# Community Grants

**Tel: 01724 297257**



## APPLICATION FORM

## Before completing this form please

## read the appropriate grant aid criteria.

## Section 1

## Primary Contact Details

Organisation

Your name Mr/Mrs/Miss/Ms

Your address

Postcode

Telephone number Mobile Phone Number

Email address

Organisations website

Position in organisation (eg Member, Treasurer etc)

### Secondary Contact Details

Name Mr/Mrs/Miss/Ms

Address

Postcode

Telephone number Mobile Phone Number

Email address

Position in organisation (eg Member, Treasurer etc)

## Section 2

## Details of applicant organisation

Tick one of the boxes below to describe your status

Town/parish council Company limited by guarantee

Constituted community group Registered charity

Other (please specify) ­­­­­­­­

Company or Charity Registration Number ­­­­­­­­­­­­­­­­­­­­­­­

Aims of organisation

Date formed What percentage of your members

live in North Lincolnshire

No. of people involved Volunteers

in running of club

(Please provide an organisation chart)

Postcode Ward

No. of members Adult M F Junior (under 16) M F

Disabled M F Black & Minority M F

Ethnic Community

How would you describe the people you hope to benefit from this project

Disabled Women & girls

Young people (0-16) Young people (16-25)

Older people (60+) People of Black & Minority Ethnic

How many people other than members use the facility?

## Section 3

## About your Project/Activity

Name of your Project/Activity

What are the timescales for your project?

Estimated Start Date

Estimated End Date

Estimated Project Period

Where is your project located?

## Section 3

## About your project/activity *continued*

Please describe your project in full. *(Use additional sheets if required)*

What are the objectives and anticipated outcomes of this project?

How will your project contribute to our priorities and make a difference to North Lincolnshire residents?

How have you identified the need for the project, and what evidence can you provide that the local people/community support your project? Eg local plan/statistics/surveys etc

## Section 3

## About your project/activity *continued*

How many people will benefit from your project?

How will your project be managed?

If grant is sought in respect of work to premises / large capital equipment, please provide details of ownership/lease.

Demonstrate how your amenity or facility will be maintained after your project has been completed.

Please provide details of any user groups or organisations which currently use your facility on a regular basis and any group who has a priority usage.

Are there any times when the facility/project/activity is unavailable and/or restrictions as to who can use the project/

activity or facility?

What charges are there?

## Section 3

## About your project/activity *continued*

How and where will the facility/project/activity be advertised, both on completion and once open?

How will your project demonstrate value for money?

Are provisions for people with disabilities included?

Please explain what you have done to reduce the environmental impact of your project.

## Section 4

## Project costs

Tell us how much money you need for your project and give a breakdown of what the money is for by category

eg travel, professional fees, marketing, administration etc

|  |  |
| --- | --- |
| Item, activity or travel costs | Total cost |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Total project cost | £ |

Tell us of the other organisations from which grant aid has been applied for/confirmed

|  |  |  |
| --- | --- | --- |
| Organisation | Amount requested | Confirmed? |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| Total | £ |  |

## Section 5

## Financial Need

### What are you putting towards the project?

£

### Amount you would like from North Lincolnshire Council

£

Tell us how much money you have in the bank across ALL accounts. If more than six months turnover, please explain

what this is for

Grant aid received over the past five years from North Lincolnshire Council

|  |  |  |
| --- | --- | --- |
| Date | Purpose | Amount |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

## Section 6

## Supporting information

**You m­ust supply the following documents:**

Accounts for last two years

Income/expenditure budget for current year

Copies of last three bank statements for ALL accounts

Detailed breakdown of project costs

Copies of quotations received or evidence of prices

Safeguarding children policy

Safeguarding vulnerable adults policy

Equal Opportunities policy

Health and Safety Policy

Constitution of applicant organisation

Names/addresses of organisation’s officers

Details of any subscriptions and other charges levied

**If your application is for building works you must also supply the following documents:**

Plans showing any proposed building works

Evidence of security of tenure

Copies of any relevant planning permissions OR

confirmation planning permission is not required

## Section 7

## Declaration

* We have read the Community Grant Guidance Notes.
* We have read, understood and accept on behalf of the organisation the conditions of grant aid for the scheme to which we are applying and agree on behalf of the applicant organisation to abide by them.
* We understand that any grant offered will only be available for the purpose for which it was approved.
* In signing this form we agree on behalf of the organisation to retain and make available on request, all receipts or other proofs of purchase in order that the Council can ensure the grant was spent in line with the approval given.
* We confirm that VAT has not been included in the total estimated net project cost shown unless it is likely to be non-recoverable.

Signature of Primary Contact Date

Position in organisation

Signature of Secondary Contact Date

Position in organisation

Acting on behalf of (applicant organisation)

Completed application forms can be sent together with all supporting information

by post to: **Community Grants, Church Square House, 30-40 High Street, Scunthorpe,**

**North Lincolnshire, DN15 6NL**

or by email to: **communitygrants@northlincs.gov.uk**