

## Small Grants Application Form

*You are advised to read the small grants scheme information sheet before submitting your application. Please do not commit to the project before any final decision is made by the Big Local Eastern Sheppey Partnership.*

### 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:			

### About Your Proposal

5. 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):

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

### Financial Information

7. How much are you applying for? (Maximum £500.00) 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.	
Total	

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

9. 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)?

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

***Please ensure you read and sign the following declaration before submitting your application and send with copies of supporting documents.***

**Please send your completed form either by email to [sandy@biglocaleasternsheppey.com](mailto:sandy@biglocaleasternsheppey.com) or by post to Sandy Hammock, Big Local Eastern Sheppey, c/o Swale CVS, Central House, Central Avenue, Sittingbourne ME10 4NU**

Big Local use	Date received:	Round:	Documents Received:	Date considered:
Decision:			Notified:	
Applied to us previously for a grant?		Yes* No*	Amount:	
Notes				

## 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 and funds must be spent within one year from being received.
- The support of Big Local Eastern Sheppey 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.
- If the activity will involve children under the age of 18 or vulnerable adults, I will provide a copy of our safeguarding/child protection policies.
- Voluntary and community groups can apply if they have a governing document and provide a copy that has a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as terms of reference/constitution/memorandum of understanding.
- I will provide a copy of public liability insurance, either your group/club/organisation or venue.
- If you receive funding from another source for the same purpose as the Big Local Eastern Sheppey grant (i.e. duplicate funding) then you must contact us to discuss this and you may have to repay some or the entire grant.
- When you need to refer to Big Local Eastern Sheppey as a funder we suggest that you use the following wording: "xxx funded through Big Local Eastern Sheppey for the Big Lottery Fund".
- Grants must **not** be used towards any VAT you can recover.

**Signature:**

**Full Name:**

**Position:**

**Date:**