## **Community Grant: 2024–25** Application Form

It is essential that you read the Community Grant 2024 -25 Guidance Notes before completing this form.

## In order to support your application, you can contact the Community Delivery Lead on 01594 812609 to discuss your project before submitting your application so that we can better understand your aims before it is evaluated against the criteria.

**Please refer to the guidance document which details this year’s priorities and criteria.**

We would prefer to receive applications by email but if you feel this will affect your ability to apply please call on the number above and we can arrange for hard copies to be sent to you in the post.

| 1. **YOUR INFORMATION** | |
| --- | --- |
| **Name of applicant / main contact** |  |
| **Role within the Organisation** |  |
| **Name of the Group / Organisation** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town / City** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-Mail Address** |  |
| **Total Amount being applied for** |  |

| **2. YOUR GROUP’S INFORMATION** *(Please check all that apply)* | | | |
| --- | --- | --- | --- |
| **Registered Charity** | **☐** | **Charity Number** |  |
| **Company Ltd by Guarantee** | **☐** | **Company Number** |  |
| **Charitable Trust** | **☐** | **Constituted Voluntary Organisation** |  |
| **Community Interest Company** | **☐** | **Company Number** |  |
| **Other** | **☐** | **Please Describe:** |  |

| **PLEASE DESCRIBE YOUR GROUP** | |
| --- | --- |
| **What kind of group are you?** |  |
| **How does it work?** |  |
| **How long has it been running?** |  |
| **How many committee members do you have? (Minimum of 3)** |  |
| **How many members / volunteers do you have?** |  |

| **CAN YOU DEMONSTRATE:** | | | | |
| --- | --- | --- | --- | --- |
| **A commitment to equal opportunities both in terms of recruiting staff and volunteers?** | **Yes** | **☐** | **No** | **☐** |
| **A commitment to safeguarding – as well as having a policy also reviewing and implementing it?** | **Yes** | **☐** | **No** | **☐** |
| **Your group or organisation’s commitment and capability to deliver the project successfully?** | **Yes\*** | **☐** | **No** | **☐** |
| **\* Please tell us about the skills and knowledge within your group which supports your answer to help us get to know you:** | | | | |
| **Which area within the Forest of Dean will your project be based? Can people access your project/activities from across the Forest of Dean District or certain geographies?** | | | | |
|  | | | | |
| **Have you previously been in receipt of a FODDC Community Grant?** | **Yes** | **☐** | **No** | **☐** |
| **If yes, when and for what?**  **NB: noncompliance with agreed monitoring/reporting (as outlined in our terms and conditions) would make future community grant applications inadmissible.** |  | | | |
|  | | | | |
| | 1. **your project information:** | | --- | | | | | |
| **Which of the Community Grant’s priorities does the proposed activity address and how?**  **(Please refer to guidance notes).** | | | | |
|  | | | | |
| **Project / Activity timescale:** | | | | |
| **Start Date:** |  | | | |
| **Finish Date: (*Must be completed by 31st March 2025)*** |  | | | |

| 1. **Brief outline of the proposal** |
| --- |
| **Please tell us the story (To include How does the project meet FODDC Community Grant aims? Who will benefit from the project and how? What are the community benefits? Demonstrate how you’re engaging with communities to get them actively involved (how people contribute their skills, knowledge) and detail the links you may have with any other clubs or organisations regarding your project and say why you think this project is needed. Showing how what you are looking to do doesn’t duplicate any other existing arrangement/projects)**  **List anything else that will help us to understand your project but please ensure that in this section you have included information which responds to all seven bullet points in the Criteria section of the guidance.** |
|  |
| **What age groups will be involved in and benefit from this project?** |
|  |
| **Please give the approximate number of people who will benefit from the project (please**  **do not put ‘everyone in the area’).** |
|  |
| **How do you intend to sustain your project and further develop it once the funding period has finished? (We may like to visit your project in future years to record its progress).** |
|  |
| **Can you tell us if** **your project, or your groups activities, are inclusive/accessible to serving armed forces personnel, veterans or their families, currently and/or could they be in the future.** |
|  |
| **Can you tell us how your project will contribute to reducing carbon emissions in the district and/or how it helps your organization or local area adapt to a changing climate.**  **See guidance in Appendix 2 (please do not leave this section blank, if you have any queries, please discuss with the Community Delivery Lead. This question is one of the seven criteria questions that applications are scored against).** |
|  |

| 1. **FINANCIAL INFORMATION:** *(Please supply a copy of your most recent audited account if you are a constituted group.)* |
| --- |
| **If you have free reserves of more than twelve months income and you are not spending any of these reserves, please explain why.** |
|  |

Please fill in the tables below even if you also send in your own income and expenditure details separately. This speeds up the assessment and helps us compare applications.

**MONEY INFORMATION ABOUT YOUR PROJECT** – What will the grant be spent on? *Please give us a breakdown of how much your project will cost. For example, will you employ sessional staff, rent buildings, hire facilities or buy small pieces of equipment?*

| **Item** | **Cost (£)** |
| --- | --- |
| **Sessional staffing** |  |
| **Rent of buildings/hall or room hire** |  |
| **Equipment (please attach a detailed price**  **list)** |  |
| **Activities** |  |
| **Materials** |  |
| **Other expenses (please specify)** |  |
| **TOTAL** |  |

| **ADDITIONAL FINANCIAL INFORMATION:**  *(Applications* ***must have*** *match funding either monetary or ‘in-kind’ volunteer time.)* | | | | |
| --- | --- | --- | --- | --- |
| **Have you been awarded or are you applying for any other grants?** | Yes | ☐ | No | ☐ |
| **If Yes, how much (£)from where, and what is the timeline for decisions/you getting the funding.** |  | | | |
| **Donations for your project? For example, from your own fundraising events or crowdfunding?** | Yes | ☐ | No | ☐ |
| **If Yes, how much? (£) and from where** |  | | | |
| **In-kind time (list the estimated number of participants and estimated number of in-kind**  **hours used on this project) - Use the calculator for this – appendix 1** | | | | |
| **Total number of volunteers involved in the**  **project:** |  | | | |
| **Total number of volunteer hours (a):** |  | | | |
| **Volunteer rate (See appendix 1) (b):** |  | | | |
| **Total (a x b):** |  | | | |
|  | | | | |
| **Should you be successful we will pay your grant via Bank Automatic Clearing Service**  **(BACS). We may request an invoice from you.** | | | | |
| **Account name:** |  | | | |
| **Account Number:** |  | | | |
| **Sort code:** |  | | | |
| **Please can you also attach a scan or photo of a document from your bank that shows the account name, account number, and sort code. This will help issue payments more quickly if you are successful. Feel free to blank any non-relevant information.** | | | | |

## NB: If successful, payment of the grant can be released in two phases:

* 50% available as a cash up front payment to bank roll projects
* Release of the balance of the grant will be tailored to the needs of the project; details are negotiated with a Community Delivery Lead Officer following allocation. **Alternatively, full payment can be made at the end of the project.**

# DATA PROTECTION STATEMENT

**Forest of Dean District Council is the Data Controller for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of the Community Grant. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.**

**If you would like to know more about how we use your personal information, please read our privacy notice.**

# DECLARATION:

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf. The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation’s details being held on paper or electronic files. If this application is successful, in full or in part, the group will keep to the following terms and conditions.

I understand that this is an agreement between the group and the Forest of Dean Community Grant Scheme and understand and agree that:

1. We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the funder wants us to alter any part of this application.
2. We will not make any major change to the project without first receiving the funder’s agreement in writing.
3. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the funder’s agreement in writing. If we sell any equipment or assets, we may have to pay the funder part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funder.
4. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
5. If we receive a grant for a pilot project, we understand that the funder will not automatically fund any later projects.
6. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funder’s agreement in writing.
7. We will inform the funder of any changes to our bank or building society account.
8. We will comply with any relevant legislation affecting the way we carry out our project.
9. We will acknowledge the funder’s grant in our annual report, our Chair’s or Secretary’s report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funder if requested.
10. We will show the grant separately in our annual accounts as restricted funds and will not include it under general funds.
11. The funder can use our name and the name of our project in its own publicity materials. We will inform the funder of any situation where confidentiality is a particular issue.
12. We will spend the grant by **31st March 2025** unless otherwise agreed in writing by FODDC.
13. If we do not spend the entire grant, we will promptly return the unspent amount to the funder.
14. We will monitor the success of the project and complete a monitoring form at the end of the project year.
15. We understand that the funder will not increase the grant if we overspend.
16. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the funder if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
17. The funder may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

* If we fail to keep to this contract in any way;
* If the application form was completed dishonestly or the supporting documents gave false or misleading information;
* If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
* If any member of our governing body, staff or volunteer acts dishonestly or negligently in their work for us at any time during the project;
* If we fail to complete the project within the agreed timescales;
* If we close down, become insolvent, go into administration, receivership or liquidation (‘sequestration’), or make an arrangement with our creditors.

1. If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funder’s agreement in writing.
2. These terms and conditions will apply until we have spent the entire grant and until the funder has received and approved our monitoring report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

| **TIMETABLE** | |
| --- | --- |
| **Bidding opens:** | **16th April, 2024** |
| **Bidding process closes:** | **Friday 14th June 2024 (4pm)** |
| **Bid evaluation further questions:** | **Week commencing 17th June, 2024** |
| **Notify bidders:** | **Week commencing 1st July 2024** |
| **Celebration Event at FODDC** | **Monday 15th July, 2024** |

| **CHECKLIST:** *(please check)* | | | | |
| --- | --- | --- | --- | --- |
| **All questions are answered and the declaration is signed (below)** | | | | **☐** |
| **I have read the guidance notes and understand that if my application does not meet**  **the priorities it will not be considered** | | | | **☐** |
| **I have given information (in section 3) which shows how our project and/or organisation responds to the seven criteria points (as outlined on page 2 of the guidance)** | | | | **☐** |
| **I have estimated our in-kind time calculation** | | | | **☐** |
| **I have completed the climate change section (page 4 of this form) - see Appendix 2 on the guidance for help. If you have any queries, please call the Community Delivery Lead.** | | | | **☐** |
| **We agree that we will evaluate our project with Community Delivery Lead** **Officer either via a telephone interview or by submitting a video recording replying questions given, or when possible, an in person site visit.** | | | | **☐** |
| **Have you enclosed a scan or photo of a document from your bank that shows the account name, account number, and sort code.** | | | | **☐** |
| **Constituted groups only** | | | | |
| **A copy of your latest annual accounts signed and dated by the Chair or Treasurer, if**  **applicable (new organisations include plans of income and expenditure)** | | | | **☐** |
| **A copy of your latest annual report (if applicable)** | | | | **☐** |
| **A copy of your organisation’s constitution (if applicable)** | | | | **☐** |
| **Do you have the following available:** *(Yes / No) (Please note that we may request copies at a later date)* | | | | |
| **Public liability insurance:** | **Yes** | **☐** | **No** | **☐** |
| **Equal Opportunities policy:** | **Yes** | **☐** | **No** | **☐** |
| **Risk Assessment and Health & Safety policy:** | **Yes** | **☐** | **No** | **☐** |
| **Safeguarding policy:** *(if applicable)* | **Yes** | **☐** | **No** | **☐** |
| **Vulnerable Adults policy:** *(if applicable)* | **Yes** | **☐** | **No** | **☐** |

**If we do not receive all the necessary paperwork, consideration of your application will be delayed.**

**THIS PAGE MUST BE SIGNED BY A DIFFERENT PERSON TO THE ONE COMPLETING THE APPLICATION**

|  | |
| --- | --- |
| **Signed:** |  |
| **Name:** *(please print name)* |  |
| **Date:** |  |

**PLEASE EMAIL THE COMPLETED APPLICATION TO:**

[community.engagement@fdean.gov.uk](mailto:community.engagement@fdean.gov.uk) and marked for the attention of the COMMUNITY DELIVERY LEAD

**Applications should have in the subject box: Community Grant Funding Application 2024**

**DEADLINE FOR APPLICATIONS: Friday 14th June 2024 (4pm)**

An acknowledgement email will be sent by return. If you do not receive this within 48 hours of submission then please call 01594 810000 and ask to speak to the Community Delivery Lead.

The Forest of Dean District Council Community Grant Scheme will be administered and managed by ‘Publica’ Group (Support) Limited. Publica’ is a company wholly owned by Cotswold District Council, Forest of Dean District Council, West Oxfordshire District Council and Cheltenham Borough Council to deliver local services on their behalf.

**Thank you for your interest**