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**Community Grant Application form**

## Community groups can apply for small grants focussing on healthy lifestyles and opportunities and aspirations for young people.

## Before you begin:

# please ensure that you have read all the funding criteria and guidance notes before completing this form which can be found on our [community grant](https://www.rushmoor.gov.uk/community-parks-and-leisure/community-youth-and-sports-grants/community-grants/) webpage

## make sure the project is fully planned and all relevant permissions/licences are in place (if applicable)

Please note:

* You cannot apply for something that has already happened
* Organisations will only be awarded one council grant in a financial year (i.e. a Community grant or a Ward grant, or a Farnborough airport community environmental fund grant) (Financial year runs April to March)

## The deadline for applications is 12 March 2023 or when funds have been fully allocated.

# Please complete all sections to ensure that your application can be considered.

All boxes are expandable.

Completed forms and supporting documents should be emailed to [communitydevelopment@rushmoor.gov.uk](mailto:communitydevelopment@rushmoor.gov.uk) or posted toCommunity & Partnerships, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough GU14 7JU

## If you would like help filling in the form, please email [communitydevelopment@rushmoor.gov.uk](mailto:communitydevelopment@rushmoor.gov.uk) or phone 01252 398766.

## Privacy notice

The details collected in this form will be used to process your grant application.

# You can read the council’s full Privacy Policy at <https://www.rushmoor.gov.uk/privacypolicy>

# Information about your organisation

|  |  |
| --- | --- |
| Name of organisation: |  |
|  |  |
| Address of organisation: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation type:  Please select one of the following which best describes the type of your organisation: | | Registered charity  **Charity number**: | | | | | |  | |
|  | | | | | |  | |
| Community group / partnership | | | | | |  | |
|  | | | | | |  | |
| Education – preschool / school | | | | | |  | |
|  | | | | | |  | |
| Sports club | | | | | |  | |
|  | | | | | |  | |
| Uniformed group | | | | | |  | |
|  | | | | | |  | |
| Community interest company | | | | | |  | |
|  | | | | | |  | |
| Social enterprise | | | | | |  | |
|  | | | | | |  | |
| Other (please specify): | | | | | |  | |
|  |  | | | | | | |
| How many members are in your organisation? | |  | | | | | | | |
|  |  | | | | | | | |
| How many of these live in Rushmoor? | |  | | | | | | | |
|  | | |  | | | | | | | |
| Does anyone in the organisation have any direct link with Rushmoor Borough Council? (e.g. councillors or officers) | | | Yes |  | No |  |
|  | | | |
|  |  | | | | | | | |
| If yes, please let us know who they are and what their roles are | |  | | | | | | | |
|  | |  | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you applied for a Community grant in the last three years? | | Yes |  | No |  |
|  | | | | |
| Have you applied for a Ward or Farnborough airport fund grant from RBC during this financial year? | | Yes | |  | No |  |
|  | |  |  |  |
| Does your organisation receive rent or rate relief? | | Yes | |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have a constitution? (You will need to provide a copy) | | | | Yes |  | No |  |
|  | | | |
| Does your organisation have a safeguarding policy? | | | | Yes |  | No |  |
|  |  | | | | | | |
| Please tell us about your organisation or group, what you do, and your organisations aims: | |  | | | | | | |

# Contact details

|  |  |
| --- | --- |
| Your name: |  |
|  |  |
| Position held in organisation: |  |
|  |  |
| Daytime telephone number: |  |
|  |  |
| Email address: |  |
|  |  |
| Treasurer’s name: |  |
|  |  |
| Treasurer’s email address: |  |

# About your project

|  |  |
| --- | --- |
| **Project title**: |  |

|  |  |
| --- | --- |
| **Grant amount requested**:  You can apply for £50 - £1,500 | £ |
|  |
| **Please tell us about your project and what the funding will pay for**  This is your opportunity to ‘sell’ your project to us. Give a clear explanation of what you want the funding for. Include the overall aim, the background and how it will improve your local community. Describe what it is you will do and how you will do it. Include evidence that the project is needed and how you will involve the beneficiaries as well as where the project will take place and who will be involved in its delivery – both paid staff and/or volunteers. | | | |
|  | | | |
| **What benefits will your project offer to the local community?**  Who will benefit from your project? Include numbers and describe whether it is for a specific group of people e.g. by age, geography or interest. Explain how those people will benefit – what difference the project will make and what would be the impact if it didn’t happen? | | |
|  | | |
| **How does the project meet the council’s key corporate ‘People’ priority?**  See [Our priorities - Rushmoor Borough Council](https://www.rushmoor.gov.uk/your-council/our-priorities/) for information about the ‘People’ priority | | |
|  | | |
| **What are the timescales of the project – when do you plan to have spent the money?**  When will the project start and finish? The project must be completed within one year of the funding being awarded. 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 this project specifically support the community of Rushmoor?**  Tell us how your project will benefit the community, including the differences the project will make to the community and if it will leave a legacy. | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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? | Yes |  | No |  |
|  |  |  |  |
| **If yes, how will this be funded in the future?**  Please tell us how you plan to fund the project in the future and if will become sustainable (self-supporting). | | | | | | |
|  | | | | | | |
| **If your application is awarded part of the funding requested or is unsuccessful, will the project take place and how will you fund the difference?** | | | | | | |
|  | | | | | | |
| **Is there any additional supporting information you’d like to provide?**  Please tell us anything else about the project that you have not covered in the previous questions. | | | | | | |
|  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Which of the following criteria does your project match?  (Please select all that apply) | Healthy lifestyles |  |
|  |  |
| Opportunities and aspirations for young people |  |
|  |  |
|  |  |

**Project expenditure**

# Project expenditure

# Please provide a full breakdown of your project costs in the table below.

# Please include everything you need for the project, even if you aren’t asking us to fund it. Give the total cost of each item or activity in column A, and put how much you want from us in column B. It is acceptable to put £0 in column B.

# If the grant request is to fund all your project costs the figures in columns A and B will be the same.

|  |  |  |
| --- | --- | --- |
| Item or activity | ATotal cost | BAmount of grant requested |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| Total project expenditure | £ | £ |

# Project income

# Have you applied for funding towards this project from elsewhere or are you able to contribute funding from your own organisation?

# Please list below any other funding source other than this grant request and indicate if the funding has been confirmed.

|  |  |  |
| --- | --- | --- |
| Funding source | Confirmed? | Amount |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| Total project income | | £ |

|  |
| --- |
| **If your organisation does not contribute any of its own finances to the project, please tell us why** |
|  |

# Documents to include with the application

Please confirm that you have attached all the following documentation as your application will not be considered without these documents

|  |  |
| --- | --- |
| A copy of your organisation’s constitution (or instrument of governance for schools) |  |
|  |  |
| A copy of your organisation's most recent accounts (audited where appropriate)Schools should provide their main budget detailed reportNew organisations should provide their latest bank statement |  |
|  |  |
| Written quotes for items you want to buy or for work you will be doing |  |
|  |  |
| Any other documents or photos to support your application |  |

**Transparency**

If your application is successful, details of the award will be published on our website. No personal information will be published.

We would like to hear about the success of the projects that we are supporting and request that you take regular photos of the project.

These photographs may be published and used for publicity purposes for the Community Grant scheme. The organisation will acknowledge the council’s support in any press, publicity or promotion of the project.

# Declaration (on behalf of the organisation or group)

|  |  |
| --- | --- |
| I have read the funding criteria |  |
|  |  |
| The information on this form is correct |  |
|  |  |
| Any award received will be spent on the activities specified |  |
|  |  |
| If an award is received, I will complete and return a feedback form along with supporting photos or video footage |  |
|  |  |
| Acknowledgement will be given of the grant in any publicity, printed or website material |  |
|  |  |
| I give permission for press and media coverage by Rushmoor Borough Council in relation to this project |  |
|  |  |
| The necessary policies and procedures will be in place prior to the start of the project outlined in this application |  |

|  |  |
| --- | --- |
| Signed |  |
|  |  |
| Print name |  |
|  |  |
| Date |  |

## Thank you for your application. You will receive confirmation of its receipt within two weeks.

## If your application is successful, the grants officer will confirm the award and request the organisations bank details so the grant can be paid by BACS once the receipts have been received.