



MUMBLES COMMUNITY COUNCIL | UNDERHILL HUB

UNDERHILL GRASSROOTS GROWTH FUND

Organisation Registration Form 2026/27

Purpose of this form: to register a local grassroots club or eligible community organisation for the Fund. Registration is subject to approval by Mumbles Community Council and does not guarantee a payment.

How the Fund works

Approved organisations can order loyalty cards for a £1 administration fee per card or they can distribute the QR through their own membership cards.

Members and supporters present the card when purchasing eligible food or drink at the Underhill Hub cafe or bar.

At the end of each quarter, the organisation may receive 10% of its verified eligible recorded expenditure, calculated net of VAT.

The total annual Fund is capped at £25,000. If total eligible expenditure across all organisations exceeds £250,000, no more than £25,000 will be paid and the Fund will be reviewed.

Name of Organisation	
Name used publicly (if different)	
Organisation Type <i>e.g. sports club, charity, community group or CIC</i>	
Primary Sport or Activity	
Main Address:	
Post Code:	

Website:	
Social Media Account(s)	
Aproximate Active Members	
Members (Aged Under 18)	

Briefly describe your organisation and the local community it serves.

	Loyalty-card order and promotion
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Number of cards requested	Administration fee <i>£1 per card</i>	Total payable <i>£</i>
QR Code Only (Please Tick)		Clubs wishing to distribute the QR code through their own membership cards or app will be required to share relevant member data from their CRM system with Mumbles Community Council for agreed marketing purposes. Clubs must clearly inform members how their personal data will be shared and used and must obtain valid marketing consent before transferring any information. Evidence of this consent must be retained and made available for verification upon request. Data relating to members who have not provided consent must not be shared.

How will you encourage members and supporters to use their cards?

☐ Club emails or newsletters	☐ Social media
☐ Coach/team reminders	☐ Posters at club venue
☐ Welcome packs or membership renewals	☐ Other

If 'Other', please give details

	Eligibility and Governance <i>Tick one box in each row (to be eligible all boxes must be ticked).</i>
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	Yes	No	N/A
The organisation is locally based or regularly active in the Mumbles area.	☐	☐	☐
The organisation operates for grassroots sport or community benefit.	☐	☐	☐
The organisation has a written constitution or governing document.	☐	☐	☐
The organisation holds appropriate insurance for its activities.	☐	☐	☐
The organisation has a safeguarding policy where it works with children or vulnerable adults.	☐	☐	☐
The organisation has a bank account in its own name.	☐	☐	☐

The organisation agrees to keep suitable records of any Fund money received and how it is used.	☐	☐	☐
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Please attach supporting evidence.

	How your organisation expects to use Fund payments <i>Tick all that apply.</i>
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☐ Coaching and training	☐ Sports or activity equipment
☐ Volunteer development	☐ Marketing and promotion
☐ Increasing participation	☐ Community engagement activities
☐ Other approved club-development project	

Optional: Give a short example of what the funding could support.

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	Main and secondary contacts
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Main Contact	
Full Name:	
Role in Organisation:	
Email:	
Telephone Number	

Secondary Contact	
Full Name:	
Role in Organisation:	
Email:	
Telephone Number:	

	Organisation Bank Details <i>Payments can only be made to an account held in the organisation's name.</i>
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Account Name:	
Bank/Building Society	
Sort Code:	

Account Number	
Building Society Reference (if applicable):	

Finance Contact Name:	
Finance Contact Email:	

Please do not send passwords, PINs or online-banking login information. MCC may ask for evidence of the account name separately.

	Authorised declaration
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By signing this form, I confirm on behalf of the organisation that:

I am authorised to submit this registration and the information provided is accurate to the best of my knowledge.

The organisation agrees to follow the Fund policy, scheme rules and any reasonable evidence or monitoring requirements issued by MCC.

Any payment received will be used only for approved grassroots or community-development purposes.

The organisation will notify MCC promptly if its eligibility, contact details or bank details change.

The organisation understands that purchases must be successfully recorded against its loyalty card at the point of sale and that registration does not guarantee a particular payment.

MCC may withhold, recover or suspend payments where information is inaccurate, eligibility is lost or the scheme rules are not followed.

Authorised Person's Full Name:	
Position/Role	

Signature:	Date: <i>DD / MM / YYYY</i>
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	Data protection
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Mumbles Community Council will use the personal, organisational and financial information supplied on this form to assess eligibility, administer the Fund, issue cards, make payments, monitor the scheme and contact the organisation. Information will be handled in accordance with applicable data-protection law and MCC's current privacy and records-retention policies. It may be shared where necessary to administer the scheme or where required by law.

	For MCC use only
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Date Received:	
Organsiation Reference:	
Eligibility Checked by:	

Check List

☐ Approved	☐ Further information required	☐ Not approved
☐ Bank details verified	☐ Card fee received	☐ Cards issued

Number of cards issued	Date issued	Approved by

MCC notes

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