

MEMBER GRANTS SCHEME APPLICATION FORM

1. BASIC DETAILS			
Name of organisation:			
Project name:			
Date of application:			
Total project cost (£):			
Councillor(s) that you are applying to for funding: <i>If you wish to apply to more than one councillor, make sure you list them all here with the amounts you are asking from each of them.</i>	Councillor(s) name(s):	Please tick to confirm that you have discussed your project with each councillor named ✓	Amount Requested from each councillor (£):
	Total amount requested (£) - minimum £250 per Councillor, maximum £1000 per Councillor		

2. APPLICANT DETAILS	
Name:	
Position in organisation:	
Telephone number:	
Email:	
Address:	

3. YOUR ORGANISATION

Name of organisation:	
Address of organisation:	
Organisation type: <i>Charity/Community Interest Company/Social Enterprise Company/ Voluntary / Community Organisation</i> <i>Other (please specify):</i>	
Registered charity number (if applicable)	

Please give a brief summary of your organisation's key aims and objectives:

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4. 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.**

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?	Yes / No <i>(We operate a spot check procedure which may require you to provide evidence at a later date)</i>

✓	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):

If you are not able to provide one or more of the documents listed above, please explain why:

5. YOUR PROJECT

Please describe your project, including its specific content, outcomes and objectives (please see our most recent guidance notes for further information):

How many people will directly benefit from your project?	
Number of attendees / participants	Number of volunteers / staff
If volunteers are involved what role(s) will they have?	
How can you demonstrate there is a need for your project?	
Please describe where your project will be taking place within the Ward:	
<input checked="" type="checkbox"/>	Which of the following aims and objectives does your project help to fulfil?
	Promote stronger, cohesive and balanced communities
	Provide well-supported volunteering opportunities
	Improve physical health and well-being
	Promote and support improved mental health and emotional well-being
	Reduce the impact of crime and anti-social behaviour
	Improve the quality of life of people
	Improve the well-being of residents with diverse needs
	Enable children, young people or older people to make a positive contribution to the communities
	Enable older people to live independent lives
	Promote access of local people to green spaces and the countryside
	Reduce the impact of climate change
	Engage with local businesses to prosper, develop vibrant towns/villages and support rural enterprise

7. PROJECT TIMETABLE

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone
e.g. 01.07.2019	Deadline for leaflet design work
07.07.2019	Delivery of leaflets from printers

8. DECLARATION

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. 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>

Please return your completed application by email to membergrants@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