



COMMUNITY DEVELOPMENT GRANTS 2011/12

APPLICATION FORM

Name of Organisation	
Registered charity number (if applicable)	
Contact name	
Address	
Telephone	
E-mail	
Fax	

Contact:
Grants Administrative Assistant
Charnwood Borough Council
Southfields
Loughborough
LE11 2TR
Direct line: 01509 634710
Email: grants@charnwood.gov.uk



The Charnwood Grants Community Development fund helps community and voluntary groups within Charnwood that further the Council’s aims and that actively assist the community to enjoy a better quality of life.

The full detailed guidance can be found at <http://www.charnwood.gov.uk/pages/commdevgrants> or can be requested using the contact details on the front page of this application form.

Applicants will need to provide the following additional information although it is not always necessary to provide this at the time of application. Please tick the relevant box to show whether you are supplying the information with your application, can supply it if requested by the Council or if the information does not apply to you. You may only select options not shown as grey boxes.

Supporting Information			
Document	Provided	Can be provided on request	N/A
Two most recent bank statements			
Latest audited or independently examined accounts	*		
Equal Opportunities Policy (if not using the Councils Policy see page 7 of the application form)			
Working with children and vulnerable adults/safeguarding policy (if applicable)			
Health and Safety Policy (if you employ 5 or more staff)			

*** Alternatively you can provide a link in this box to a published version on the internet, for example on the Charity Commission website**

THE PROJECT

Please give a brief description of what you require a grant for:

Which of the aims and objectives from the Corporate Plan, Charnwood Sustainable Community Strategy or Leicestershire Local Area Agreement (LAA) does your project help to fulfil? *The Corporate Plan can be viewed at www.charnwood.gov.uk/pages/corporate_plan, the Community Strategy at www.charnwoodtogether.com/sustainablecommunity/ and the LAA at www.leicestershiretogether.org/mar09_laa2_refresh.pdf or are available using the contact details on page 2.*

Aim/Objective - Provide information only for those aims/objectives that apply to your project. You do not need to provide information for each aim/objective

Explain how this will be achieved including which groups your project is aimed at (geographically, by age or particular social groups) and the total number of people you think will benefit

How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?

How does your project promote well-supported volunteering opportunities?

How does your project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and mental health)?

<p>How does your project reduce smoking and the harm caused by drug and alcohol misuse?</p>	
<p>How does your project reduce the impact of crime and anti-social behaviour?</p>	
<p>How does your project improve the quality of life of people living in priority neighbourhoods?</p>	
<p>How does your project improve the well-being of residents through acknowledging their diverse needs?</p>	
<p>How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?</p>	
<p>How does your project enable older people to live independent lives?</p>	

What will the project have achieved at the end of the funding and how will you measure the success of the project?

Aim/Objective	Achievement sought	Measured by
<i>Example Reducing the harm caused by alcohol misuse</i>	<i>To run classes for people with alcohol misuse problems and help them to reduce the harm it causes</i>	<i>Number of people attending classes and measured reduction in alcohol consumption obtained from diary sheets</i>

How many volunteers work on the project and what work will they do?

How will you attract people to your project?

How do you intend to acknowledge or publicise Charnwood Borough Council's contribution to your project?

FUNDING THE PROJECT

Financial breakdown of the project	
Costs (please provide two quotes where appropriate)	£
Total	
Funding from other sources (including contributions from reserves)	
Balance requested from Borough Council	

What other grant applications have you made in relation to this project?		
<i>Applied to</i>	<i>Amount</i>	<i>Outcome (if known)</i>

Please provide an outline timetable for the project.

ORGANISATION INFORMATION

When was your organisation formed?			
How often does it meet?			
When was the last Annual General Meeting held? (if applicable)			
Please give details below of the main officers of the management committee (if applicable):			
	<i>Name</i>	<i>Home/e-mail address</i>	<i>Telephone Number</i>
<i>Chairperson</i>			
<i>Treasurer</i>			
<i>Secretary</i>			
Give a brief summary of the organisation's aims and objectives:			
Do you have an Equal Opportunities Policy?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or will you be applying the Council's Equal Opportunities Policy? See http://www.charnwood.gov.uk/community/plansandpolicies.html or use the contact details on page 1 to request a copy.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation produce annual accounts?	Yes/No		
Does the organisation have its own bank account?	Yes/No		

OTHER INFORMATION

Please use the space provided to add any other relevant information you would like the Council to consider.

Form completed by	
Signature	
Position in organisation	
Date	

Please return your completed application form to the Grants Administrative Assistant, Charnwood Borough Council, Southfields, Loughborough, LE11 2TR or e-mail to grants@charnwood.gov.uk

If you would like to receive this application form in your language, large print or Braille please call 01509 634603 or e-mail communications@charnwood.gov.uk

For office use only

Grant Ref Number	
Date received	
Date ack sent	

Checked by	
Panel recommendation	
Cabinet date/minute no	

Work inspected by/on	
Ledger code	
Cheque raised	