



COMMUNITY FACILITIES GRANTS APPLICATION FORM

Name of organisation or project	
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 Facilities 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 www.charnwood.gov.uk/community/commfacgrants.html or can be requested using the contact details on the front 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.

Applications under £2000			
Document	Provided	Can be provided on request	N/A
Two most recent bank statements			
Two quotations (One for IT grants)			
Equal Opportunities Policy (if not using the Council's Policy see page 3 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)			
Sustainability checklist			
Applications for £2000 or more			
Document	Provided	Can be provided on request	N/A
Two most recent bank statements			
Latest audited accounts			
Equal Opportunities Policy (if not using the Council's Policy see page 3 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)			
Sustainability checklist			

THE PROJECT

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

Which of the four aims from our Corporate Plan does your application fulfil? (Please tick all that apply). *The Corporate Plan can be viewed at <http://www.charnwood.gov.uk/democracy/corporateplan.html> or is available using the contact details on page 2.*

People - We will work to improve the wellbeing of, and services to, residents, acknowledging their diverse needs.

Prosperity - We will invest in and support sustainable development in a dynamic economic context.

Place - We will work to make Charnwood a safe, cohesive Borough in which to live and work.

Environment - We will contribute to limiting the effects of climate change, protect our environment and mitigate the effects of climate change where necessary.

How will the project contribute to fulfilling the Council's aims?

Please identify the groups your project is aimed at e.g. geographically, by age or particular social groups, and the total number of people you think will benefit.

What is the need for this project and what benefits will it provide for Charnwood generally and the specific group(s) it is aimed at?

What will the project have achieved at the end of the funding?

How will you measure the success of the project?

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?

Please provide an outline timetable for the 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 <i>This must be 50% or less of the total cost of the project shown above</i>	

What grant applications have been made in the last 12 months by your organisation, including to the Borough Council?

Applied to	Amount	Purpose	Outcome (if known)

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 Councils 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		

