



Community Benefits

External Application Pack

Apply for up to £500

Applicant Name _____



Ideas for Your Community Benefit Fund Application

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:

Day Trips/Outings

Educational or social

e.g. museums, country parks, beaches, Heritage centres, Christmas lunches, food fairs, the Eisteddfod, local attractions

Community-led Events

Open-access family-friendly events

e.g. play days, cultural activities, festivals, street celebrations, gardening projects

Equipment for Communal Use

Shared community equipment

e.g. IT equipment, group games, play resources, plants and containers, garden seating

A Series of Activities

Sessions that run over a period of time

e.g. talks, workshops, street play sessions, art and craft clubs, heritage workshops

Sports

For Adults and Children

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. Our scoring matrix can be found in appendix 1.

Where activities are proposed in shared spaces that may impact neighbours, evidence of a full consultation with all affected parties must be provided to demonstrate their views have been considered.

Application General Information

The application must benefit a group or community within CCHA's communities. Please see appendix 2 for the qualifying areas.

Applications for lunches and food related outings must not contain costs for alcohol

Applications must be submitted 6 weeks before the funding is required

The application is not for retrospective activities
i.e activities that have already happened or where the money has already been spent

You cannot apply more than once during the financial year.
For any previous funding awarded, all receipts, evidence and feedback forms must be fully completed and returned before we will consider further funding applications

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.

Underspent funds must be returned to CCHA
e.g if people have dropped out, or you have received a discount

If awarded Community Benefits funding, CCHA reserve the right to use all details including photos on our website and social media platforms.
Please make us aware of any exceptional circumstances where this would not be possible

Funds cannot be used for payment towards staffing costs or salaries

If successful, the CCHA logo must be included in any promotional advertisement of the event/activity.



Timeline

Step
1

Application received and checked for completion
Applicant contacted if incomplete

Step
2

Application sent to the Community Benefit Panel

Step
3

Panel enquiries passed to applicant

Step
4

Applicant informed of outcome
Successful - Payment processed / Unsuccessful - Feedback sent

Step
5

Payment received by applicant

Step
6

Event/Activity takes place

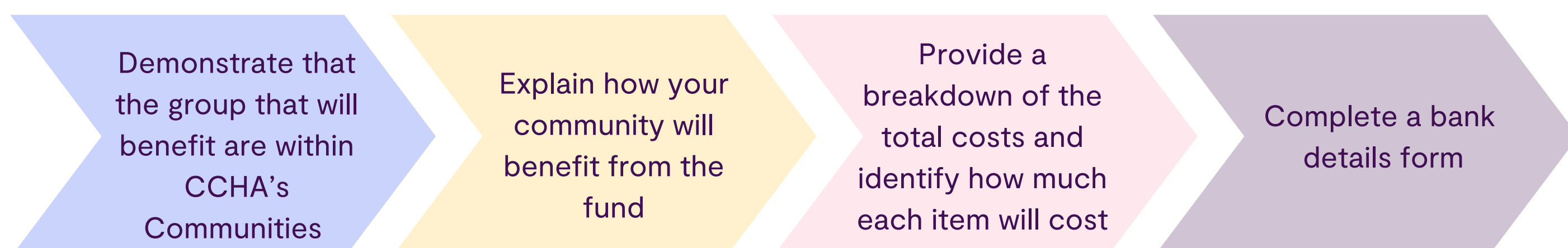
Step
7

Evidence and Feedback form and photos sent to CCHA
within 30 days of the event/activity



How to Apply

Please aim to include the following on your application:



You must send your completed application to us at least 6 weeks before you require the funding grant

Please send you application to:

Sam Evans
Social Investment Officer



CCHA
Tolven Court
Dowlais Road
Cardiff
CF25 5LQ



07974589500



socialvalue@ccha.org.uk



Application Form

Name of
applicant/group

Address

Post Code

Contact Number

Email Address

1. Project Overview (Community Need & Activity)

Please provide full details of your proposed project/activity, including where it will take place, what it will involve, and the community need or service gap it is designed to address.

Assesses Community Need (25%)

2. Beneficiaries and Target Audience

Who will benefit from your project? Please describe the target audience, including any vulnerable, disadvantaged, or underrepresented groups that will be supported. Estimate how many people will benefit.

Assesses: Target Audience (15%)

3. Impact and Outcomes

What difference will your project make? Please describe the expected outcomes and how you will measure the impact on participants and the wider community.

Examples:

- Improved health and wellbeing
- Reduced isolation
- Increased skills, confidence, or employability
- Stronger community relationships
- Greater access to services or opportunities

Assesses: Impact & Outcomes (20%)

4. Capacity to Deliver

Please tell us about your organisation's experience, skills, resources, and plans to successfully deliver this project, including any key staff or volunteers involved.

Assesses: Capacity to Deliver (15%)

5. Partnerships and Community Collaboration

Are you working with any partner organisations, community groups, or local stakeholders to deliver this project? If yes, please explain their role and how the partnership will benefit the community.

Assesses: Partnerships & Collaboration (10%)

6. Budget and Value for Money

Please provide a breakdown of how the grant funding will be spent and explain how the proposed costs represent good value for money. Include details of any additional funding, donations, or in-kind contributions supporting the project.

Assesses: Budget & Value for Money (10%)

7. Sustainability and Legacy

How will the benefits of the project continue after the grant funding has been spent? Please describe any plans for sustainability, future funding, ongoing activities, or lasting community benefits.

Assesses: Sustainability (5%)



Bank Details

If your application is successful, your fund will be paid via BACs.
Please provide the following information

Bank Name	
Account Name	
Account Number	
Sort Code	



Appendix 1

Guidance Sheet Scoring Guide (1-5)

Evaluation Criteria

Criteria	Description	Weight
Community Need	Does the project address a clearly identified community need or service gap within the CCHA areas?	25%
Impact & Outcomes	Will the project have a measurable, positive impact and support CCHA’s aims, objectives, and values?	20%
Targer Audience	Is the project aimed at high-priority or underserved communities, such as vulnerable or marginalised groups?	15%
Capacity to Deliver	Does the applicant demonstrate sufficient experience, resources, and a clear plan to deliver the proposed project successfully?	15%
Partnerships & Collaboration	Does the project involve meaningful collaboration with other organisations or stakeholders in the community?	10%
Budget & Value for Money	Is the proposed budget realistic, transparent, and does it provide good value for the level of funding requested?	10%
Sustainability	Will the project have lasting benefits or demonstrate potential for continuation beyond the funding period?	5%

Scoring Guide (1-5)

- 1 – Poor: Does not meet expectations or lacks clarity.
- 2 – Fair: Partially meets expectations; limited clarity or impact.
- 3 – Good: Meets expectations; acceptable level of detail and impact.
- 4 – Very Good: Strongly meets expectations with good evidence of planning and impact.
- 5 – Excellent: Exceeds expectations with clear, compelling evidence and strong impact.



Appendix 2

