

Community Chest Grant Application Form

<u>Official use only</u>	
Area	
Date	Initial

ABOUT YOUR GROUP/ORGANISATION

Applicant	Group/Organisation
Name:	Name:
Address:	Address:
Post code:	Post code:
Tel:	Tel:
Email:	Email:
Position:	Web:

Please give a brief description of your group/organisation.

What is the status of your group/organisation? (Tick all that apply)

- Registered Charity Charity Number:
 Community Group Voluntary Organisation Tenant Association
 Other, please specify:

ABOUT YOUR PROJECT

Please describe the project/activities that you plan to use your grant for.

Please tell us how you identified the need for this project/activity?

Who will be the main beneficiaries of the activity/project? Please give numbers and, where appropriate, age range(s).

Where will the project/activity take place?

Estimated Start date

Estimated end date

ABOUT YOUR GRANT

Please state how much money you need for your project and what it will be used for. If you can recover the Value Added Tax (VAT) you must only show the net amount. If you are including volunteer time this must be entered in both expenditure and funding.

Item of expenditure (include all costs of the project)	Cost
Volunteer time:	
Total	

Please list all contributions towards your costs, including any cash, grants, volunteered time (per person per day @ £50 labour, £150 skilled, £350 professional), donations, and your own resources.

Other sources of funding	Current Status (secured or pending)	Amount
Volunteer time:		
Total		

Amount that you are requesting (must not exceed 75% of eligible costs)	
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I confirm that to the best of my knowledge and belief that all the information provided is true and correct. I understand that Northumberland County Council reserves the right to recover all or part of any grant award in the event of non-compliance with the terms of the grant.

I confirm that all relevant documentation has been provided and that the group/organisation is adequately covered for all liabilities from the running of the activity/project.

I accept that Northumberland County Council, its partners, agents or employees are not liable for any costs, losses or damages incurred as a direct result of the activity or project taking place.

SIGNATURE: **NAME** (Please print):

DATE:

**Return to: Community Regeneration, Economic & Inclusion Policy Team, Planning & Economy Directorate, County Hall, Morpeth NE61 2EF.
communitychest@northumberland.gov.uk**

FINISHING YOUR APPLICATION

We can only process your application if:

- You complete all the questions on this form; and
- You send us all of the necessary documents.

Please refer to the Community Chest Guidelines before completing this checklist.

ESSENTIAL – you must provide the following:	Please tick
Completed, signed application form. An application submitted via email will be considered to be signed.	
Copy of Constitution/Articles of Association.	
Proof of bank account in the name of the organisation, e.g. recent bank statement, and a copy of the most recent end of year accounts.	
Equal Opportunities Policy or written statement approved by your group/committee.	

WHERE APPLICABLE – by ticking the boxes you are confirming that you have the following:	Please tick
Licensing, including event licences and premises licence.	
Liability Insurance.	
Safeguarding policy.	
Vulnerable adult statement.	
Planning permissions.	
Evidence of at least two quotations for goods or services above £5,000.	

Any other relevant policies and procedures for working with the target community, please list:	Please tick