

SMALL GRANTS APPLICATION FORM

Information on how to complete this form can be found in any Prospectus, which also has guidance on what you need to tell or show us, where to get help to make an application, who to send it to and by what date. *If you are making more than one bid, please use a new application form for each bid.*

Which Prospectus are you bidding from?

Your Organisation

Please give details of the person we should contact about this application:

Name:

The name of your organisation:

Position in organisation:

Telephone number:

Mobile number:

Fax number:

E-mail address:

Address and Postcode:

Are you:

The sole applicant organisation in this bid, or

Applying as the lead applicant of a consortium:

If your application is from a consortium, please list other organisations in your consortium:

If Completing This Form By Hand Please Use Capital Letters

Please tell us the legal status of the applicant organisation (e.g. are you a residents group, a registered charity, friendly society, social enterprise or any other form of voluntary or community group). You may need to tick more than one box.

- | | |
|---|--|
| <input type="checkbox"/> Unincorporated body | <input type="checkbox"/> Social enterprise |
| <input type="checkbox"/> Trust or Society | <input type="checkbox"/> Company limited by guarantee |
| <input type="checkbox"/> Faith group engaged in voluntary/social action | <input type="checkbox"/> Registered charity |
| <input type="checkbox"/> Community Interest Co. or Org | <input type="checkbox"/> Registered friendly society |
| <input type="checkbox"/> Residents Group | <input type="checkbox"/> Registered social landlord |
| | <input type="checkbox"/> Sole Trader |
| | <input type="checkbox"/> Other (please describe below) |

Company registration number:*

Charity registration number:*

* if applicable

Your previous experience

If your organisation has not previously provided services or received voluntary grant funding from us please provide a referee.

Referee's details:

Surname:	<div style="border: 1px solid black; height: 25px;"></div>
First name:	<div style="border: 1px solid black; height: 25px;"></div>
Agency:	<div style="border: 1px solid black; height: 25px;"></div>
Position:	<div style="border: 1px solid black; height: 25px;"></div>
Telephone number:	<div style="border: 1px solid black; height: 25px;"></div>
E-mail address:	<div style="border: 1px solid black; height: 25px;"></div>

PART B – YOUR APPLICATION

Grant funding will only be awarded if it meets the outcomes set out in a Prospectus. These outcomes are the changes that we want to achieve through our funding. Completing this form and supplying us with any information that we ask for will help us to understand your bid. It will tell us what you want to do; how you will help us to achieve one, some or all of the outcomes in the Prospectus; what you need to do it; and how you will tell us how well you are doing.

Your project must meet one, some or all of outcomes to be considered for a grant. The outcomes are listed and numbered in the Prospectus. Please check the boxes next to the Prospectus funding outcomes that your application supports.

- | | | | | | | | |
|--------------------------|-----------|--------------------------|-----------|--------------------------|-----------|--------------------------|-----------|
| <input type="checkbox"/> | Outcome 1 | <input type="checkbox"/> | Outcome 3 | <input type="checkbox"/> | Outcome 5 | <input type="checkbox"/> | Outcome 7 |
| <input type="checkbox"/> | Outcome 2 | <input type="checkbox"/> | Outcome 4 | <input type="checkbox"/> | Outcome 6 | <input type="checkbox"/> | Outcome 8 |

What would you like grant funding for

Tell us about the projects or activity you would you like us to fund? What will it do? Who will use it? What will it be like to use? What will you use any grant funding for?

Please use the back page if more space is required

How will your proposal help to deliver our outcomes?

How will your proposal help us to deliver the outcomes set out in the Prospectus that you are bidding from?

Please use the back page if more space is required

Reporting back

What will you tell us about how well you are doing? How will we know about your achievements and difficulties; for example, reports, photos, or videos.

Please use the back page if more space is required

Who will benefit from your project or service?

Please tell us whose lives would be improved most by awarding you a grant. This could be members of your community who are from a particular race, culture or faith. It could be young people; unemployed or excluded people; victims of crime or abuse; offenders or substance abusers; elders; people with disabilities, illness or impairments; people who live in a particular place or any other community members.

Please use the back page if more space is required

Planning for the future

What will happen when grant funding or any other benefits that you receive come to an end? Let us know if your project or service will continue and if so how.

Please use the back page if more space is required

We may need some more information about you and your proposal

Check the Prospectus to see what information should be supplied with this application. For example, we may need evidence that you will safeguard the people who use your services or activity or your insurances or qualifications.

Grants are only awarded to groups and organisations that give everyone an equal opportunity to benefit from their service or activity; so you may be asked to provide a written policy that shows how you will ensure that anyone including staff and volunteers will be treated equally. Help is available if you are asked for something you don't have.

PART C – FUNDING

To make sure we give you the right amount of funding, tell us how you would spend a grant. Only include costs that are relevant to the service or activity in this application, and remember to include any taxes you may have to pay in your costings. Contact us if you need advice on giving us this financial information.

Please use the back page if more space is required

PART D – DECLARATION

This must be signed by an authorised person in your organisation or consortium. This means either the Chair of your management committee, your director, chief executive or someone of similar status and responsibility.

By signing the application below, you declare that all of the information you are supplying us with in respect of this application is complete and correct. You also confirm that if the application is successful, you will enter into negotiation for a Funding Agreement to deliver your proposals.

The Prospectus has a list of documents that you will be asked to supply with the application. If you don't have all of these things, you may still be able to get a grant, ask for support or advice before making the application. It may be too late to supply the information at the last minute.

Surname:	<input type="text"/>
First name:	<input type="text"/>
Signature:	<input type="text"/>
Position in your group or organisation:	<input type="text"/>
Date:	<input type="text"/>
Telephone number:	<input type="text"/>
E-mail address:	<input type="text"/>

Making the application

Information on how to make an application, who to send it to and the deadline for submissions can be found in the Prospectus that you are bidding from.

Late applications

Applications received by the nominated person after the date set out in the Prospectus will not normally be considered and may be returned to you.

Ensuring equal Access to the Prospectus process

If you would like an accessible version of this application form, please contact the person named in the Prospectus as the first point of contact about the Prospectus process.

Please use this box to provide us with additional information.
You can also tell us for example, about any qualifications you may have and how you are placed to meet the requirements that we ask for in the Prospectus.