2015 by improving the health and wellbeing of residents and encouraging a more cohesive community; by enhancing a globally responsible Wales through the preservation of an ancient ecological heritage; enhancing a resilient Wales through the sustenance of a biodiverse, cultural asset; enhancing a healthier Wales by providing a recreational and learning area for the health and wellbeing of the area’s residents; and enhancing a Wales of cohesive communities by encouraging the involvement of a wide swathe of the community   **Anticipated Project start date: Some of the work activities have been commenced by the Community Council. This includes restoration of the enclosure wall of the well and the restoration of the Clapper bridge (which was part funded by the VoGC). A general clearing of the undergrowth in the area has been undertaken by local volunteers who were assisted by the Cardiff Conservation Volunteers group. Volunteers have also been clearing the area of Himalayan Balsam in recent weeks with the support of the VoGC Ecologist. Photographs of the site can be found in Appendix 5.**  **A local contractor who does not wish to be named is undertaking Groundworks without charge for the Community. They have reconstructed the field track access across the site and laid a pipe to direct the spring water under the track to the pond area. Some general site clearance has also been undertaken by them. No further work will be carried out until the Grant Aid application is considered as well as leaving the pond area until the autumn under the guidance of the VoGC Ecologist.**  **Should our application be successful, work will commence during the Autumn 2021 on the project.**  **Neither the Well or the Clapper Bridge are classed as ancient monuments but they will be included in a future County Treasures of the Vale of Glamorgan. The VoGC Conservation Officer has visited the site and provided advice on the materials to be used to restore the internal area of the Well. This needs a paved area laid and a supporting wall re-build (damaged in 1978).**  **On the eastern side of the Clapper Bridge, it is proposed to construct a paved and gravelled area with a seat provided to allow people to enjoy the wildlife that use the stream and bridge area.**  **The Grant application is submitted for the restoration of the pond area and would be undertaken in the autumn and supervised by the VoGC Ecologist (Colin Cheeseman). The application covers the need to purchase a specialist clay-based pond liner and for the initial planting of the area once the levelling work has been done but the majority of tasks that this project seeks to achieve are subject to the successful application for Grand Aid.**  **Three willow trees will be planted during the autumn following a recommendation from the Ecologist. A planting proposal has also been developed by the VoGC Ecologist and the detail will be found as Appendix 4.**  **Work in the woodland area would be undertaken under the supervision of Coed Cymru and Llais y Goedwig which will involve the removal of certain trees to encourage the self-reforestation by certain species found there. The first task under this part of the project will be to fence the woodland area.**  **Anticipated Project completion date: It is anticipated that this phase of the project will be completed by Spring 2024.**  **The major groundworks are being carried out by a Local Company who are providing their services to the Community free of charge.** | |

**Section 3: Strong Communities grant project costs**

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| --- | --- | --- | --- | --- |
| **List of Items or activities** | **2020/21** | **21/22** | **22/23** | **Total** |
| **Description** | **£** |  |  | **£** |
| **General site preparation by local contractor** |  |  |  | **(9,500)** |
| **Groundwork preparation of area to re-establish pond** | 0 | **800** |  | **800** |
| Specialist item: Gordon Low Greenseal Pond Liner 1mm thick 18 x 18m (This is to seal the base of pond) |  | **3,000** |  |  |
| Underlay to suit above product at 2m by 165m for pond liner |  | **700** |  |  |
| Initial planting of trees in the area as proposed by VOGC Ecologist |  | **234** |  | **234** |
| Identification of Tree condition within woodland (by Coed Cymru) and purchase of a tree felling license from same. |  | 450 |  | 450 |
| **Estimated cost of removal of unsafe trees** |  | **2500** |  | **2500** |
| **Restoration of the Enclosure of Medieval Well (as recommended by VOGC Conservation Officer)** |  | **8960** |  | **8960** |
| **Construction of paved observation area by Clapper Bridge** |  | **3480** |  | **3480** |
| **Erection of fencing around the woodland area** |  | **2580.96** |  | **2580.96** |
|  |  |  |  |  |
| Planting of pond and wetland area as proposed by VoGC Ecologist |  | **428.90** |  | **428.90** |
| General Maintenance of area |  |  | **2500** | **2500** |
| Laying /coppicing of boundary hedge to Old Ford area |  | **2250** |  | **2250** |
| **Management of trees and selected felling** |  |  | **17994** | **17994** |
| Layout of woodland paths and ecology measures |  |  | 7500 | 7500 |
|  |  |  |  |  |
| **Total Strong Community Grant applied for**  **(capital and /or revenue)** |  | **25383.86** |  |  |
| **Total Project Cost** |  |  |  | **50877.86** |
| **Explain where ALL funding for your project will come from, including any unsecured funds.**  Colwinston Community Council have decided that an annual contribution of £5K for this scheme will be made for the initial 5 years.  A local Business will donate personnel, equipment and materials to the project as a contribution to the local community. The value of this significant contribution is estimated at £9,500.  The recently formed village group Colwinston Old Ford Project has attracted 18 people who would like to participate. This includes several residents in the village who are qualified in Ecology and Environmental studies together with a Project Planning expert, who are giving their expertise, time and energy to the project.  **A spread sheet containing the proposed working plan for the Project will be found in Appendix 3** | | | | |

**Section 4: Project details and strategic fit**

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| **REFER TO THE STEP BY STEP GUIDANCE**  **and get in touch with us if you need more help with this section.** |
| **All applicants must demonstrate how the project fits with the Council’s vision of supporting “Strong communities with a bright future” as set out in the Vale of Glamorgan Corporate Plan 2020 – 25. More information on the Corporate Plan can be found** [**here**](https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Achieving%20our%20vision/Corporate-Plan/Corporate-Plan-2020-25/Corporate-Plan-2020-25-final-post-consultation.pdf)**.** |
| Projects should be able to demonstrate a link to **one or more** of following **Wellbeing Objectives** set out in the **Vale of Glamorgan Corporate Plan 2020 – 2025.** Tick which ones apply to your project and explain how your project is consistent with the objectives you have selected.   * **Wellbeing objective 1:** work with and for our communities * **Wellbeing objective 2:** support learning, employment and sustainable economic growth * **Wellbeing objective 3:** support people at home and in their community * **Wellbeing objective 4**: Respect, enhance and enjoy our environment   **Explain below how the project is consistent with the Wellbeing objectives you have chosen.**  Wellbeing objective 2:  The Council will be working with a Voluntary Group established in the Community to work on the project, thereby supporting the VoGC’s efforts to promote volunteering and community learning. Additionally, the project will be linked with St David’s Voluntary Aided CiW Primary School to provide opportunities for the children to observe and study nature and to develop their knowledge of flora and fauna particularly associated with woodland and wetland areas. The long-term goal to create nature paths with informative signage and interactive areas will create opportunities for schoolchildren and the wider community to learn about the ecology of the area and its local history.  Wellbeing objective 3:  The restoration of the pond and wetlands together with the opening up the woodland to enable local residents to observe the natural world will be a significant benefit to our community. The provision of nature trails will help encourage an active lifestyle, and better access to natural amenities will promote mental well-being. Moreover, facilities will be developed in the project area for disabled residents in the community to be able to observe and enjoy the natural environment of this historical part of the village, thus promoting leisure and cultural activities that meet diverse needs in the community.  Wellbeing objective 4:  The proposal strongly meets the VoGC’s commitment to protect and enhance the local environment to promote well-being and a legacy for future generations. The proposal will enable a local community group to restore an important ecological; protect, preserve and enhance an ancient woodland and historic pond and well area that is part of local cultural heritage, and ensure its sustained management.  **All applicants must demonstrate how the project fits with the Council’s Strategic Equality Plan 2020 – 2024, Working together for a fairer future. More information on the Plan can be found** [**here**](https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Equal%20Opportunities/Strategic-Equality-Plan-2020-2024-V16-Final-16-March-2020.pdf)**.**  State how your project will help to complement the Plan (eg: by the ways in which you engage with protected groups, or how you will provide a more inclusive environment that can be enjoyed by a diverse range of people)  The development of the Old Ford area will include facilities for the disabled to be able to enter the project area and observe the wildlife in the natural environment. The setting up of an Open Air Classroom within the woodland area will help local children to be able to observe the different flora, fauna and wildlife within the woodland. A bird observation Hide for the observation of birds will be constructed to assist this recreational activity or citizen science. It will be done through a visual enhancement device like binoculars and telescopes, by listening for bird sounds, or by watching with the naked eye. A heritage project to recognise and educate about historical usage of the area, such as watercress growing, will enable older residents of the village to contribute oral histories and local knowledge of the area’s history, thus connecting diverse elements of the locality. The project has the support of St. David’s Primary CIW School as shown: *Dear Both,*  *From previous conversations we have had at Governors meetings we are supportive of developing the woodland area and especially for the school to be able to use it as an outdoor classroom area.*  *Thank you for taking this forward.*  *Kind regards*  *Abrie Theron*  *Chair- St David’s CIW school governors* |
| **Well-being of Future Generations (Wales) Act 2015**  The Well-being of Future Generations (Wales) Act is about improving the well-being of Wales.  **More information on the Future Generations Act can be found** [**here**](https://futuregenerations.wales/wp-content/uploads/2017/02/150623-guide-to-the-fg-act-en.pdf)**.**  Projects should be able to demonstrate a link to **one or more** of the Act’s wellbeing goals and ways of working. **Please tick** which ones apply to you below **AND** state how your project is consistent with the wellbeing goals and ways of working you have chosen.  **The Act has 7 well-being goals:**  • A globally responsible Wales  • A prosperous Wales  • A resilient Wales  • A healthier Wales  • A more equal Wales  • A Wales of cohesive communities  • A Wales of vibrant culture and thriving Welsh language  **The Act has 5 ways of working:**  • Integration  • Collaboration  • Prevention  • Long-Term  • Involvement  **Explain below how your project is consistent with the goals and ways of working you have chosen:**  The project is an example of how it is possible to develop local collaboration between local experts, businesses and the community council to produce a project that will have a significant benefit for the wellbeing of all residents both young and old and will enable people to see at first hand the range of wildlife and plants that coexist in the village environment.  The project will contribute to the objectives of the Well-being of Future Generations (Wales) Act 2015 by enhancing a globally responsible Wales through the preservation of an ancient ecological heritage. It will help enhance a resilient Wales through the sustenance of a biodiverse, cultural asset. It will promote a healthier Wales by providing a recreational and learning area for the health and wellbeing of the area’s residents. It will enhance a Wales of cohesive communities by encouraging the involvement of a wide swath of the community. Finally, it will promote a Wales of vibrant culture and thriving Welsh language by the enhancement of a local heritage site and because all project material is bilingual and reflects the nature of our local community.  The project is integrative in that it meets diverse well-being goals of the environment and the community. It is highly collaborative in that consultations have already been conducted with a number of local and regional groups, such as Coed Cymru, Llais y Goedwig with Sasha Ufnowska, their Senior Development Officer helping us to understand what we have, and to help the community learn what treasures our woodland holds. ARC Amphibian and reptile conservation.  are advising us on best habitat to encourage amphibians and reptiles The RSBP have local groups who have offered their services to help us to site bird boxes in the correct locations to encourage as much wildlife as we can. It is preventative in that it seeks to restore an ecological asset at risk of further damage from climate change and other ecological threats, thus helping meet other overarching sustainability goals. It is long-term in that it meets immediate needs for recreational and well-being spaces, while seeking long-term sustainability of the area. And finally, it is involved, bringing together a diverse range of community members of all ages, genders, and abilities, as well as both older and newer residents to the area, united in a desire in community-building. |
| **Explain the need for the project and the extent to which your local stakeholders have been involved in its development.**  **The Community Council has rekindled local interest in the village heritage as the project area contains a medieval well which was the source of water for the village until 1935. Within the area is an 18th century Clapper Bridge, the restoration of which by the Community Council in 2020 has engendered significant interest of villagers in the local history of the area. The pond which is to be re-established was a source of watercress that provided greens for the diet of villagers from medieval times. The pond is fed by a natural spring within the woodland and the absence of animals in the area meant that the water cress did not have liver fluke and other potential hazards for local people.**  **A group has been established within the village to work on the project involving families and children in the work. The planning of the project is being undertaken by the community council, this group of residents, as well as certain Officers of the VoGC who are providing professional guidance to the group.**  **The proposed work is illustrated by a sketch drawing which will be found in Appendix 1 and a layout drawing illustrating the different areas involved and will be found in Appendix 2.**  **The scheduling of activities is contained in a Project Plan which is to be found in Appendix 3.**  **A proposed planting plan for the pond area is to be found in Appendix 4.**  **Photographs of the area can be found in Appendix 5.** |
| **How will your project add value to your existing activities and help to reduce reliance on grant funding in the future?**  **This start up exercise will put into place the physical structures around the village historic area and will enable the Local Group to manage and maintain the areas using their volunteers. The Community Council will continue to support the group as agreed with ad hoc funding to meet the requirements of the Local Group.** |
| **What do you hope to achieve through your project?** *Please list any specific outcomes. We have put some suggested outcomes in the step by step guidance. You may choose from these or list your own outcomes.*  Part of the project is aimed at fully restoring the medieval well located at the northern tip of the area. The Clapper bridge, which has been already restored, will lead to an observation area where a seat and planter will be erected. This will be an observation point to observe some of the birds that frequent this area e.g., herons. The planting of three Willow trees as recommended by the VoGC Ecologist will provide a feature for the wetlands and these will also provide cover to reduce the growth of plants and avoid the need for additional maintenance.  The woodland which is deemed by Coed Cymru as being an Ancient Woodland, will provide an opportunity for schoolchildren to be able to recognise different tree types, and observe the different birds that dwell in the area. Bird boxes will also be established in the woodlands under specialist guidance. A perimeter fence to Senedd standards will be erected around the woodland to ensure the safety of schoolchildren in particular whilst using the woodland area. The woodland is adjacent to a country lane. Coed Cymru will be providing the guidance on the action required within the woodland to firstly ensure safety and secondly to encourage the natural reestablishment of some of the specimen trees that are already within this area.  The pond area will be enhanced and modified to allow close observation of frogs and a range of water plants will be placed in this area to maintain the condition of the pond and to encourage wildlife. The pond is fed by a natural spring within the woodland area. The western boundary is a hedge which has not been maintained. Work will be undertaken to lay or coppice the hedgerow for future maintenance. |
| **Are all consents and permissions in place to allow the project to proceed?** Please email us details and evidence of ownership / land agreement for the project and any other relevant consents, where applicable.  **A small part of the area is under the ownership of the Vale of Glamorgan Council (Roadside Verge) and agreement is being reached with them for the Community to manage this small part of the land area within the project scheme. All land title documents relating to the Community Council land holdings have been lost over time. Having identified this issue, the Community Council has commissioned research from Glamorgan Archives and as a result has identified that the remedy for this this through work with the Land Registry. Because of the length of time that the area has been used by the community it is possible for the Community Council to assume title to the areas concerned. The Community Council have been working with the staff of the Land Registry and formal applications have been made. The Land Registry have not given us any final timescale for this work to be completed owing to a “substantial backlog” of work in the Land Registry.**  **The VoGC Conservation Officer Peter DGThomas responded on 21 July: “I can confirm that listed building consent will not be required for works to the well / clapper bridge.** |
| **If your grant request is for Section 106 funds please contact Charlotte Raine,** [**clraine@valeofglamorgan.gov.uk**](mailto:clraine@valeofglamorgan.gov.uk) **for further information on eligibility**. |

**Section 6: Your signature**

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| **I confirm that the answers given on this application form are true and accurate to the best of my knowledge and belief. I understand that the Vale of Glamorgan Council (VOGC) may collect corroborating information at any time during the application process.**  **I further confirm that this information is made on the basis that I shall agree to the following conditions, should the application be successful:**   * **To use the grant for the purpose agreed in the Grant Contract** * **To prepare any reports as required relating to the work for which funding is received.** * **To agree to any additional monitoring as required** * **In the event of the organisation terminating before completion of the work for which the grant is received, any part of the grant which is unspent/unused shall be returned to, including the return or transfer to VOGC of any assets purchased with the grant** * **In the event that the organisation terminates, the applicant is expected to return or transfer to VOGC any assets purchased with the grant.** |
| *Please be aware that images and information on your organisation or group may be used to publicise the scheme in the press, and in marketing materials.*  *The information that you provide to VOGC will be held for the purpose of monitoring and evaluation. You will also be added to a database of community organisations in order to receive information on other sources of funding and support that may be of benefit to you.* |

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| **Please sign below to confirm that you consent to all of the above and that the information that you have provided is accurate and true** | |
| **Signature:** |  |
| **Name in BLOCK CAPITALS:** | **Edward H Lewis** |
| **Date:** | **23 July 2021** |
| **Your completed application along with supporting evidence and checklist may be sent electronically to** [scgfapplications@valeofglamorgan.gov.uk](mailto:scgfapplications@valeofglamorgan.gov.uk) **along with supporting evidence and signed checklist. If you have any queries about this application form please contact** [scgfapplications@valeofglamorgan.gov.uk](mailto:scgfapplications@valeofglamorgan.gov.uk) **or call 01446 704636.** | |

Application Checklist

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|  | Yes | No |
| I have read and understood the guidelines/notes for applicants. *(This will help you complete your application correctly and avoid delays in processing).* | √ |  |
| I have fully completed and signed the application form | √ |  |
| I have provided evidence of other contributions to the overall project cost |  |  |
| I have provided evidence of land owner’s consent, land agreement and other permissions, consents or licences, where applicable. | √ |  |
| I have attached quotations for each item in accordance with the tender guidelines. If you believe you cannot comply with the guidelines please explain why this is the case. | √ |  |

**Step-by-step guide to completing the**

**Strong Communities Grant application form**

If in doubt – ask. We are here to help you through this process!

**Section 1: Your organisation**

**Name of your group or organisation –** if applicable, as it appears on your governing document.

**Project title -** Give a short, meaningful title for your project.

**Contact name -** someone in the group/organisation we can contact during office hours and who is familiar with both the application and the project.

**Telephone number** **-** please provide a daytime contact number for the contact person.

**Mobile number -** for the contact person.

**Email address –** for the contact person.

**Address for correspondence –** Please provide this information for our records. Until further notice all correspondence will be by email.

**Legal status of your group or organisation. -**  I.e. constituted group, village hall committee, charity, community council. Please refer to separate ‘Legal structures summary’ document for guidance.

**Your organisation - briefly** tell us about the aims and objectives of your organisation and how long it has been established.

**Section 2: Project summary**

Tell us about your project, as follows:

* Describe what currently exists, what it is that you want to do and what the end product(s) will be.
* Specify the location of your project if it relates to particular property or land.
* Tell us who will manage your project and describe their relevant experience. For example, will there be an individual from your group project managing or a group/steering or planning committee. Do you have any previous experience of grant funding?
* Provide any other information that will help us to fully understand your project and its benefits.
* Provide us with a realistic assumption of when you anticipate starting and completing your project
* Please limit to 500 words

**Section 3: Project costs**

**Project costs**

Give an itemised breakdown of how much funding you want from the Strong Communities Fund for each financial year. Total the amounts at the bottom of each column.

Include **VAT** if applicable. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant, you must repay this amount to us. VAT can add a considerable cost to a project. We recommend that you contact HM Revenue and Customs for advice before you apply.

**Capital & revenue Costs**

Both capital and revenue costs are eligible for consideration under the grant programme**.** You must itemise all expenditure, regardless of category. The Council’s finance Team will determine whether the costs are categorised as capital or revenue based on the information you supply.

**Match funding/ other contributions**

Additional contributions to the project, whether monetary or ‘in kind’ can add significant value and maximise the benefits of your project for everyone.

Tell us how much funding you have secured from other sources for your project, and where any additional contributions are coming from. If you have tried to secure match funding but been unsuccessful please provide details. Please provide evidence of the secured match funding i.e. an offer letter of funding or a bank statement with sufficient funds for the amount required. You can use your own funding as a contribution to project costs.

**Section 4: Project details and strategic fit**

**The information you provide in this section will be used to assess the merits of your project and it is important that you answer all questions fully**.

All projects must demonstrate links to The Council’s and the Welsh Government’s priorities, as set out in the key strategies identified. See the separate **Strong Communities Grant Fund Guidance Notes 2020** for more information on the criteria against which your application will be assessed.

All applicants for Strong Communities Grant are required to demonstrate that there is a proven need for their project. You should describe fully how you have engaged with local stakeholders in developing the project and how they have helped to shape the project. Describe the methods you have used, the number and different types of people engaged and the feedback you received.

Projects are expected to add value to your organisation’s existing activities or facilities.

The Council is committed to ensuring that recipients of Strong Communities Grant funding continue to thrive and as far as possible become self-sustaining. You should explain how the project will help your organisation become more resilient and less reliant on grant support in the future. We would like to know how your project will carry on after the funding has been spent. Will it become self-funding? Will there be long term maintenance costs and if so, how will these be met?

In the summary of your project provided in section 2 you were asked to say what the benefits of your project will be. In this section, you should provide more specific details of measurable outcomes that you anticipate your project will achieve. It is also helpful if you can set out where you are now so that we can measure the improvement at the end of your project.

Examples are as follows:

The project will result in:

* xx number of stakeholders engaged
* xx number of studies completed
* xx new services or facilities being available to the population of x
* xx number of people accessing services
* xx new products improved or launched
* xx premises restored or improved
* xx environmental improvements
* xx number of volunteers engaged in the project
* xx% increase in visitor numbers

You may refer to you own / other outcomes that are relevant to your project. You should explain how you will monitor and record the outcomes –e.g.by quarterly surveys, people counters at key events etc.

**Ownership / land agreement**

You must provide details and evidence of ownership or a land agreement for the project if this is required. In some cases, you many need a lease in order to be eligible for a grant. Tell us whether or not you own the building or land where your project will be based. If you do not own the building or land but have a lease, tell us how long the current lease is for and how much time is left on the current lease.

**Planning consent**

Not all projects will need planning permission. Contact the Vale of Glamorgan Council planning department for advice at an early stage. We will not fund your project until planning permission, if needed, has been granted. Please provide the date planning permission was granted for your project and a copy of your letter of approval. We can give you some initial advice on whether or not your project requires planning consent.

**Other consents and licences**

Provide details of all other consents and licences that you need and that you have obtained. You must state whether there are any outstanding permissions that have not been granted.

**Section 6: Signature**

Please read the terms and conditions of under which you are applying for grant and ensure that these are acceptable to your organisation. Please state your role within the organisation.