

For office use only	V: 01/04/2012
Amount requested:	Grant ref:



GRANT APPLICATION FORM FOR £1,000 AND UNDER

Should you need help with the questions on this form, you may like to contact your local Council for Voluntary Service or contact the relevant department. Please read the relevant guidance notes carefully before completing your application.

1. Please tell us which Department/Grant Programme you are applying to:

2. a) Contact details of your organisation

Organisation Name:	
Organisation Address:	
	Postcode:
Website:	

b). Are you applying as part of a Consortia (multiagency application)?

Yes No

3. How would you describe your organisation? Please tick all boxes that apply

Registered charity Registration number:

Voluntary or community organisation/group Self help group/forum

Social Enterprise Please describe and give your registration number if you have one

Company limited by guarantee

Are you a childcare provider?

Ofsted registration Number if applicable :

Other

If other please clarify:

4. The main contact person for this organisation

Please make sure that this person knows **all** aspects of your project and is able to talk about it if required

Title: First Name: Surname:

Position in organisation:

Contact Address (if different from above):

Postcode:

Email:

Tel No:

Mobile:

Information about your organisation:

5. If you are part of a larger organisation or have an umbrella group, please state the name of this organisation:

6. What are the stated aims and objectives of your organisation. This should be based on your governance documents (e.g. constitution). Maximum 50 words.

Details of your activity/project/service

7. What is the title of your Project/Service/Activity to which this application relates?

8. a) Please give us a short summary of your project which this application relates (maximum 20 words)

8. b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (up to a maximum of 400 words)

Please use separate continuation sheet if necessary

8. c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit. (maximum 300 words)

Please use separate continuation sheet if necessary

8. d) Please tell us how you involve users/participants involved in this project, in the development of your project/service/activity. How will you seek their feedback?

9. In relation to your project / activity / service, please answer the following:

Date from:	Or is it ongoing?
Date to:	
Venue(s)/ Location(s):	
Frequency:	
Expected number of Hampshire residents (excluding Portsmouth and Southampton) per activity/event to benefit :	

10. Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

Basingstoke and Deane	<input type="checkbox"/>	Hart	<input type="checkbox"/>
East Hampshire	<input type="checkbox"/>	New Forest	<input type="checkbox"/>
Eastleigh	<input type="checkbox"/>	Rushmoor	<input type="checkbox"/>
Fareham	<input type="checkbox"/>	Test Valley	<input type="checkbox"/>
Gosport	<input type="checkbox"/>	Winchester	<input type="checkbox"/>
Havant	<input type="checkbox"/>	Countywide	<input type="checkbox"/>

11. Financial Reserves: Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation- both the total amount and also the amount in terms of number of months running costs.

Free Reserves Held: £ Number of months running costs
 this equates to

Please state the amount of funds held by your organisation which could be used for this project/service. £

12. Please detail all the costs required to carry out your project / activity/service in the table below. Where applicable, please attach a copy of quotes.

Description	Cost (£)
(Check guidance notes for required headings)	
Total costs (this figure will be the same as the first (top row) figure in Q14a)	

13. This question does not apply to grant applications £1000 and under.

14a. Project /Service finance summary:

TOTAL EXPENDITURE (from Q12)	£
TOTAL INCOME	£
SHORTFALL	£
Funding requested from Hampshire County Council (see guidance notes for levels of grants awarded)*	£

b) Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it is for a one-off event).

c) What would happen if your application was only partially awarded or unsuccessful?

15. This question does not apply to grant applications £1000 and under.

16. This question does not apply to grant applications £1000 and under.

17. This question does not apply to grant applications £1000 and under.

18. Please can you tick to confirm whether you have the following documentation (those which apply)?

- | | | | |
|-------------------------------|--------------------------|-------------------------------|--------------------------|
| Public Liability Insurance | <input type="checkbox"/> | Amount of cover | <input type="text"/> |
| Employers Liability Insurance | <input type="checkbox"/> | Amount of cover | <input type="text"/> |
| Indemnity Insurance | <input type="checkbox"/> | Amount of cover | <input type="text"/> |
| Adults Safeguarding Policy | <input type="checkbox"/> | Child Protection Policy | <input type="checkbox"/> |
| Health and Safety Policy | <input type="checkbox"/> | Vehicle Insurance | <input type="checkbox"/> |
| Constitution | <input type="checkbox"/> | Equality and Diversity Policy | <input type="checkbox"/> |
| Business Plan | <input type="checkbox"/> | | |

19. Tell us about your organisation:

How many trustees/members of the management committee do you have?

How many paid staff (excluding trustees) ?

How many volunteers (excluding trustees) ?

20. Please outline how your project will contribute towards:

- a) the elimination of unlawful discrimination
- b) the advancement of equality of opportunity for everyone including those having a protected characteristic
- c) the fostering of good relations between all including those having a protected characteristic

Protected characteristics are those defined in the Equalities Act 2010 , namely, race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief, sexual orientation.

Supporting documentation

Please refer to individual department guidance notes for a checklist of documents you need to submit with your application form.

These additional documents form part of your application and your submission will not be processed unless all required paperwork has been received by the deadline.

If you have submitted the documents in the last 12 months for another application, please provide details, e.g. date, reference number, grant stream.

Privacy Note

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

Transparency/Open Data

If your application is successful, details of grants of £500 and over will be published on Hampshire County Council's website in accordance with government policy. No personal information will be published.

Declaration

I certify that all the particulars given in the form are correct, that I agree with the Privacy note, and that any grant money received from Hampshire County Council will be used for purposes stated in this form. The Council reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this year only and that any grant provided will not be provided on an ongoing basis in future years.

I agree to provide a report detailing the outcomes of this bid/project (a form will be sent out for completion at the relevant time) if your application is successful.

Signed

Date

Please refer to the website or your guidance notes for details on where to submit your completed application.

Monitoring Information

Your answers to this will not affect your grant application and is for monitoring purposes only.

21. Please indicate whether your project is specifically targeted at people within one or more of the protected characteristics listed below.

- a) Male Female Transgender Not Targeted
- b) Young people (under 25) People 25-65 Older People (65+) Not Targeted
- c) People with disabilities (physical or emotional or mental) Not Targeted
- d) Gay Lesbian Bisexual Heterosexual Not Targeted
- e) Race (including ethnic or national origins, colour or nationality) Not Targeted

Please specify

- f) Specific religion or belief Not Targeted

Please specify

22. Is your organisation set up to specifically to advance the interests of any of the groups above and if so which ones (gender / age / disability / sexual orientation / race / religion)?