**Small grant scheme**

**Application form**

Could your community benefit from a cash boost of up to £250?

The Small Grant Scheme aims to make grants easily available to local community and voluntary groups. Grants are quick and easy to apply for, and we will offer you advice when you need it.

Grants of up to £250 are available for one-off pieces of expenditure for projects, equipment and other items, which will help your organisation to do more, to reach more people, to provide better services, to try something different or to assist organisations re-start after Covid-19 closures.





**Part one - About your project**

**1. Project name**

|  |  |
| --- | --- |
|  | **Question 1**  Give the full title of your project. This should provide the reader with a quick snapshot |

**2. Organisation name**

|  |  |
| --- | --- |
|  | **Question 2**  Give the full name as it appears on your governing document |

**3. Amount you are applying for from Castle Donington Parish Council**

|  |  |
| --- | --- |
|  | **Question 3**  You can apply for up to £250; you will need to match fund this amount |

**4. Total project value**

|  |  |
| --- | --- |
|  | **Question 4**  Tell us the total cost of your project |

**5. Where is your organisation based?**

|  |  |
| --- | --- |
|  | **Question 5**  This is where your organisation meets |

**6. Number of people your project will benefit**

|  |  |
| --- | --- |
|  | **Question 6**  Tell us the total number of people your project will benefit |

**7. Tell us how you worked out this figure**

|  |  |
| --- | --- |
|  | **Question 7**  How have you calculated this figure? |

**8. Tell us about your project and how it is new for your organisation** (maximum of 300 words)

|  |  |
| --- | --- |
|  | **Question 8**  This relates to the project you are applying for only not about your organisation |

**Part two - The need and the benefit**

**9. When do you anticipate that your project will take place?**

|  |  |  |
| --- | --- | --- |
| Estimated start date  mm/yyyy: | Estimated end date  mm/yyyy: | **Question 9**  We do not expect you to know exact start and finish dates, but we do need to know that you have a definite timetable in place for your project |

**10. Please tell us why this project is needed ..**

|  |  |
| --- | --- |
| **for your community, beneficiaries and your organisation** (maximum of 300 words) | **Question 10**  Tell us what your community is like and what issues or challenges exist for the people who will benefit in your community |

**11. How have you identified these needs?** (maximum of 200 words)

|  |  |
| --- | --- |
|  | **Question 11**  Tell us about the things you have done to gain an understanding of these needs |

**12. Tell us about the benefits that will happen as a result of this project**

|  |  |
| --- | --- |
| **for your community, beneficiaries and your organisation** (maximum of 400 words) | **Question 12**  Tell us how this project will make a difference in your community - how will it be a better place to live as a result of this project |

**13. Sustainability of your project** (maximum of 100 words)

|  |  |
| --- | --- |
|  | **Question 13**  Tell us how you plan to continue funding this project beyond the life-time of the award |

**Part three - Finances**

**14. Total project costs/value**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Cost (Net of VAT)** | **Question 14**  Please provide us with a breakdown of your project costs.   Net of VAT means the cost before VAT is added.   \*If any VAT element can be reclaimed by you, you must exclude it from the bid |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | VAT\* | £ |
|  | Total cost | £ |
|  | Funding requested | £ |

**15. Match funding**

Please state where the 50% match funding will be sought, including grants requested or already obtained from other sources

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Source of funding** | | **To cover cost of** | | **Cost (Net of VAT)** | | **Question 15**  Please include in-kind contributions such as volunteer support, free resources, eg donated labour, materials, room hire, etc. Volunteer time should be costed at £10 per hour.  Net of VAT means the cost before VAT is added |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**16. Have you received funding from Castle Donington Parish Council and other sources in the past three years?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Source of funding** | | **To cover cost of** | | **Cost (Net of VAT)** | | **Question 16**  Please include any funding received from other sources in the last three years including Castle Donington Parish Council. Net of VAT means the cost before VAT is added |
|  |  |  |  |  |  |
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**Part four - About your organisation**

**17. Tell us about your organisation** (maximum of 100 words)

|  |  |
| --- | --- |
|  | **Question 17**  We would like to know what activities and/or services you currently deliver |

**18. Organisation’s main or registered address including postcode**

|  |  |
| --- | --- |
|  | **Question 18**  Tell us your organisation’s main or registered address, including postcode. This is the address that we will use for written correspond-ence |

**19. What type of organisation are you?**

|  |  |
| --- | --- |
|  | **Question 19**  Example: registered charity |

**20. Organisation Details**

|  |  |  |
| --- | --- | --- |
| a. Charity number (if applicable) |  | **Question 20** a-b  Please input reference number where applicable, otherwise write N/A |
| b. Company number (if applicable) |  |
| c. When was your group formed? |  | **Question 21c**  Input the year when your group was formed |
| d. Are you VAT registered? |  | **Question 21d**  Please answer Yes or No |
| e. VAT registration number – if applicable |  | **Question e**  If no, input N/A |

**21. Details of main contact for your organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*Name and title |  | \*Position |  | **Question 21**  This should be the main person we can contact if we have any questions about the application    \* These sections are compulsory, but we will not share any of the information with the public |
| \*Address |  | | |
| \*Postcode |  | \*Email address |  |
| \*Landline Telephone |  | Mobile Telephone |  |

**22. Details of second contact for your organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*Name and title |  | \*Position |  | **Question 22**  This should be a member of your management committee/board who has a working knowledge of the organisation and the application      \* These sections are compulsory but we will not share any of the information with the public |
| \*Address |  | | |
| \*Postcode |  | \*Email address |  |
| \*Landline Telephone |  | Mobile Telephone |  |

**23. Any other information to support your application**

|  |  |
| --- | --- |
|  | **Question 23**  Please include any additional information you think will support your application |

**24.**  **Please provide the following documents and policies**

|  |  |
| --- | --- |
|   A signed and dated copy of your organisation’s constitution    Copies of your most recent annual statement of income and expenditure and bank balance    Policies in place that are appropriate to your organisation's work and the project you are asking us to fund    Safeguarding policies if your project directly involves children and young people under the age of 18.    Formal quote of expenditure if applicable   Letters of support from other local organisations, these could include your local councillor, schools, community groups etc | **Question 24**  It is your responsibility to have appropriate policies and procedures in place |

**Part five - Your data**

**Data Protection**

We may share information with organisations and individuals with a legitimate interest in our grant funding programmes. We have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that the district council holds. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first.

By ticking this box you confirm that you understand Castle Donington Parish Council’s obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000. You accept that as long as the Council’s actions conform to the relevant law it will not be liable for any loss or damage that your group might suffer as a result of the Council fulfilling its obligations.

**Email your completed application form and accompanying documents to:** [**admin@cdpc.org.uk**](mailto:admin@cdpc.org.uk)