

Small Grants Application Form Round 11 (Closing Date – 29th May 2018)

You are advised to read the small grants scheme information sheet before submitting your application. A decision on your application form will not be made until after the Partnership Meeting on 11th June 2018

About Your Group/Organisation

| | | | |
|---|--|------------------|--|
| 1. Name of Group /Organisation | | | |
| 2. Address | | | |
| | | Postcode | |
| Correspondence address (if different to above) | | | |
| | | Postcode | |
| 3. Contact name | | Telephone number | |
| 4. E-mail address: | | | |
| 5. Organisation's website address (if available) | | | |
| 6. Charity registration number (if applicable) | | | |

Please note that we cannot issue funds to individuals (please speak to us to discuss what options you have to receive the award money if your organisation does not have a bank account)

| | | | |
|--|--|----------------|--|
| 7. Name of Bank/Building Society | | | |
| Address of Bank/Building Society | | | |
| | | Postcode | |
| 8. Account Name | | | |
| 9. Sort Code | | Account Number | |
| 10. If you wish to receive a cheque in preference to a bank transfer please state the name of the payee and confirm the address to which it should be sent. Please note that we cannot issue funds to individuals. | | | |
| | | | |

About Your Proposal

11. Please describe how you will use the grant, what benefit this will have to the local community and if there is a need for your activity or project? (minimum 100 words):

12. Have you applied to us previously for a grant? **Yes*** **No*** *Please delete as applicable

Please note that if you have had funding from us, you can only apply on this round if you have already sent back your completed monitoring form for previous funding rounds.

How much have you previously been awarded from Big Local Eastern Sheppey and when?

13. How many people from the Big Local Eastern Sheppey area do you expect to benefit from your activity / project?

14. Will any volunteers be involved in delivering your activity or project, and if so how many and in what capacity?

Financial Information

15. How much are you applying for? (Maximum £500) Please give a breakdown of the costs of your project e.g. include all the costs such as advertising, catering, insurance & equipment etc.

| Item | Amount |
|----------------|--------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| Total £ | |

16. The support of Big Local Eastern Sheppey and Local Trust will be acknowledged in publicity. How will you publicise your activity / project?

17. Are you providing other funds towards the cost of your project / activity? If so what is the total cost of the project / activity and where will the remaining funds come from (i.e. grant from another source, fundraising activity, reserves, 'in kind' funding)?

18. Is there anything else you think we should know?

Please ensure you read and sign the following declaration before submitting your application

Declaration

- I am authorised to make this application and declaration on behalf of the group or organisation named on page 1.
- I certify that the information contained in this application is correct and if the information changes significantly or the activity cannot be completed on time I will notify the Big Local Eastern Sheppey Partnership immediately.
- Permission is given to the Big Local Eastern Sheppey Partnership and its Local Trusted Organisation (LTO) to record all information and photographs relating to this application and any subsequent grant, and to use the information and photographs for the purposes of Big Local.
- The organisation will use a grant only for the reasons given in this application. If it is used for anything else I understand that the Big Local Eastern Sheppey Partnership may ask for the grant to be repaid and may want to see the group's / organisation's accounting records.
- I acknowledge that the group or organisation may have to repay any money unspent at the end of the project or activity.
- The support of Big Local and Local Trust will be acknowledged in publicity and we will help to publicise the activities of the Big Local Eastern Sheppey Partnership and display any plaques/awards.
- I understand that funding will not be provided on a retrospective basis and will not commit to the project before any final decision is made by the Big Local Eastern Sheppey Partnership.
- I understand that the Big Local Eastern Sheppey Partnership's decision is final.
- I understand that a report on the way the grant has been used and its impact will be required at the end of the project and that Big Local Eastern Sheppey Partnership may ask to see expenditure records.
- I will provide a copy of our constitution/memorandum of understanding/terms of reference and public liability insurance.
- If the activity will involve children under the age of 18 or vulnerable adults, I will provide a copy of our safeguarding policies.

Signature:

Full Name:

Position:

Date:

Please send your completed form by email to sandy@biglocaleasternsheppey.com or by post to Big Local Eastern Sheppey, c/o Swale CVS, Central House, Central Avenue, Sittingbourne ME10 4NU

| | | |
|-------------------|----------------|------------------|
| For Big Local use | Date received: | Date considered: |
| Decision: | | Notified: |
| Notes | | |