



# UKSPF Pride in Place Grant application form

## Before you begin

* Read through all the funding criteria and guidance notes before completing this form. You can find these on our [community grants web page](https://www.rushmoor.gov.uk/community-parks-and-leisure/community-youth-and-sports-grants/community-grants/)
* Make sure that your project is fully planned, all relevant permissions/licences are in place (if applicable) and that your project can be completed by 31 March 2026

## Things to remember

* You cannot apply for something that has already happened
* Complete all sections to make sure that your application can be considered
* If you are writing out your application, use a separate piece of paper if necessary
* **Funding will be awarded on a first come first served basis**
* The deadline for applications is Sunday 30 November or when funds have been fully allocated

## Where to send your completed form

This application form and your supporting documents need to be emailed to: [communitydevelopment@rushmoor.gov.uk](mailto:communitydevelopment@rushmoor.gov.uk) or posted to:  
  
Community and Partnerships  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough

Hampshire

GU14 7JU.

## Privacy notice

The details you provide on this form will be used to process your grant application.

You can read the council’s full privacy policy at: [www.rushmoor.gov.uk/privacypolicy](http://www.rushmoor.gov.uk/privacypolicy)

## Checklist

Before you start, please complete this checklist and if you answer ‘yes’ to all the questions, you can continue the application form.

|  |  |  |
| --- | --- | --- |
| **Check list** | **Yes** | **No** |
| Is your organisation legally constituted? |  |  |
| Does your organisation have a bank account? |  |  |
| Does your project benefit Rushmoor residents? |  |  |
| Can the project be completed by 31 March 2025? |  |  |

## Organisation details

|  |  |  |
| --- | --- | --- |
| Name of organisation |  | |
| Registered charity number |  | |
| Registered address |  | |
| Website |  | |
| About the organisation  *Briefly outline what your organisation does* |  | |
| Direct links with RBC? |  | |
| Previous grant awarded |  | |
| Organisations bank details | Bank name: | |
| Account no: | Sort code: |

## Contact details

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Daytime telephone number |  |

## Project details

|  |  |  |
| --- | --- | --- |
| **Title of project** |  | |
| **Project description**  Provide a brief description of your project including:   * an outline of what you intend to deliver * what you hope to achieve / outcomes * how the project will be delivered * who will deliver the project   *Max 1000 Words* |  | |
| Project start and end date | Start: | End: |
| Tell us about the difference the project will make and who it will benefit.  *Give details of the group(s) who will benefit. Include numbers of people* |  | |
| How will this project make a difference to people’s lives and help bring communities together? |  | |
| What evidence do you have to support the need for this project?  *You can include statistics, local knowledge, or survey results etc.* |  | |
| What evidence will you provide to show how the funding has made a difference?  *e.g. a before/after survey/ questionnaire/photos* |  | |
| Do you require any permissions to be in place to make this project happen, and have you obtained them?  *Please provide proof of permission* |  | |

## Project expenditure

Please provide a full breakdown of your project’s costs.

Include everything you need for the project, even if you are not asking us to fund it. Give the total cost of each activity or item in column A, and put how much you want from the Pride of Place Fund 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.

|  |  |  |
| --- | --- | --- |
| **Activity or Item**  **Please list the cost of each activity or item separately** | **A**  **Total cost** | **B**  **Amount requested from Rushmoor Pride of Place Fund** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Total project expenditure** | £ | £ |

## Match funding

|  |  |
| --- | --- |
| **Source of funding**  *Provide details of any other sources of funding obtained for this project* | **Amount** |
|  |  |

## Project Timescales and Risks

|  |  |
| --- | --- |
| **Please list the key milestones in the delivery of your project. Include estimated start and completion dates** | |
| **Milestone** | **Estimated target date** |
|  |  |
|  |  |
|  |  |
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|  |  |
| --- | --- |
| **What are the key risks in delivering your project and how will you mitigate these?** | |
| **Risk** | **Mitigation proposed** |
|  |  |
|  |  |
|  |  |
|  |  |

## Documents to include with the application

|  |  |
| --- | --- |
| **Please tick to confirm that you have attached all the following documentation as your application will not be considered without these documents.** | |
| Written quotes for items you want to buy or for work you will be doing |  |
| A copy of your organisation's most recent audited accounts |  |
| An appropriate safeguarding policy if your organisation works with children, young people, or vulnerable adults |  |

## Declaration (on behalf of the organisation or group)

|  |  |
| --- | --- |
| **Please tick to confirm that you agree to the following:** | |
| I am authorised to make this application on behalf of the organisation and that the information submitted is true and complete |  |
| I will make Rushmoor Borough Council aware of any potential changes to the items/event as soon as we become aware of them |  |
| I have read the guidance notes for applicants and will comply with the terms and conditions of the scheme |  |
| I understand that should the application be successful any grant money received from the UKSPF Fund will only be used for the purposes specified in this application, and Rushmoor Borough Council reserves the right to reclaim any grant not used for the purposes stated on this form |  |
| The organisation does not need permissions for any item or its use, installation, or storage; or has provided all necessary permissions |  |
| I will complete and return a feedback form along with supporting photos or video footage within the agree period |  |
| Acknowledgement will be given to Rushmoor UKSPF Pride in Place support in any publicity, printed or website material, and I give permission for press and media coverage by Rushmoor Borough Council in relation to this project |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |