

# Community Grant Fund

## Guidance information

United Welsh is a not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over 6,700 homes for people across 11 local authority areas, and our services help thousands more in our communities.

We are pleased to introduce the **Community Grant Fund** as a dedicated resource that aims to:

- empower communities and neighbourhoods by supporting initiatives, projects and activities that make a positive difference;
- bring a range of local groups, organisations and resident groups together to help bring their ideas to life and strengthen the bonds within their communities; and
- support projects that will directly benefit and involve residents of United Welsh.

Whether you're launching a new project, enhancing an existing initiative, or organising activities that create lasting impact, we encourage you to apply and help us build vibrant, thriving neighbourhoods together.



## Outcomes, outputs and measuring the impact of your project

Applicants will be required to state what outcomes they hope to achieve from their project and what will change as a direct result. It will also ask how applicants will know if they have achieved these outcomes and what methods will be used to measure these outcomes.

Applicants will also be required to state what outputs the project will achieve and will be asked to record and report these, along with supporting evidence, through the Community Grant's Interim and Final Report Forms.

### What is an outcome?

An outcome is the positive change or benefit that happens as a direct result of a project or activity funded by the grant. It's not just what the project does (those are outputs), but what difference it makes to people, communities or the environment.

### What is an output?

An output is what a project delivers or produces. It's the activities or things that happen -like holding a training session, creating a leaflet or running a community event. Outputs are the direct results of the work done with the grant money. They help lead to outcomes, which are the longer-term changes or benefits for people or communities.

These can be measured very simply by recording things such as number of events held, numbers of people attending, numbers of United Welsh residents involved, and numbers of leaflets produced and delivered to numbers of areas.

<b>Output</b>	=	What you do (e.g. run five workshops, number of United Welsh residents involved in the project, number of people trained)
<b>Outcome</b>	=	What changes because of what you did (e.g. participants feel more confident or connected, reported improved mental health, reduction in debt)

## How to measure an outcome

Outcomes should be measurable, even if in simple ways. Applicants can measure outcomes using:

- Surveys or feedback forms (e.g. before and after confidence levels)
- Interviews or focus groups
- Observation or case studies
- Attendance or participation data
- Photos, videos, or testimonials
- Tracking changes over time (e.g. increased volunteering, reduced isolation)

Examples of outcomes	Examples of how to measure it
Increased confidence among young people	Pre/post surveys, self-assessments
Reduced social isolation in older adults	Attendance records, participant feedback
Improved mental wellbeing	Wellbeing scales, testimonials
Greater community cohesion	Number of new connections, event participation
Increased skills or employability	Number of people completing training, gaining jobs
More people engaged in physical activity	Activity logs, fitness tracking, participant feedback
Improved access to local services	Number of referrals, service uptake data

## What the Community Grant Fund can be used for

Applications can be made to fund such things as tackling:

- Financial hardship and its impacts
- Community activities and events
- Arts and culture activities
- Health a wellbeing and inclusion projects
- Sport and recreation activities
- Learning and development activities
- Environment and outdoor spaces improvements
- Youth and family support
- Community resources and equipment (including digital), and
- Projects that have a positive impact on people and communities where United Welsh residents live or on services that United Welsh residents use.

Examples of these include (but are not limited to):

- Projects that will help vulnerable people and families to access food parcels, clothing, food supplies, help with money issues and general support
- Hosting events to improve mental health and wellbeing and to reduce social isolation
- Projects to improve shared and/or green spaces, including equipment and facilities
- Organising training workshops that boost confidence, enhance well-being, and strengthen pathways into employment

## Capital and revenue funding

### What is capital expenditure?

Capital expenditure means spending money on long-lasting items that help your group deliver services or activities. These items are expected to be used for more than one year and are usually recorded on your organisation's asset register and their cost is spread out (depreciated) over their useful life.

Examples of capital costs are:

- Equipment: laptops, tablets, printers, PA systems, musical instruments
- Furniture: tables, chairs, shelving, storage units for community spaces
- Garden tools: wheelbarrows, trimmers, compost bins, raised beds
- Kitchen items: fridges, cookers, urns for community cafés or lunch clubs
- Other durable items: noticeboards, display stands, sports gear

These purchases should support your group's activities and benefit the community over time.

For this grant:

- Capital value applies to any single item costing **£1,000** or more
- Or a group of smaller items that **together cost £1,000** or more (e.g. five laptops at £200 each = £1,000 total)

### What is revenue expenditure?

Revenue funding covers the day-to-day costs of running a project or delivering services. It supports activities that help people directly - especially those aimed at reducing poverty and its effects, health & wellbeing and inclusion projects, etc.

Unlike capital funding (which pays for long-term items like equipment), revenue funding helps cover the ongoing costs of making a project happen.

Examples of eligible revenue costs that groups might typically apply for:

- Sessional tutors / workers to run activities (e.g. art and craft activities, youth clubs, wellbeing workshops, advice drop-ins)
- Room hire for community events or support groups
- Materials and supplies for activities (e.g. craft kits, cooking ingredients, printed resources)
- Marketing and outreach to promote services
- Utilities and running costs directly linked to project delivery

These costs must be clearly linked to the delivery of your project and show how they benefit your community.

## What the Community Grant Fund cannot be used for:

Applications will not be considered for things such as profit-making ventures, political or religious promotion, retrospective costs, staff salaries, large capital projects, personal expenses, travel abroad or for fund raising activities for other causes or organisations.

1. No part of the grant shall be used for the publication or promotion of any political or religious material or any material that in whole, or part, appears to be designed to affect public support for any political or religious party or group.
2. No activity or project will be supported if it is considered by the Community Grant Fund Assessment Panel to bring United Welsh into disrepute.
3. **Non-attributable costs that will not be covered by the fund**

Some costs are considered non-attributable, as they don't directly support the delivery of your project and cannot be funded. Examples of these include:

- General administration or overheads (e.g. office rent, broadband, insurance)
- Staff training not directly linked to project delivery
- Costs from delays, errors, or disputes
- Speculative or cancelled projects
- Fundraising costs or costs of applying for other grants

If you would like further information about this, please contact us, using the contact information at the end of this guidance.

## How much money can be applied for?

The maximum amount of grant that can be applied for is £5,000. For this year (2025/2026), **Friday 30th January 2026** is the final date by which any applications can be submitted. Applications can be received at any time up until this date.

Match funding is not required to apply for this grant.

1. The Community Grant Fund Assessment Panel will award grants from £250 to £5,000.
2. Due to the restrictions of funding available, The Community Grant Fund Assessment Panel's aims are to ensure that as many United Welsh residents as possible benefit from this funding opportunity. Therefore, the Panel will favour grant applications between £250 and £2500. Grant requests for higher amounts to a maximum of £5000 will be considered in circumstances where applicants are able to demonstrate significant impact and benefit to meet an identified need.
3. Applications will not be accepted retrospectively, therefore please do not apply for any projects or activities that have already completed or are part way through delivery of.
4. Applications will not be accepted for projects that have already received United Welsh Community Grant Funding, including the previously titled Together Fund in previous 5 years. Applications will be considered from the same groups who had previously successfully bid, but the project must be different.
5. Applications must explain the timeline for their projects (the project start and end dates) and what the expected date will be for completion of spend.

## Who can apply?

We want to encourage applications from residents' groups, local community groups, charitable organisations and organisations who wish to deliver projects at grass roots level within local communities where United Welsh residents live or use services. Applications are encouraged from groups that actively promote inclusivity, equality of opportunity and community-wide inclusion within their activities and membership.

Applications will be considered from formally constituted residents and community groups with a group bank account.

1. Applications must be made by an eligible group or organisation, such as:

- A community group or organisation holding a named bank account and operating under an agreed constitution
- A United Welsh residents' group where they have a named bank account and constitution
- A registered charity
- A parish council or school

Ineligible applicants are:

- A single business / person
- Any single faith, membership or organisation that is not open to all members of the community

2. Grant applications will only be considered for projects that will benefit United Welsh residents directly. Every application **must** demonstrate how it will meet this objective and involve those residents to understand the need.

3. In addition to evidencing that the project will provide direct benefits to United Welsh residents, it must also be able to demonstrate good value for money and evidence the need for the project. The grant can also be used for piloting or phasing projects, where appropriate to do so.

4. Every grant application will be assessed by the Community Grant Assessment Panel. This Panel is made up of residents who have been trained to independently undertake this role.

5. The Assessment Panel will also prioritise projects being delivered / run directly by United Welsh residents.



6. Successful grant recipients are required to adhere to United Welsh's Equality, Diversity & Inclusion Policy. If your organisation has its own policy, a copy must be provided to United Welsh upon approval of your grant application to ensure alignment and consistency with United Welsh's principles.
7. Each project is encouraged to support local products/suppliers in Wales wherever possible, but at all times must ensure value for money remains the overriding factor when making decisions about expenditure.
8. Where funding has been committed to the project from other sources, each project must provide evidence of this (e.g. offer letters, quotes, annotated bank statements).

## How to apply

Applications to the United Welsh's Community Grant Fund must be submitted via the online application form available at [www.unitedwelsh.com](http://www.unitedwelsh.com).

Once the application has been completed, please send all supporting documentation to the dedicated email address provided on the application form. A helpful checklist is also included to ensure all the required documents are sent to us upon submission of the application form.

### Deadline for applications

The Community Grant Fund will run from 1st April to 31st March each financial year.

For this year (2025/2026), **Friday 30th January 2026** is the final date by which any applications can be submitted. Applications can be received at any time up until this date.

However, the grant fund may close earlier if all funding has been allocated before this time and we recommend that applications are made as early as possible due to the restrictions of funding available.

**Please note:** Your project delivery timescales do not need to be completed by the end of the financial year – we will ask you for your delivery timescales within the application form.

### Assessment timeframe

Please note that it may take up to six weeks to assess applications from the date of submission. If your project is time-sensitive, we strongly recommend submitting your application well in advance to ensure it can be considered in time.

## Funding information – help and support

The Community Grant Fund Assessment Panel encourages applicants to seek help before submitting their applications and can be assisted by contacting the following:

- The Community Development Team (Customer Involvement)  
United Welsh  
Y Borth, 13 Beddau Way  
Caerphilly  
CF83 2AX  
Phone: 0330 159 6080    Email:  
Customerinvolvement@unitedwelsh.com

The Customer Involvement team can offer guidance on formalising community and resident groups, including adopting constitutions, advice on opening bank accounts, building strong partnerships and signposting to other resources. They can also offer support on developing project ideas, identifying outcomes and planning for delivering and evaluation. The Team can help build your confidence and capacity to become a successful and sustainable group.

**Applicants are strongly advised to seek support from GAVO before submitting their grant application.** GAVO has agreed to assist applicants either by helping to prepare and submit their bid or by reviewing the application as a second pair of eyes. Applicants who receive support from GAVO will be issued a unique reference number, which must be included in the application form.

GAVO, Office 129,  
The Innovation Centre,  
Festival Drive,  
Victoria Business Park,  
Ebbw Vale,  
NP23 8XA  
Phone: 0800 470 1378    Email: [info@gavo.org.uk](mailto:info@gavo.org.uk)

GAVO will be able to advise and assist you to complete your grant application.

GAVO is a County Voluntary Council (CVC) that covers Caerphilly, Blaenau Gwent, Monmouthshire and Newport. Its services include providing help and advice to voluntary and community organisations to help increase their resilience and sustainability.

**Please note:** Receiving assistance with your application does not guarantee the success of your funding request.

## What happens next?

Once received, United Welsh will acknowledge receipt of your grant application. The grant application will then be assessed by an appraisal panel who will make recommendations either for the application to be approved or rejected, or the panel may ask for further information before a decision can be made.

Applications will be assessed on their individual merit by an independent panel against the Community Grant Fund eligibility criteria, the impact of the project and that it demonstrates value for money.

Based on your application and any further information you may have been asked to provide, we will advise you of the decision to either:

- Offer a grant; or
- Offer a grant with some specific conditions; or
- Reject the application detailing the reasons why the application was not accepted.

All grants awarded are at the discretion of the Community Grant Fund Assessment Panel and their decision is final.

## When can I start my project?

If your application meets the eligibility criteria and you are offered the grant, you will receive an **offer letter** setting out how much has been approved and detailing specific terms and conditions. If your group or organisation is happy to accept the grant offer and associated conditions, you will need to return a signed copy within 10 working days.

### What are grant offer terms and conditions?

If you are offered a grant, you will be sent the Terms & Conditions specific to your project.

Key points to consider:

- You should not start your project until you have signed the acceptance of grant offer letter and returned it to United Welsh;
- You will need to keep all paperwork relating to your project. For example, all invoices, receipts and bank statements, as this is the evidence of how you have spent the grant money;
- Information relating to user feedback and progress towards the outputs and outcomes of your project should also be kept;
- Other specific conditions of grant will be included in your offer letter.

## Payment of grants

1. The successful grant application funds will be paid in the following ways:

£250 to £2,500	Will be paid in full and up front, based on quotes provided. <i>Any quotes must still be current and valid during the assessment period.</i>
Over £2,500 to £5,000	50% to be paid up front, based on quotes provided with further 50% payment to be released upon receipt of supporting evidence of expenditure (invoices, receipts and redacted bank statements). <i>Any quotes must still be current and valid during the assessment period</i>

2. All payments will be made via a BACS transfer, using the bank account details requested on the offer letter form.
3. Each successful application will be required to complete an online Final Report Form, once the project has been completed. Successful applicants will also be required to complete an online Interim Report too, if their project delivery timeline is longer than 6 months. Evidence of spend and other documentary evidence will be required for both Interim and Final reports.
4. No money will be paid against a VAT element (Value Added Tax) that can be reclaimed by the group.
5. Two quotes are required for any key single expenditure item (anything over £250). A copy of each quote must be provided. You are not required to accept the lowest quote but must be able to demonstrate why you have selected a particular quote. *Any quotes must still be current and valid during the assessment period.*

### When do we need to submit our report?

All successful applicants will be required to complete a **Final Report Form** at the end of their project, outlining outcomes, spend and impact. Projects with a delivery timeline of more than six months will also be asked to submit an **Interim Report** partway through. Full details, including reporting deadlines and requirements, will be provided in the Offer Letter and accompanying Terms & Conditions to successful applicants.

## Contact us

If you have any queries or require further information about The Community Grant Fund and application process, please contact United Welsh's Community Benefits Co-ordinator on:

Telephone:	0330 159 6080
Email:	<a href="mailto:community.grant@unitedwelsh.com">community.grant@unitedwelsh.com</a>
In writing:	Community Benefits Co-ordinator, United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX