

# Glasu Project Application Form

This form is available in both English and Welsh, electronically and as large print versions. Please contact Glasu on 01982 552224 for copies.

|  |  |             |                                 |
|--|--|-------------|---------------------------------|
| <b>PROJECT TITLE</b>   |  |             |                                 |
| <b>PART ONE</b>  |  |             |                                 |
| <b>ABOUT THE APPLICANT</b>   |  |             |                                 |
| 1.1  | Name of the company / organisation         |             |                                 |
| 1.2  | Address – including post code              |             |                                 |
| 1.3  | Tel Number                                 |             |                                 |
| 1.4  | Fax number                                 |             |                                 |
| 1.5  | E-mail address                             |             |                                 |
| 1.6  | Web site address                           |             |                                 |
| <b>Organisation's lead person / officer (not necessarily the person responsible for the project)</b> |  |             |                                 |
| 1.7.1  | Name                                       |             |                                 |
| 1.7.2  | Title / position in organisation           |             |                                 |
| <b>THE STATUS OF YOUR BUSINESS / ORGANISATION</b>  |  |             |                                 |
| 2.1  | Are you:                                   | Please tick | If ticked provide Reg. No. etc. |
|  | Individual(s)                              |             |                                 |
|  | Sole trader                                |             |                                 |
|  | Registered charity                         |             |                                 |
|  | Company limited by guarantee               |             |                                 |
|  | Company limited by shares                  |             |                                 |
|  | Friendly Soc / Industrial & Provident Soc. |             |                                 |
|  | Society, Club or Association               |             |                                 |
|  | Other                                      |             |                                 |
| 2.2  | Are you VAT registered?                    | Yes or No   | If Yes provide VAT Reg. No.     |
| <b>THE SIZE OF YOUR ORGANISATION</b>   |  |             |                                 |
| 3.1  | Number of employees                        |             |                                 |
| 3.2  | Annual turnover                            |             |                                 |

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|     |  |                     |
|-----|--|---------------------|
|     | <b>ABOUT YOUR COMPANY'S / ORGANISATION'S CURRENT ACTIVITY</b>  |                     |
| 4.1 | <b>What are your company's / organisation's aims?</b>  |                     |
|     |  |                     |
| 4.2 | <b>What activities do you undertake?</b>   |                     |
|     |  |                     |
| 4.3 | <b>What is the geographical area in which you work?</b>  |                     |
|     | Please contact the Project Officer if your project is based in the service wards of Ystradgynlais or Ynyscedwyn. |                     |
| 4.4 | <b>Who are your clients / the people that you work with?</b>   |                     |
|     |  |                     |
|     | <b>PART TWO</b>  |                     |
|     | <b>ABOUT THE PROJECT YOU ARE PROPOSING</b>   |                     |
| 5   | <b>Title of the project</b>  |                     |
|     |  |                     |
|     | <b>ABOUT THE PERSON WHO WILL BE CARRYING OUT THE PROJECT</b>   |                     |
| 6.1 | <b>Contact person for the project (if different from above Q1.7)</b>   |                     |
|     |  |                     |
| 6.2 | <b>Tel Number</b>  |                     |
|     |  |                     |
| 6.3 | <b>Fax number</b>  |                     |
|     |  |                     |
| 6.4 | <b>E-mail address</b>  |                     |
|     |  |                     |
| 6.5 | <b>What qualifications and / or experience do you have for working in this field?</b>                            |                     |
|     |  |                     |
| 6.6 | <b>What track record / experience do you have of undertaking project work?</b>                                   |                     |
|     |  |                     |
| 6.7 | <b>Please provide the details of two referees</b>  |                     |
|     |  |                     |
| 6.8 | <b>Please enclose a CV</b>   | <b>Enclosed CV?</b> |

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| ABOUT THE PROJECT ITSELF |  |           |  |
|--------------------------|--|-----------|--|
| 7.1                      | Description of the project.  |           |  |
| 7.2                      | What will this project enable you to do?   |           |  |
| 7.3                      | Where will this project take place?  |           |  |
| 7.4                      | What natural products will your project be using? Please tell us about what they are and a bit about where they come from. |           |  |
| 7.5                      | How will information and communication technologies (ICT) be used by this project?   |           |  |
| 8                        | Is this project part of a larger venture or scheme?  | Yes or No | If Yes then please tell us about it below. |
| 9                        | What have you done to establish that this project is needed?   |           |  |
| 10                       | Describe the market place you would like to aim for?   |           |  |
| 10.1                     | Description  |           |  |
| 10.2                     | Location   |           |  |
| 10.3                     | Size   |           |  |
| 10.4                     | Distribution   |           |  |
| 11                       | To the best of your knowledge is anybody else doing this (or similar) work?  | Yes or No | If Yes then please tell us about it below. |

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|      |   |                    |                |
|------|---|--------------------|----------------|
| 11.1 | <b>What are they doing?</b>   |                    |                |
|      |   |                    |                |
| 11.2 | <b>Where are they doing it?</b>   |                    |                |
|      |   |                    |                |
| 11.3 | <b>How you have learnt from them?</b>   |                    |                |
|      |   |                    |                |
| 11.4 | <b>How you will be different?</b>   |                    |                |
|      |   |                    |                |
| 12   | <b>Explain, using specific examples, how your project will be innovative?</b>                 |                    |                |
|      |   |                    |                |
| 13   | <b>Tell us about the partners you will be involving and what they will bring to the table</b> |                    |                |
|      | <b>Partner</b>  | <b>Involvement</b> |                |
| A    |   |                    |                |
| B    |   |                    |                |
| C    |   |                    |                |
| D    |   |                    |                |
| 14   | <b>Tell us about any organisations / contractors you intend to use during the project.</b>    |                    |                |
|      | <b>Company etc</b>  | <b>Involvement</b> |                |
| A    |   |                    |                |
| B    |   |                    |                |
| C    |   |                    |                |
| D    |   |                    |                |
| 15.1 | <b>How long will the project last?</b>  |                    |                |
|      |   |                    |                |
| 15.2 | <b>When do you intend to start?</b>   |                    |                |
|      |   |                    |                |
| 15.3 | <b>When do you intend to finish?</b>  |                    |                |
|      |   |                    |                |
| 15.4 | <b>Outline a simple programme of activity</b>   |                    |                |
|      | <b>Key activity</b>   | <b>When?</b>       | <b>By who?</b> |
| A    |   |                    |                |
| B    |   |                    |                |
| C    |   |                    |                |
| D    |   |                    |                |
| E    |   |                    |                |
| F    |   |                    |                |

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|   |   |               |         |
|---|---|---------------|---------|
| 16  | Time limited projects – if the project finishes after the period of support from Glasu please tell us what the longer-term benefits will have been?   |               |         |
|   | OR  |               |         |
|   | Ongoing projects – if the project is part of a larger scheme or will continue beyond Glasu’s support please tell us about future phases and how these will be supported?                    |               |         |
| 17  | What are the outputs of your project?   |               |         |
|   | <i>Complete the separate sheet on outputs BUT ONLY in discussion with your Glasu Project Officer</i>  |               |         |
|   | <i>See separate section</i>   |               |         |
| 18  | What other outcomes / benefits of your project would you like to tell us about?   |               |         |
| 19  | Tell us about the potential for this project to be replicated in other areas (either geographically or other business sectors).   |               |         |
| 20  | What will you do to ensure that the work undertaken in this project is made available to others?<br><i>e.g. reports / workshops / web sites / road shows etc.</i>                           |               |         |
|   | What you will do?   | The audience? | When?   |
| A   |   |               |         |
| B   |   |               |         |
| C   |   |               |         |
| D   |   |               |         |
| <b>PART THREE</b>   |   |               |         |
| <b>FINANCES</b>   |   |               |         |
| <i>Please complete the spreadsheet supplied with this application form.</i> |   |               |         |
| 21  | <i>De minimis:</i> has your organisation received financial support from the Welsh Assembly Government, European Union or other public sources in the last three years and if so, how much? |               |         |
| 22  | Does your organisation hold a Customer Reference Number as issued by the Welsh Assembly Government? Is so, what is it?  |               |         |
| 23  | Would this project go ahead without the support of Glasu?   |               |         |
|   | Statement   | Tick          | Comment |
|   | Yes   |               |         |
|   | No  |               |         |
|   | Partially   |               |         |

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|   |  |
|---|--|
| <b>PART FOUR</b>  |  |
| <b>DECLARATION</b>  |  |
| I declare that:   |  |
| <ul style="list-style-type: none"> <li>The information given on this application form and in any other documentation that supports this application is accurate;</li> <li>I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of Glasu) render my application invalid and any funds received will be liable for repayment;</li> <li>The original wording and structure of this application form as it was originally provided has not been altered, deleted or added to in any way;</li> <li>My organisation has the power to accept financial support subject to conditions, and to repay the funds in the event of the conditions not being met (in the opinion of Glasu);</li> <li>My organisation will take full responsibility for all tax and NI liabilities;</li> <li>My organisation will take all reasonable precautions to ensure that funds received will not be misused or misappropriated in any way. In the event of fraud, I understand that Glasu will take legal action to recover any misappropriated funds.</li> </ul>  |  |
| I understand that:  |  |
| <ul style="list-style-type: none"> <li>Glasu will use the information you provide on the application form and during the life of Glasu's support (if awarded) to administer and analyse our support. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring support. These organisations may include external assessors, accountants, and other organisations or groups involved in delivering the Glasu scheme. We might also share information with the other grant distribution organisations, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in funding applications and grants;</li> <li>Some of the applications received by Glasu contain commercially sensitive proposals. Glasu recognises the need to maintain the confidentiality of such proposals however the use of public funds requires public benefit. If you think your application falls within this category, please let us know at an early stage;</li> <li>The signature on this form is treated as confirmation that Glasu or our agents may use the information you have supplied to us under the terms of the Data Protection Act 1998.</li> </ul> |  |
| <b>Name (Block capitals)</b>  |  |
| <b>Position in company / organisation</b>   |  |
| <b>Signature</b>  |  |
| <b>Date</b>   |  |

