

**LOUGHBOROUGH COMMUNITY GRANTS**

**APPLICATION FORM**

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| 1. **APPLICATION BASIC DETAILS** |

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| **Name / title of your project** |  | | |
| **Date of application** |  | **Amount requested** | £ |

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| **2. YOUR ORGANISATION** |

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| **Name of organisation** |  | | | |
| **When was your organisation formed?** |  | | | |
| **Organisation type** | Charity | | |  |
| Community Interest Company | | |  |
| Social Enterprise Company (other) | | |  |
| Voluntary / Community Organisation | | |  |
| Other (please specify): | | |  |
| **Registered charity number (if applicable)** | |  | | |
|  |  | | | |
|  | **Main contact details** | | **Second contact details** | |
| **Name** |  | |  | |
| **Address** |  | |  | |
| **Telephone number(s)** |  | |  | |
| **Email address** |  | |  | |

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| **How often does your Management Committee meet?** | |  | |
| **When was the last Annual General Meeting held? (if applicable)** | |  | |
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| **Please give details of the main officers of the management committee (if applicable):** | | | |
| **Title** | **Name** | **Home / email address** | **Telephone number (s)** |
| Chairperson |  |  |  |
| Treasurer |  |  |  |
| Secretary |  |  |  |
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| **Please give a brief summary of your organisation’s key aims and objectives:** | | | |
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**We prefer to receive application forms that have been completed in Word, or a similar IT package. If this is not possible, please contact us to discuss how best to submit your application.**

**Before completing your application please read the most up to date guidance, this can be found at** [www.charnwood.gov.uk/pages/commdevgrants](http://www.charnwood.gov.uk/pages/commdevgrants) or can be requested by contacting us at [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk) or on 01509 634730.

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| **3. ADDITIONAL DOCUMENTATION** |

**All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply it if requested by the Council. If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.**

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| **Document** | **Provided** | |
| Two most recent bank statements **(these must be submitted with your application)** |  | |
| Working with children / adults at risk safeguarding policy or policies **(this information must be submitted with your application if your project involves working with children and / or adults at risk)** |  | |
| If your project does involve working with children or adults at risk, are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place? | *(We operate a spot check procedure which may require you to provide evidence at a later date)* | |
| Please indicate which of the following documents your organisation has. At least one of these documents must be attached with your application. |  | **✓** |
| Constitution |  |
| Set of rules |  |
| Terms of Reference |  |
| Articles of Association |  |
| Other (please state) |  |
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| **We may ask you to provide extra information at a later stage, this may include the following documents:** | | |
| **Document** | **Can be provided on request** | |
| Latest audited or independently examined accounts |  | |
| Health and Safety Policy (if you employ five or more staff) |  | |
| Equal Opportunities Policy (if you are not using the Council’s policy). Details of the Council’s Equal Opportunities Policy statement can be found on our website at:  <http://www.charnwood.gov.uk/community/plansandpolicies.html> |  | |
| Please indicate here if you use the Council’s Equal Opportunities policy statement: | |

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| **If you are not able to provide one or more of the documents listed above, please explain why:** |
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| **4. YOUR PROJECT** |

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| **Please describe your project, including its specific content, outcomes and objectives (please see our most recent guidance notes for further information):** |
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| **Please specify which geographical areas within Loughborough will benefit from your project:** |
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| **Please explain why this project is needed and describe the evidence that you have for this need:** |
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| **Which groups of Loughborough residents will your project benefit (for example young people, people with learning difficulties, people who are unemployed, people from particular ethnic groups etc.):** |
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| **Please describe where the project is taking place. This must be in one of the Loughborough wards.** |
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| **How many people will directly benefit from your project?** | |
| **Number of attendees / participants** | **Number of volunteers / staff** |
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| **If volunteers are involved what role(s) will they have?** |
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| **Which of the following aims and objectives does your project help to fulfil?**  **You do not have to provide information for every aim / objective, but please make sure that you cover all that apply, even if your project will only make a partial contribution.** | |
| **Aim / Objective** | **Please explain how this will be achieved** |
| 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 involve volunteers and how will volunteers be supported and developed? |  |
| How does your project promote and support physical health and well-being (in particular healthy eating, physical activity, sexual health and reduced substance misuse)? |  |
| How does your project promote and support improved mental health and emotional well-being? |  |
| How does your project reduce the impact of crime and / or anti-social behaviour? |  |

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| How does your project improve the quality of life of people living in priority neighbourhoods? |  |
| How does your project improve the well-being of residents through acknowledging their diverse needs? |  |
| How does your project enable children, young people and older people to make a positive contribution to the communities in which they live? |  |
| How does your project enable older people to live independent lives? |  |
| How does your project promote access of local people to green spaces and the countryside? |  |
| How does your project add value to Charnwood’s commitment to reduce the impact of climate change? |  |
| How does your project help promote local businesses to prosper and develop vibrant towns and villages, and support rural enterprise? |  |

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| **What will your project have achieved at the end of the funding and how will you measure the success of the project?**  **Please add extra rows if required.** | | |
| **Aim / Objective (please list all that you have indicated above)** | **Achievement sought** | **Measured by** |
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| **How will you attract people to your project?** |
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| **How do you intend to acknowledge or publicise Charnwood Borough Council’s contribution to your project?** |
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| **Will you be working in partnership with any other groups or organisations in delivering this project? If so, please give details:** |
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| **5. FINANCIAL BREAKDOWN FOR YOUR PROJECT** |

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| **Please note Total [A] should be the same as Total [B]** | |
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| **Section A: Please list the costs of the whole project (please add extra rows if you need to)** | |
| **Description** | **Amount (£)** |
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| **Total Project Cost [A]** |  |
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| **Section B: Please list the anticipated income for the whole project, including contributions from reserves, and potential / confirmed grant funding from other sources (please add extra rows if you need to).**  **The amount you are requesting from Charnwood Borough Council must be shown in the space indicated below.** | |
| **Description** | **Amount (£)** |
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| Balance requested from Borough Council (this is the amount that you are applying for with this grant application) |  |
| **Total Project Income [B]** |  |

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| **If the anticipated income in Section B above includes potential / confirmed grants from other sources please give details below:** | | | | |
| **Applied to** | **Amount applied for (£)** | **Amount awarded , if known**  **(£)** | **Current status (e.g. Applied for / Awarded)** | **Decision date (if outcome not yet know)** |
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| **6. PROJECT TIMETABLE** |

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| **Please provide an outline timetable for your project (including start and finish dates)** | |
| **Date** | **Description of milestone** |
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| **7. OTHER INFORMATION** |

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| **Please use this space to add any other relevant information that you would like the Council to consider:** |
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| **8. DECLARATION** |

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| **Please tell us how you heard about this grant scheme:** |
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|  | | **Please tick** |
| **I have checked the most recent guidance notes, and the information shown in section 3 of this form. I confirm that I have included our two most recent banks statements and all the other information / documentation required at application stage.** | |  |
| **I have checked the financial breakdown in Section 4 above and confirm that the Total Project Cost [A] is equal to the Total Project Income [B].** | |  |
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| **I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. I understand that Councillor(s) whose ward(s) may benefit from the project may be consulted about the application and that any comments made will be taken into account when the decision is made.**  **Should we be awarded a grant we will make Charnwood Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be successful, the grant will only be used for the purpose(s) specified in the grant offer letter.** | | |
| **Signature** |  | |
| **Name:** |  | |
| **Position in organisation:** |  | |
| **Date:** |  | |
| **Data Protection**  **For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice**  [**https://www.charnwood.gov.uk/pages/privacynotice**](https://www.charnwood.gov.uk/pages/privacynotice) | | |

Please return your completed application by email to the

Grants Administrator - [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)

If this is not possible, please contact us on the email address above (or by calling us on 01509 634730)

to agree how best to submit your application