

Grants for Community Projects Application Form

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1 Organisation's name and address

1a. Name of organisation (Please provide full name as written in your constitution or other governing document).

1b. Address including postcode

1c. Organisation website or social media page

2 Contact details

2a. Name

2b. Position in organisation

2c. Address including postcode

2d. Daytime telephone no.

2e. Mobile telephone no.

2f. Email address

3 About your organisation

3a. Please indicate below type of organisation and provide registration number

Description	Put a tick against all those that apply	Registration number of charity and/or company (if applicable)
Community and voluntary group		
Parish / Town Council		
Charity		
Community interest company		
Social Enterprise		

3b. When was your organisation formed?

3c. Please give a brief description of your group/organisation

(What type of group are you, what are your aims and what do you do? Please include attendance numbers, costs to attend/join). - 500 words max

<p>3d. How many volunteers do you have? (Total number of people involved in your group or organisation, including those on the management committee).</p>	
<p>3e. How many paid staff do you have? (full time = 1, half post = 0.5)</p>	
<p>3f. Are you VAT Registered? (Please answer yes or no)</p>	
<p>3g. VAT Number (if applicable):</p>	

4 About your project

4a. Name of your project (please provide a short title which summarises your project)

4b. Which grant are you applying for? (please select appropriately)

Community projects (excluding building and recreational)

Building and recreational projects

4c. Which category are you applying under? (please select appropriately)

Working in Partnership to improve the quality of life, economic performance and environmental sustainability of North Kesteven

Inspiring Community Participation to deliver local aspirations and community based services

4d. Please select if your project meets one or more of the following:

Our Economy – To promote the economic and employment growth of North Kesteven

Our Homes – To promote housing growth that meets the current and emerging needs of North Kesteven

Our Communities – To promote the well-being, safety and health of North Kesteven’s growing communities

Our Environment – To promote a sustainable natural and built environment, where our heritage is preserved and celebrated

4e. Have you received a grant from NKDC within the last 2 years? Yes / No

If yes, please give details (project, amount, date of decision):

4f. Please describe the project you wish to be funded - max 500 words

(Please provide a summary of your project. This should include what you will do, who it will be aimed at, cost to attendees and where it will take place. You should ensure it paints a clear picture of your project).

4g. When do you expect your project to take place?
(please provide a start and end date).

4h. Who will manage the project and what skills do they have? – max 250 words
(Which members of the organisation/ group will be managing the project and why have they been chosen to do so? For example what skills, knowledge or experience do they bring to the project?).

4i. Will you be working with any other organisations to deliver your project Yes / No

If yes, please give the name(s) of the organisation(s), a brief description of the work they do, and their input to the project - max 250 words

**4j. Relevant for building and recreational projects only
– Is your site leased or owned?**
If leased, please advise how many years are remaining).

4k. Relevant for building and recreational projects only – Is planning permission required for your project?
If so has it been granted, or being sought. If waiting a decision, please advise when you expect to hear.

4l. Relevant for building and recreational projects only - How will the ongoing maintenance of your project be carried out and funded following its completion?

5a. Explain how you know that the members of your community want this project and what evidence you have collected. - max 700 words

(Tell us how you have identified the need for the project. Please provide details of any consultation undertaken - questionnaires, public consultations, letters of support etc. Evidence is highly recommended to support your application).

5b. Who and how many people will benefit from your project? - max 500 words

(Please advise catchment area for project and who will benefit e.g. young people, older residents, those with a disability etc. If applicable, will the project increase usage of your facility, service, or attendance at your event/activity, If so what increase is expected?).

5c. How will your project benefit the local community? - max 700 words

(Please provide details of changes or differences that completion of your project will bring to your organisation and the community e.g. new skills and qualifications, improved community cohesion, increased volunteering and participation, reduced rural isolation etc.).

5d. How will you make sure that everyone who could benefit from your project will know about it and be able to get involved? – max 250 words

(Please detail plans for marketing and publicising your project)

6a How will you measure the difference your project will make? - max 500 words

(Please provide details of how you will be able demonstrate that your project has made a difference (e.g. an increase in numbers, a reduction in bills due to improved energy efficiency measures etc.).

We expect a short report following the event to evidence the success of the project.

7 Project Costs

7a. How much are you applying for to FundNK?

7b. Projected Expenditure.

Item Description	Cost excluding VAT	VAT	Total including VAT
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total	£	£	£

7c. Projected Income (total projected expenditure and total projected income should be the same)

Source of Income	Confirmed?		Amount
	Yes	No	
FundNK (maximum 50% of total costs)			£
Group's own cash contribution			£
In-kind volunteer time (calculated at £6.47 per hour)			£
In-kind materials			£
Reclaimable VAT (if applicable)			£
Fees charged			£
List other grants or sources of income below			
			£
			£
			£
			£
			£
			£
			£

**7d. Why is funding needed from this grant and what other options have been considered? - max 300 words
(Tell us if you have been unsuccessful with any other grant applications and include details of these. Please explain what other options you have considered e.g. new build, shared usage with neighbouring facility etc.).**

**7e. If we could not fund your project, what action would you take and what impact would this have?
- max 300 words**

8 declaration

In signing this declaration I agree that:

- I have full authority on behalf of the group/organisation to make this application
- The information contained in this application is correct at the time of submission.
- I will provide a report within three months of the funding being released to evidence the success of the project.
- I will acknowledge NKDC's contribution to the project wherever possible.
- The group/organisation have appropriate insurance cover for the project.
- The group/organisation have appropriate safeguarding, equal opportunities, child protection policies/ statements in place for their activities and project.

Applicants signature:		Date:	
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Please enclose a copy of the following:

- Constitution or governing document
- Recent accounts (this must include bank statement(s))
- 3 quotes (only relevant for building and recreational works)

9 Checklist for Supporting Information

Should your application be successful, you will be offered a conditional award subject to supplying all or some of the documentation below. The Grant Award is conditional based on these documents being robust or adequate changes being put in place and/or additional documentation being supplied if requested.

- Confirmation of own and other funding - copies of offer letters
- Evidence / Demonstration of Community Consultation and Support
- Copy of Lease (if applicable)
- Planning Permission
- Copy of Annual Report or minutes of the last 3 committee meeting
- Please also provide: Additional information e.g. maps, photographs, letters of support, work programmes, project budget, copies of survey reports, safety inspections etc

Please note most of the documentation above will only be requested for work on buildings or play parks. We will advise what we need when we notify groups of our decision.