

# Guidance for completing a Community grant application form

Before starting to complete the application form, please look through these guidance notes. Here you will find all the questions asked on the application form, together with the information we are looking for.

Please note, the application form will need to be completed in one go as there is currently no save function.

If you have any questions about your application, please telephone 01252 398766 or email [communitydevelopment@rushmoor.gov.uk](mailto:communitydevelopment@rushmoor.gov.uk).

## Information about your organisation

Name of organisation	This is the name of the organisation applying for the funds – it must meet the conditions of the grant and have: <ul style="list-style-type: none"><li>• A written governing document, such as a set of rules, a constitution or a trust deed</li><li>• At least three unrelated people on the governing body or management committee</li><li>• A UK-based bank or building society account in the name of your organisation that requires at least two people (who are unrelated and do not live at the same address) to sign cheques and make a withdrawal</li><li>• A safeguarding children policy if it is a group working with children and young people</li></ul>
Address of organisation	This is the address of the organisation applying for the grant as named above.
Your first name Your last name	Name of the person completing the application form.
Position held in organisation	What role do you have in the organisation? For example, chair, secretary, treasurer, member etc.
Contact address (If different to above address)	You only need to complete this if you would like us to send correspondence to a different address from the organisation's address.
Daytime telephone number	A number that we can contact you on during working hours.

	You should be the person who knows about the project in case we have any questions about your application.
Email	Your email address. We will send all email correspondence here.
Are you a registered charity?	<ul style="list-style-type: none"> <li>• If yes, please enter your charity number</li> <li>• If no, please select one of the options. If you select 'other', complete the box below</li> </ul>
How many members are in your organisation?	<p>Please provide the number of members of your organisation.</p> <p>If you do not have a membership, please give the approximate number who benefit from your organisation's work.</p>
How many of your members live in Rushmoor?	How many of the number listed in the previous question live in Rushmoor? This will be all or a smaller number than you indicated in the previous question. If you do not have any members, please write zero.
Does anyone in your organisation have any direct link with Rushmoor Borough Council? (for example councillors or officers)	<ul style="list-style-type: none"> <li>• Please indicate if any councillors or officers have a role or interest in your organisation</li> <li>• If yes, please state their name and role</li> </ul>
Have you applied to us for a grant in the last three years?	Please indicate if you have received a community grant from the council in the last three years.
Does your organisation receive rent or rate relief?	This is about the organisation applying for the grant. The council provides these reliefs. Not all organisations receive rent and/or rate relief.
Does your organisation have a safeguarding children policy?	Please indicate if your organisation has a safeguarding children policy. If you do not deal with children, you are unlikely to have a policy, so select 'no'.
Please tell us about your organisation or group, what you do and your organisations aims	Briefly tell us about what your organisation does (not the project that you are applying for funding for)

## Project details

Project name	<ul style="list-style-type: none"> <li>• A short, snappy name is best</li> <li>• If you are doing a project over a long time and are applying for funding in stages, just include the stage of the project that this funding will cover</li> </ul>
--------------	--

Grant amount requested	<p>Remember to double check the limits of the fund before entering your requested amount. Please don't ask for more than the fund supports – for community grants this is up to £1500.</p> <p>Please do not use commas, just numbers.</p>
Total cost of project	<ul style="list-style-type: none"> <li>• Include any in-kind funding and cost of volunteers in this total (and then list these in the secured funds section and on your list of project costs)</li> <li>• If you are doing a project over a long time and are applying for funding in stages, just include the stage of the project that this funding will cover</li> <li>• Please do not use commas, just numbers</li> </ul>
Secured funding	<ul style="list-style-type: none"> <li>• These are funds that you have confirmation of for the named project</li> <li>• This does not include any funds your organisation contributes</li> <li>• Please list each fund and amount separately. If you have more than three funders, please attach a list of funders and amounts</li> <li>• Please do not use commas, just numbers</li> </ul>
Unsecured funding	<ul style="list-style-type: none"> <li>• These are funds that you have applied for but are waiting to hear the outcome of</li> <li>• Please list each fund and amount separately. If you have more than three funders, please attach a list of funders and amounts</li> <li>• Please do not use commas, just numbers</li> </ul>
Does your organisation contribute any of its own finances to the project?	<ul style="list-style-type: none"> <li>• If yes, please say how much</li> <li>• Please do not use commas, just numbers</li> <li>• If no, please tell us why you are not contributing to this project</li> </ul>

## Tell us about your project

Please give us a short summary of your project	This is a very brief outline of the project – in just a couple of sentences.
Describe your project. Tell us about the overall aim, the background and how it will improve your local community. Include evidence that the project is needed and how you will	<p>This is where you can tell us about the project.</p> <p>Remember, the panel may not know about your project so you will need to give them relevant information about this, even if you think they do know about it.</p>

involve the beneficiaries.	<p>The project is what you are applying for the funding for. You should include:</p> <ul style="list-style-type: none"> <li>• What the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve</li> <li>• Some background about the project</li> <li>• How it will improve the local community</li> <li>• Evidence you have that the project is needed (e.g. results of a survey etc.)</li> <li>• How you will involve the beneficiaries</li> </ul>
Who will benefit (include numbers of people)?	<p>Give details of the group(s) who will benefit. Include actual numbers of people you expect to benefit from the project. If relevant, you can refer to numbers from a previous event.</p>
How does the project meet the Council's four priorities?	<p>You will need to look at the council's priorities web page to answer this question:  <a href="https://www.rushmoor.gov.uk/priorities">https://www.rushmoor.gov.uk/priorities</a></p> <p>Decide which priority (or priorities) your project fits into and explain how.</p>
What are the timescales of the project?	<p>When will the project start and finish, or how long do you expect the project to last? If there are timescales for different stages to the project you can list them here.</p>
How will this project specifically support the community of Rushmoor?	<p>Please tell us how your project will benefit the community of Rushmoor – including:</p> <ul style="list-style-type: none"> <li>• What differences will it make to the community?</li> <li>• Will there be a legacy of the project?</li> </ul>
How will the project meet the conditions of the grant?	<p>You will need to refer to the conditions of the grant:  <a href="https://www.rushmoor.gov.uk/communitygrants">https://www.rushmoor.gov.uk/communitygrants</a> and state how you meet all the conditions.</p>
Is there any other information you'd like to tell us about the project?	<p>Please tell us anything else about the project that you have not covered in the previous questions.</p>
Will the project be continued? (Is it a one-off project that will only take place during the time stated or is it a longer-term project which will need further funding?)	<p>If yes, please include:</p> <ul style="list-style-type: none"> <li>• How you plan to fund it in the future</li> <li>• Will it become sustainable? (Self-supporting)</li> </ul>

## Documents to enclose with the application

<p>You will need to provide ALL of the following documents to us</p>	<ul style="list-style-type: none"> <li>• A breakdown of all your project costs</li> <li>• Your organisation's constitution</li> <li>• The most recent copy of your organisation's accounts (audited where appropriate)</li> <li>• Written estimates / quotes from contractors / suppliers for the work to be carried out / items to be purchased</li> <li>• Any other documents or photos to support your application (optional)</li> </ul>
<p>Are you able to upload your documents to support your grant application?</p>	<p>If yes, you can upload the documents as part of your application.</p> <p>If no, please email them to <a href="mailto:communitydevelopment@rushmoor.gov.uk">communitydevelopment@rushmoor.gov.uk</a> as soon as possible after submitting your application cannot be processed until these have been received.</p> <p><b>Please do not send anything in the post as we are currently working from home and don't have access to post.</b></p>

## Financial information

<p>Name of treasurer Email address of treasurer</p>	<p>Please tell us the name of your organisation's treasurer and their email address. We need this in case we have a query on your accounts.</p>
---	---

## Your accounts

<p>Please give a breakdown of your latest set of accounts:</p> <p>Date of accounts</p> <p>Income</p> <p>Expenditure</p> <p>Balances</p>	<p>This information should be taken from your organisation's latest set of accounts, which you are sending with your application. Where possible, they should be audited. We will take all these figures into account when considering your application.</p> <p>Date is the end date of the accounts e.g. 30 April 2018.</p> <p>Income is the total amount of income your organisation has received in the accounting year you are reporting on.</p> <p>Expenditure is the total amount your organisation has spent in the accounting year you are reporting on.</p> <p>Balances should include any funds carried over from the previous year (which are usually clearly stated in the</p>
---	--

	accounts) and any reserves.
Name of bank or building society Bank or building society address	We need this information as successful grant applications are paid by BACS.
Name of account	The name of the account is usually the name of the organisation (not the name of the person who has the bank account). This will be found on your organisation's bank statements.
Account number	Please only enter numbers in this box.
Sort code	Please enter all six numbers including any leading zeros.

## Declaration

I confirm that this is a true and correct record of my organisation's project and financial need	In order to confirm that you agree with this statement, please tick the check box.
Today's date Completed by Position in organisation	This is where you are signing the application form on behalf of your organisation.

Once you have submitted your application form, a message will appear on your screen with a reference number. You will also receive a copy of your application to the email address which you supplied in the 'Information about your organisation' section.