

# Rushmoor Together Grant

# Application Form

## Before you begin

* Read through the [Rushmoor Together Plan](https://rushmoorcouncil.sharepoint.com/%3Ab%3A/r/sites/CommunityDevelopment2/Shared%20Documents/Rushmoor%20Together/Rushmoor%20Together%20Plan%20July%202025.pdf?csf=1&web=1&e=cXPMk6) to ensure your project relates to the priority themes of Physical and Mental Health, Economic Wellbeing, and Community Belonging
* 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 and that all relevant permissions/licences are in place (if applicable)

## 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
* Successful applicants will need to complete a BACS form so that grants can be transferred to the organisation’s bank account

## Where to send your completed form

This application form and any supporting documents need to be emailed to: communitydevelopment@rushmoor.gov.uk or posted to:

Community and Partnerships
Rushmoor Borough Council
Farnborough Road
Farnborough

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 below.

|  |  |  |
| --- | --- | --- |
| **Check list** | **Yes** | **No** |
| Is your organisation legally constituted? |  |  |
| Does your organisation have a bank account? |  |  |
| Does your project benefit Rushmoor residents? |  |  |
| Does your organisation have an up to date, appropriate safeguarding policy if you work with children, young people, or vulnerable adults? |  |  |
| Does your project have any necessary permissions in place if necessary? |  |  |

## Organisation details

What type of organisation are you? Please tick one box.

|  |  |
| --- | --- |
| Charity (If YES, include your Registered Charity Number) |  |
| Voluntary or community group  |  |
| Community Interest Company (CIC) |  |
| Community Interest Organisation (CIO) |  |
| School/preschool  |  |
| Church or faith group |  |
| Sports club  |  |
| Uniformed group  |  |
| Other (Please describe) |  |

## Your Project

|  |  |
| --- | --- |
| Name of organisation |  |
| Registered address  |  |
| Website (if applicable) |  |
| About the organisation*Briefly outline what your organisation does and its objectives* |  |
| Does anyone in your organisation have any direct links with Rushmoor BC? If YES please give details |  |

## Contact details

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

## Project details

|  |  |
| --- | --- |
| **Title of project / activity** |  |
| **Rushmoor Together Grant – amount requested** | **£** |
| **Project description**Provide a brief description of your project including:* an outline of what you intend to deliver and when
* how you know that the project is needed
* what you expect to achieve / the project outputs and outcomes
* how the project will be delivered and engage the local community
* who will deliver the project
 |  |
| Project start and end date | Start: | End: |
| Tell us how the project will support the Rushmoor Together Plan priority themes and support integration and cohesion. Provide detail on what difference the project will make and who it will benefit. *Give details of the group(s) who will benefit. Include numbers of people* |  |
| 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. Please provide details of any other sources of funding obtained for this project.

You will need to list each item or activity and the cost and then upload evidence **for any amount of £200 or more**, (for example a copy of a supplier quote or a screenshot from a website). Please make sure that the costs add up.

If your grant request does not cover the full cost of the item(s)/activities, you will need to tell us how you will make up the difference by listing which other sources of income you will use (e.g. other grants already secured, entry fees, existing funds, etc.).

If your application is successful, the grant will be paid by BACS transfer once the signed Grant Agreement and BACS details have been received.  We can only pay the grant award into the group’s bank account.

|  |  |  |
| --- | --- | --- |
| **Activity or Item***Please list the cost of each activity or item separately* | **Cost** | **Source of funding** |
| **Other funding** | **Rushmoor Together Fund** |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
|  | £ | £ | £ |
| **Total project expenditure** | **£** | **£** | **£** |

## Key milestones

What is the estimated start and finish date for the project?

Please include the key stages needed to complete this project.

|  |  |
| --- | --- |
| **Project dates** | **Start:**  |
| **Finish:**  |
| **State the key stages of your project so that we can understand how** **you have planned the project** | **Key stages** | **Date** |
|  |  |
|  |  |
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## Documents to include with the application

|  |
| --- |
| **Please tick to confirm that you have attached any necessary documentation as your application will not be considered without these documents.** |
| Any permissions that need to be in place to make this project happen |  |
| Written quotes, website screenshots, etc. for items you want to buy or for work you will be doing **with a value of £200 or more** |  |
| 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 will only be used for the purposes specified in this application, and Rushmoor BC reserves the right to reclaim any grant not used for the purposes stated on this form |  |
| The organisation has provided all necessary permissions for any item or its use, installation, or storage, if applicable  |  |
| 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 BC support in any publicity, printed or website material, and I give permission for press and media coverage by Rushmoor BC in relation to this project |  |

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

We will confirm receipt of your application within two weeks.

If you have questions about your form or would like to email some additional documents, please email us at communitydevelopment@rushmoor.gov.uk