

# Community Fund Application Form

For grants from  
**£1,001 to £5,000**



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 8.**

## 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).

### 1.3 When was your organisation formed?

When your group was formed, or if new when you expect to be formally constituted.

### 1.4 Please state the type of organisation

What type of organisation you describe yourself as: e.g. community group, charity, social enterprise, parish/town council, faith organisation, company limited by guarantee.

### 1.5 Does your organisation have a governing document or set of rules? **Yes** **No**

Please supply a copy with your application. If newly formed, these will need to be developed prior to completing this application.

### 1.6 Is your organisation VAT registered? **Yes** **No**

### 1.7 How many people are involved in your organisation?

Description:	Number:

### 1.8 Do you have a safeguarding procedure for vulnerable adults and children? **Yes** **No**

If your group works with vulnerable adults and children, a copy of your procedure will be requested if your application is successful.

### 1.9 What insurances do you have in place?

Please list insurances e.g. employee liability, public liability, professional indemnity, building or contents cover. A copy of these will be requested if your application is successful.

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## Part 2: Your Project and the Community

### 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 and where it will take place. This should paint a clear picture of what you are looking to do.

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### 2.2 When do you expect your project to take place?

Please provide a start and end date.

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### 2.3 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.

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**2.4 Explain how you know that the members of your community want this project and what evidence you have collected.**

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). Is the project open to all regardless of factors such as ability, background etc.? How will the project benefit your organisation and the wider community?

Evidence of public support is recommended for all applications.

**2.5 Who and how many people will benefit from your project?**

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?

**2.6 How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?**

Please detail plans for marketing and publicising your project.

**2.7 Relevant for Capital Projects only. Is the site owned or leased?**

If leased, please state number of years remaining.

**2.8 Relevant for Capital Projects only. Is planning permission needed for your project?**

If so, has it been granted or being sought? If awaiting a decision, please advise when you expect to hear.

## Part 3: Outcomes

### 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.

### 3.2 Please provide details of how you will be able to demonstrate that your project has made a difference.

Please provide details of how you will demonstrate that your project has made a difference. 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?	£
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**4.2 If applicable, have three quotes been received for the works or purchases you are proposing Yes No**

If 'Yes,' please detail your reason for selecting the quote in 5.1.

**4.3 If your project costs more than the grant, how you will fund the remaining balance and has this funding been confirmed?**

Please list all other funders, the amounts and whether funding has been confirmed.

Funder	Amount	Is this confirmed?	Expected date of decision

**4.4 If we were unable to fund your project or could only offer a reduced grant, what action would you take?**

**4.5 When will you start to spend the money?**

**4.6 When do you expect to finish spending the money?**

If your group is awarded a grant, you will need to have spent the funds within a year of receipt or such other timescale as agreed with us.

## 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, 3 quotes e.g. for building work and purchases.
<input type="checkbox"/>	Any additional evidence you used to answer the questions above or supporting documentation.

**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>**