#  **Round** 2**:** January **201**8

#

# **Community Chest**

# **Grant Application Form**

**ABOUT YOUR GROUP/ORGANISATION**

|  |  |
| --- | --- |
| **Applicant**  | **Group/Organisation** |
| **Name:**  | **Name:**  |
| **Address:** **Post code:** | **Address:** **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 Association⃞ 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?** |
|  |
| **Please tell us the steps you have taken to generate or attract funding from other sources** |
|  |
| **Who will be the main beneficiaries of the activity/project? Please give numbers, ages.** |
|  |
| **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.

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| --- | --- |
| **Items of expenditure (include all costs of the project)** | **Cost** |
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|  |  |
|  |  |
|  |  |
| **Total**  |  |

Please list all contributions towards your costs, including any cash, grants, volunteered time, donations, and your own resources. This must amount to not less than 25% of eligible expenditure.

|  |  |  |
| --- | --- | --- |
| **All sources of funding** | **Current Status****(secured or pending)** | **Amount** |
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|  |  |  |
|  |  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Amount that you are requesting (must not exceed 75% of eligible costs)** |  |

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 online or 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** |
| Security of tenure (Freehold, or leasehold with not less than 5 years remaining) |  |
| 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. |  |

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