



For Office Use Only	
Date application received	28 May 2023
Decision	
Minute Ref	
Amount of grant	
Date grant Paid	
Cost Code	D2

Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

Grant Application Form 2023/24

Thank you for your enquiry about applying for a grant.

Please complete & return this application form with all supporting documentation to:

Clerk to the Council
Radyr & Morganstown Community Council,
Old Church Rooms, Radyr, Cardiff CF15 8DF.

Alternatively, you can submit the form via e-mail to clerk@radyr.wales

If you would like assistance in completing this form or have any questions about it, please contact the Council on 029 2084 2213 / 07463 238 534

1. Name of organisation	Radyr and Morganstown Association (Web Team)
2. Contact Address	Old Church Rooms, Park Road, Radyr, CF15 8DF
3. Telephone number/ contact number	
4. Meeting Place or Venue (where your activities take place)	Old Church Rooms, Park Road, Radyr, CF15 8DF and online via Zoom / through the Community Website which is the subject of this application
5. Website (if any)	https://radyr.org.uk

6. Status of organisation	Charity	Charity/number: 519036
7. Date your organisation was established. (The Council would wish to be assured that any organisation we support is sustainable.)	1987	
8. Contact Name	Ian Thomas	
9. Position (within organisation)	Executive Committee Member, Trustee and Chair of the RMA Web Team (a sub-committee of the Executive)	
10. What are the aims and objectives of your organisation	To make Radyr and Morganstown a great place in which to live and work. Generating a community wellbeing within Radyr & Morganstown	
11. Purpose for which the grant is sought	Running costs to ensure community provision of webspace is maintained in a reliable, safe and secure manner. Also including contribution towards insurance so that Administrators group are adequately covered as part of Association policy for this work.	
12. How have you identified the need for this project	Existing service which is used by a number of community organisations rather than having to provision for their own individual web-space. Service acts as a "One stop shop" for activities happening in Radyr & Morganstown	
13. Amount Requested	£280	
14. For amounts over £500 please attach your last audited accounts.	Not Required	
15. How will the project improve the quality of life for people who live in, work, or visit Radyr & Morganstown.	Ensuring that the social gatherings of all ages in our community are sufficiently advertised to the whole of the community. Providing a safe, independent and reliable place for access to local information. Providing website hosting for a variety of smaller local groups in a controlled manner so that volunteer time on administration can be maximised and cost (in cash and time) to individual local groups is minimised.	
16. What are the consequences of <i>not</i> undertaking this project?	Reliance on less controlled outside sources for provision of information about our local community. Requirement for individual groups/societies to provision for web presence independently which is likely to be more costly and not get the benefits from the expertise of our volunteer administrators (e.g. consistent levels of accessibility and system resilience)	
17. When will the project/activity start and finish?	Grant requested to assist with revenue costs for the April 2023 to March 2024 financial year.	
18. Who will benefit from the grant? (tick those which apply)	Adults Older Adults Children (up to 11) Young people (12-12) Men Women	

	The whole community - ✓		
	There is a particular benefit to our service for those who are less mobile (easy online access to information) and those who are new to the area (greater need for reliable and varied local information). Our work also has a reach beyond the local community as it raises the positive profile of the area as a good place to live and work.		
19. How many beneficiaries of the project/activity live or work in Radyr & Morganstown? How have you come to this conclusion?	<p>Virtually all from Radyr & Morganstown in one way or another due to the varied nature of the information we provide.</p> <p>Those that are not from within the area themselves are either looking to move to the area or are seeking information through us to support someone who is in/from the area.</p> <p>Site analytics shows we currently had a total of over 25,000 active website users carrying out over 38,000 sessions on the website and over 100,000 recorded individual page views to this site during 2022-23 financial year.</p>		
20. Please explain how your project will reflect the social and cultural make-up of our community.	<p>All of our community are actively encouraged to submit stories for publication on our website homepage/news feed.</p> <p>All local groups are welcome to have space on our website to publicise their work. These groups choose if they simply wish a single directory entry or a fuller series of webpages about their activity including material downloads etc.</p> <p>The Web Team carries out an annual audit of our Directory of local information. This includes not only seeking updates to entries already within the directory but also liaising with local hall booking secretaries and other sources to try and make the directory, and so our contact with local groups, as comprehensive as possible.</p>		
21. Please provide a full budget for the project, including how much you wish the Council to contribute.	Item	Total Cost	Amount Requested
	Domain Registration	£14.39 x 2 = £28.78	£28
	Hosting Costs	£11.59 x 12 = £139.08	£118
	Backups	£54.00	£54
	Insurance	£483.57	£80
	Total	£705.43	£280
22. How will you raise any outstanding balance?	<p>The figure shown for insurance is the RMA's total insurance Bill of which the Web Team is one part.</p> <p>Whilst the ongoing costs of the Community Website have been kept low by utilising the professional expertise of local volunteers, the RMA are making provision to supplement this with purchasing in expertise on a freelance basis as/when this is required for specific purposes. The RMA has money earmarked in addition to that shown above in order to access professional support as required on an ad-hoc basis.</p> <p>The total requested has increased significantly from previous years. This is due to the increase in costs from our suppliers. The figures above are based on our current actuals where requests in the past few years have simply rolled quoted figures on from previous years.</p>		

	This costing gives a fairer representation of the cost to the RMA of running a Community Website.			
	Following the awarding of the Community Council Grant, any shortfall in revenue for this project is to come from the RMA Operating Budget which is built up through BBQs, Bars and other events held through the year.			
23. Have you made an application to other funders for this project/activity? Or do you intend to? If so please tell us who they are, how much you have requested and when you expect a response.	Funder	Amount Requested	Amount Awarded	Response Date
	No further funding has currently been sought beyond the Community Council and our own independent revenue as we wish to maintain the independence of this community website both in essence and appearance. The Web Team feel it would be inappropriate to obtain a corporate sponsorship for the site at this time.			
24. How will you know if the project has been successful?	Feedback from the community and community groups on service levels provided Accessibility and Reliability scores for website and underlying infrastructure – benchmarked against industry standards			
25. In the event that your application is successful please provide details of the bank account to which payment should be made:	Sort Code	Account Number	Account Name	
	53 70 30	09207643	Radyr and Morganstown Association	
26. Your Committee	Chair		Treasurer	Secretary
	Tom Evans		David Cargill	Anne Rosser
27. I confirm that the information contained within this form is correct and that I have attached the required documents	Name	Position	Signature	Date
	Ian Thomas	RMA Executive Member	IAN THOMAS	28/05/2023

Please return the completed application form and supporting documents to:

**Radyr & Morganstown Community Council,
Old Church Rooms, Park Road, Radyr, Cardiff CF15 8DF**

R&MCC Clerk – 02920 842213
Email: clerk@radyr.wales

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

Please tick:

Item	Comment
Fully completed application form	See Above
Evidence of cost (quotations)	PDF of current costs have been provided, which includes: <ul style="list-style-type: none"> • Domain Name purchase • Hosting costs • Backup software licence • Insurance
Audited accounts: for applications over £500.00	Not required – request under £500
Copy of your organisation’s Governing Documents (Constitution, Terms of Reference)	Available online at https://radyr.org.uk/rmassociation/wp-content/uploads/sites/6/2010/03/file23065.pdf
Equal Opportunities Policy	Available online at https://radyr.org.uk/rmassociation/wp-content/uploads/sites/6/2018/05/Equal-Opps-Policy-Issue-4.pdf
Safeguarding policy and Child Protection Policy	Both Children and Vulnerable Adults are covered under the heading of our “Safeguarding Policy” - Available online at https://radyr.org.uk/rmassociation/wp-content/uploads/sites/6/2018/05/Safeguarding-Policy-Issue-7.pdf

If the Council award a grant, you will be required to include our logo on any promotional material etc and indicate that the Council has supported the activity.

Applicants are also encouraged to produce any associated publicity material bilingually (Welsh and English.)

You will also be required to complete a monitoring form to indicate how the money has been spent.

Details of how the Council use your information can be viewed at our [website](http://www.radyrandmorganstown.org) www.radyrandmorganstown.org