

Community Fund

Application Form

For grants up to
£1,000



This form may be filled in electronically or by hand. Should you have any questions, please do not hesitate to contact the Partnerships Team at North Kesteven District Council on **01529 414155**, or email **Partnershipsteam@n-kesteven.gov.uk**

Before you start this form, read the full GDPR statement on page 5.

Part 1: Your details / Organisation details

1.1 Contact Details

Name of group:	
Main Contact:	
Position in group:	
Address:	
Daytime phone number:	
Evening phone number:	
Mobile number:	
Email:	

1.2 Please describe the organisation that is applying for funding

Why your organisation exists, where it operates, its aims, key members of the management committee, achievements, regular activities and costs to members or users (e.g. activity charges, venue hire, membership fees).

Part 2: Your Project

2.1 Please describe the project for which you are applying for a grant

Please provide a summary of your project. This should include what you will do, who it is aimed at, when and where it will take place. This should paint a clear picture of what you are looking to do.

Part 3: Benefits and Outcomes of Project

3.1 What difference will the funding make to your organisation and the community?

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 etc.

We expect a short project report within 3 months of releasing funding. Photos, videos, quotes etc. can be used to evidence the success of your project.

Part 4: Project Costs (Please round-up all figures to nearest whole £)

4.1 Please provide a detailed breakdown of the total cost of this project below

All costs relating to your project must be stated, for example construction fees, equipment, fixtures and fittings, room hire or premises costs, training costs, staff or volunteer expenses, operational/activity costs, office, overhead, premises costs, capital costs, publicity costs.

If you are VAT registered, please ensure your figures exclude VAT.

Item	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total cost of above items:	£
How much are you applying for?	£

Part 5: Declaration and Signature

5.1 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 Sleaford REP Community Power Fund'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.

Signature:

Date:

Part 6: Documentation

6.1 Checklist

Please tick the boxes below to confirm documentation has been enclosed.

<input type="checkbox"/>	The signed and completed application form.
<input type="checkbox"/>	Constitution, or governing document for your organisation.
<input type="checkbox"/>	Your organisation's last set of audited accounts, or income and expenditure details.
<input type="checkbox"/>	A copy of your bank or building society statement. Accounts must be in the name of your organisation, and less than 2 months old.
<input type="checkbox"/>	Evidence of consultation, letters of support, where relevant
<input type="checkbox"/>	If applicable, a single quote e.g. for building work and purchases.

Please note the following documentation may need to be supplied if your application is successful.

<input type="checkbox"/>	Safeguarding procedure for vulnerable adults and children (to be supplied if application successful and relevant to project/organisation).
<input type="checkbox"/>	Proof of insurance e.g. public liability, personal accident, building insurance (to be supplied if application successful and relevant to project/organisation).

Please return to:

Partnerships Team
North Kesteven District Council
District Council Offices Kesteven
Street
Sleaford
Lincolnshire
NG34 7EF

Partnershipsteam@n-kesteven.gov.uk

GDPR Statement

Your responses will be processed in accordance with the Data Protection Act 2018. We treat your personal data with the utmost care and take appropriate steps to protect it. We do not sell your personal information to anyone and will never share your information for marketing purposes. Your data is securely stored for five years following completion of your contact with us in line with Information Governance guidelines. After this time your data will be removed from our records.

You have many rights regarding your personal data, which include seeing what personal information we hold about you. If you want to contact us with regards to your rights, please email **dataprotection@n-kesteven.gov.uk**

For further information on how we process your data, please see our privacy notice:
<https://www.n-kesteven.gov.uk/privacy>