

Guidance for councillors 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
- Discuss the project with ward colleagues - at least two of the ward councillors must support the application

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
- Project details
- All supporting documents e.g. 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

Who is making this application?	Select the 'Ward councillor' 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. You must have the support from at least two councillors from each ward.

Contact details

Name, email and daytime phone number of lead councillor	<p>This person will be responsible for all aspects of the grant:</p> <ul style="list-style-type: none"> • checking that the funding is spent as described in the application form • sending in the receipts to trigger payment • completing the feedback report • retaining financial records in the event of any audit requirements
Declaration of interest	<p>Where a councillor has a declaration of interest in an application, they must declare it and the third ward councillor must agree to the award. In the wards where there are only two councillors, you will need the support of the Portfolio Holder.</p>

About your project

Grant requested	<p>You will need to provide a quote/estimate for this amount and receipts for all spending.</p>
What you will use the grant for	<p>You should include:</p> <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?	<p>What extra benefit/service is the project adding to what already exists for the local community?</p>
Who will benefit (include numbers of people)?	<p>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.</p>
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> <p>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.</p>

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>
Are officers aware of this project?	<p>Yes – please provide the name of the officer.</p> <p>No – you will need to check with the relevant officer that the project is viable.</p>

Documents to enclose with the application

You will need to provide the following documents to us	<ul style="list-style-type: none"> • 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.

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.