

Guidance for voluntary and community groups completing a Ward Community grant application

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.

If you have any questions about your application, please telephone 01252 398766 or email communitydevelopment@rushmoor.gov.uk.

Before you begin:

- Check your project meets the conditions of the scheme
- You have discussed your project with the relevant Ward councillors and at least two from the ward(s) have given their support

You will need to complete this form in one sitting as there is no save function, so please have the following information ready:

- Breakdown of all your project costs
- Your organisation's details
- Project details
- Funding and finance information
- All supporting documents e.g. accounts, quotes

You may find it useful to put all your answers in a Word document and then copy and paste them into the application form when you're ready to fill it in.

The deadline for applications has been extended to 8th March 2021

Please note: You cannot apply for something that has already happened. The allocated funding should only be spent AFTER you have received confirmation of the grant.

Type of application

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| Who is making this application? | Select the 'Voluntary or community organisation' button. |
| Which ward is this application for? | Select the ward(s) this application is for. Multiple ward funding will be considered providing councillors from all wards concerned support the application. |
| Which councillors are supporting this application? | You will need to tell us which councillors support this application. |

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| | You must have the support from at least two councillors from each ward. |
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Information about your organisation

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| Name of organisation | <p>This is the name of the organisation applying for the funds – it must meet the conditions of the grant and have:</p> <ul style="list-style-type: none"> • A written governing document, such as a set of rules, a constitution or a trust deed • At least three unrelated people on the governing body or management committee • 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 |
| Address of organisation | This is the address where your organisation meets or is based. |
| Are you a registered charity? | <ul style="list-style-type: none"> • If yes, please enter your charity number • If no, select the appropriate type |
| Does your organisation have a constitution? | <p>One of the conditions of the grant is that your organisation must have a written governing document, such as a set of rules, a constitution or a trust deed.</p> <p>If you do not have such a document, you will not be able to apply for this grant. Rushmoor Voluntary Services can help with this.</p> |
| Does anyone in your organisation have any direct link with Rushmoor Borough Council? (e.g. councillors or officers) | <ul style="list-style-type: none"> • Please indicate if any councillors or officers have a role or interest in your organisation • If yes, please state their name and role |
| Please tell us about your organisation or group, what you do and your organisation's aims | Give brief information about your group. |
| How many members are in your organisation? | If your organisation covers a wider area than Rushmoor, please state the approximate total number of members and number in Rushmoor. |

Contact details

Please provide your

- name
- position in the organisation
- email address
- daytime phone number
- address (if different to the organisation address)

About your project

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| Grant requested | This should be the amount agreed with the councillors. |
| Confirmed grants | If you already have a grant from another funder for this project, please tell us how much and who the funder is. |
| Other grants awaiting a decision | If you are waiting for the result of applications to other funders for this project, please tell us who you've applied to and for how much. |
| Funding from other sources | If you have any other funding for this project, please tell us where it's from and how much e.g. your organisation may be contributing, or members may be offering their time/services as in-kind donations. |
| Total cost of project | To demonstrate that the project is viable, this figure should be the total of all the above amounts. |
| What you will use the grant for | You should include: <ul style="list-style-type: none"> • What you will use the grant funding for • Brief background information about the project |
| What value will your project add to the local community? | What extra benefit/service is the project adding to what already exists for the local community? |
| Who will benefit (include numbers of people)? | Give details of who will benefit from the grant e.g. a group or set of residents. Include approximate numbers of people you expect to benefit from the project. If relevant, you can refer to numbers from a previous event. |
| What are the timescales of the project – when do you plan to have spent the money? | <ul style="list-style-type: none"> • When will the project start and finish? • When do you expect to have spent the money? <p>The project should start within 6 months and be completed within 1 year of receiving confirmation of the grant.</p> |

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| | Please note: the project can only start AFTER you have received confirmation of the grant. You cannot use the funds for something that has already happened. The grant will not be paid if receipts are dated before the grant has been confirmed. |
| How will you demonstrate that the project has made a difference? | <p>What method(s) will you use to show us that the project has made a difference? e.g. will you do a before and after survey?</p> <p>You will be required to provide evidence for evaluation and feedback purposes</p> |

Documents to enclose with the application

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| You will need to provide ALL the following documents to us | <ul style="list-style-type: none"> • The most recent copy of your organisation's accounts (audited where appropriate) • Written estimates / quotes from contractors / suppliers for the work to be carried out / items to be purchased • Any other documents or photos to support your application |
| Are you able to upload your documents to support your grant application? | <p>Yes - you can add the documents using the upload buttons.</p> <p>Please note: the maximum allowance for each document is 2M (with a total of 10M for all uploaded documents). If you have very large files, please zip or PDF them and email to the address below.</p> <p>No - please email the documents to communitydevelopment@rushmoor.gov.uk.</p> <p>Please note: Your application will not be processed until these have been received.</p> |

Declaration

- In order to confirm that you agree with these statements, please tick the check boxes.
- Please 'sign' and date the application on behalf of your organisation.

Once you have submitted your application form, a message will appear on your screen with a reference number. It's a good idea to make a note of this number. You will also receive a copy of your application to the email address which you supplied at the beginning of the application form. If all information has been provided with the application, you can expect to receive confirmation of the grant within one month.