Grass Roots Grants

Application Form

Thank you for taking to time to apply for funds – we’re keen that community organisations are successful with their projects and the information you give in this application will help the Grants Panel properly assess if your work will help promote the goals of the Exeter Community Strategy.

Some tips for completing the form:

1. Read the Grass Roots Grants Guidance carefully before completing this form. You should check your organisation is eligible and your planned project matches our programmes and priorities.
2. Read this whole form before answering the questions, as this may enable you to avoid repeating information.
3. You will need to save this form to your computer to complete it.
4. Ensure that all sections of this application form are fully completed. It is not sufficient to refer to “attached documents”, but don’t forget to include any required supporting documents with your application.
5. And finally, please ensure that the form is signed by an appropriate officer of the organisation.

If you need any help completing this form please contact: Dawn Rivers Programme Manager – Communities, dawn.rivers@exeter.gov.uk or 01392 265531

## Section A: ABOUT YOUR ORGANISATION

A1 Organisation’s name and address

|  |  |
| --- | --- |
| Name of organisation\* |  |
| Address |  |
| Postcode |  |
| Website |  |

*\*full name as written in your constitution or rules (if appropriate)*

A2 Contact details

|  |  |
| --- | --- |
| Name  |  |
| Position in organisation |  |
| Address |  |
| Postcode |  |
| Daytime telephone no. |  |
| E-mail address |  |
| How and when is it best to contact you?\*  |  |

|  |  |
| --- | --- |
| *\*by e-mail or phone and days of the week or times of day you would prefer.*A3 Date your organisation was formed or constituted |  |

A4 Type of organisation. Please tick all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
| Community organisation |[ ]   | Social /community enterprise |[ ]  Residents’/tenants’ group |[ ]
| Community Association | [ ]  |  | Social Club |[ ]  Faith group |[ ]
| If other please say what: |  |

A5 Legal status of your organisation. Please tick one box, and insert all registered number(s) that apply.

|  |  |  |
| --- | --- | --- |
| **Legal status** |  | **Please send in:** |
| Unincorporated club, group or association |[ ]  Rules or constitution |
| Company limited by guarantee or shares |[ ]  Memorandum & Articles  |
| Community Interest Company or Charitable Trust? |[ ]  Memorandum & Articles  |
| Charitable Incorporated Organisation |[ ]  Memorandum & Articles |
| Friendly Society or Industrial & Provident Society |[ ]  Rules |
| Charitable trust |[ ]  Trust Deed |
| Registered Charity no. (if applicable): |  | Company/FCA/FSA registration no. (if applicable): |  |
| VAT registration no. (if applicable): |  |  |

A6 What are the main aims of your organisation and what activities do you do to achieve these?

A7 What area does your *organisation’s* activities cover?

|  |  |  |  |
| --- | --- | --- | --- |
| Part of Exeter |[ ]  Whole of Exeter City only |[ ]  Exeter and beyond |[ ]   |
| If part, which part? |  |  |
| *Use names or postcodes* |  |

A8 Number of members (as described in your constitution) and number of volunteers?

|  |  |  |  |
| --- | --- | --- | --- |
| Members: |  | Volunteers: |  |
| Approximately how many hours a week do volunteers contribute to your work? |  |

## Section B INFORMATION ABOUT YOUR PROJECT

B1 Which fund are you applying for?

[ ]  Community Action – project running (revenue) or capital (equipment/building) costs

 [ ]  Development of Community Plans - please see separate guidance from Spring 2017

[ ]  Community Building – please see separate guidance from Autumn 2016

[ ]  Community Collaboration: please list the partner organisations you’re working with and a contact name so that we can talk to them about this project:

|  |  |  |
| --- | --- | --- |
| **Partner Organisation name** | **Contact name & position** | **Contact number** |
|  |  |  |
|  |  |  |
|  |  |  |

B2 Project Summary

|  |  |
| --- | --- |
| Name of project: |  |
| Please summarise your project in 50 words - *we’ll use this in any publicity.*  |  |

B3 What area will your *project* activities cover?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part of Exeter | [ ]  | Whole of Exeter City only |[ ]  Exeter and beyond |[ ]   |
| If part, which part? |  |
| *Use names or postcodes* |  |

B4 Please summarise the *purpose* of your project and the *activities* you plan to do

B5 How do you know your project is needed?

 *Tell us about any evidence do you have. Does the need relate to growth in your area? Tell us who will benefit, or how the environment will benefit. Tell us too about the opportunities and resources in your community.*

B6 How have the community been involved in the planning for this project? (and if relevant other organisations/local councillors)

B7 How will your project promote equal opportunities and social inclusion?

B8 Tell us about what you aim to achieve by the end of the project.

What *outputs* and *outcomes* (changes for your community or environment) will result from what you do?

B9 How will you know if the project is successful in achieving what it sets out to do? Tell us about the ways you plan to measure this.

If your proposals involve land or a building, please complete section C. Otherwise go to section D.

## Section C. Property Projects

**If your proposal involves a building or other property, please attach a business plan including details of the building costs and a cash flow forecast.**

C1 If your proposals involve land or a building, what is the address (including postcode)?

* *If the land or building cannot be identified easily from a postal address, please attach a sketch plan.*

C2 Planning Permission

|  |  |
| --- | --- |
| Have you obtained planning consent? |  |
| Date of expiry of consent: |  |

C3 What sustainable construction measures, materials, and/or energy systems are included in the building?

## Section D FUNDING YOUR PROJECT

D1 Amount of funding requested.

 Please indicate using the table below to tell us how *much of this is capital and/or revenue (please look at the guidance if necessary).*

* *Where the project includes building work a process to obtain independent competitive quotes for the work will be required by the applicant.*
* *For other purchases, two quotations or copies of catalogue entries are required – please send these in with your application.*

|  |  |  |
| --- | --- | --- |
|  | **Total project cost** | **Amount requested** |
| **Capital** |  |  |
| **Revenue** |  |  |

D2 Give a breakdown of the Project Costs

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Comments** |
| **Capital costs** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |
| **Revenue costs** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total**  |  |  |
| **Total Project costs** |  |  |

D3 Priority will be given to schemes with potential for match funding. How are you raising other funds?

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Is funding confirmed?** | **Expected decision date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

D4 Please list any gifts in kind

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/ Source** | **Approx value** | **Is gift confirmed?** | **Expected decision date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

**D5 How many volunteer hours are expected to be contributed to the project?**

|  |
| --- |
|  |

**D6 Tell us about your timescales**

*We understand that you may need to raise funding from other sources, and other factors, so, if you are successful in securing this Grass Roots funding when do you anticipate first drawing down funds? How long would any grant from ECF need to remain available for you to draw down?*

|  |  |  |
| --- | --- | --- |
| **When do you anticipate:** | **month** | **year** |
| * **Starting the project**
 |  |  |
| * **First drawing down funds**
 |  |  |
| * **Completing the project**
 |  |  |

**D7 Do you plan to continue the project beyond the funding period Yes No**

*If yes, tell us about your future funding plans. How will continuing costs be met after Grass Roots funding ceases. How do you propose to fund the maintenance of any asset acquired or constructed using a grant from the Grass Roots Grants Fund?*

|  |
| --- |
|  |

## Section E Bank Details, Enclosures and Declaration

E1 Your Organisation’s Bank Account Details *This must be a bank or building society account in the name of the organisation which needs at least two authorisations of each cheque/transaction.)*

|  |  |
| --- | --- |
| Name of account holder |  |
| Account no. |  |
| Bank / building society name |  |
| Bank / building society address |  |
| Bank / Building Society phone no.  |  |
| Roll no. (building society accounts only) |  |
| Sort code |  |

E2 Enclosures – checklist. *Please make sure your application is accompanied by the following documents:-*

|  |
| --- |
| The constitution, rules etc of your organisation as set out in A5 |[ ]
| Expressions of support detailed in response to B6  | [ ]  |
| Evidence that proposals will proceed, as referred to in response to B8  | [ ]  |
| Business plan (if needed) in response to C | [ ]  |
| Quotations as set out in D1 | [ ]  |
| A set of audited or examined accounts for the previous financial year (or business plan for new organisations), signed by the Chair or Treasurer and dated (A5) | [ ]  |
| Details of projected costs and expenditure relevant to this application (D2) | [ ]  |

E3 Declaration

|  |  |
| --- | --- |
|  *“I confirm on behalf of (organisation name)* |  |
| *That I am authorised to sign this declaration and that, to the best of my knowledge, all answers to the questions on this form are complete and accurate. I have read and understood the notes of guidance and standard conditions of grant.* *If this application is successful, this organisation will only use the grant for the purposes outlined in this application. It will comply with the standard conditions of grant, and any special conditions attached to its award. If any of these conditions are not met, the organisation will repay the grant. I understand that the decision to award funding or not is final.**I agree to provide reasonable information to the Council and Exeter Community Forum for monitoring and evaluation purposes, and will allow site visits where requested by the Council. To enable this, the organisation will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years\* from payment of the grant, for inspection by the Council if required.”**\*This does not release you from your statutory obligations to keep records for longer periods.* |
| **Signed:** |  | **Position:** |  |
|  | **Date:** |  |

*Type name if you are returning form by email.*

You can submit your application:-

* **By post** **to:** Dawn Rivers Programme Manager – Communities, Civic Centre, Paris Street, Exeter, EX1 1NN.
* **By email to:** dawn.rivers@exeter.gov.uk
* Don’t forgetthe supporting documents listed at E2. **You may use a combination of post and email;** for example, if you need to post some of the documents, you can send us the rest by email. It is helpful if you can use email for supporting documents wherever possible, as it saves us having to scan and copy them.