

HAMPSHIRE COUNTY COUNCILLOR GRANTS APPLICATION FORM GUIDANCE

The application needs to be completed in a single session and cannot be saved for later amendments prior to submission. Take care when completing the form as errors may result in the delay of grant payment, if the application is successful.

In this document is a series of screenshots of a blank application form together with supporting guidance notes, to help applicants easily identify what information is being requested before completing the form.

Applicants must ensure that they complete the electronic form in conjunction with the appropriate guidance notes.

[County Councillor grants guidance notes](#)

If you need to move backwards and forwards between screens, please use the "Continue" and "Back" buttons at the bottom of the form and not your web browser's navigation buttons.

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 for help. Please read the relevant guidance notes carefully before completing your application.

Before you begin, please have the following information ready:

- Your organisation details
- Details of the project/service/activity
- Funding and finance (organisation's bank details are required)
- Any supporting documentation

[Find your Councillor](#)

Please select the Councillor(s) who you are applying to required

Have you already contacted the above councillor(s) regarding this application? required

Yes No

- Select the Councillor you are seeking funding from and confirm you have already discussed the request with them and the level of funding required.
- If you are wishing to apply to more than one County Councillor, ensure you contact all the relevant Councillors. If the Councillors are happy to support an application, please submit ONE application and select all Councillors you are applying to from the drop-down menu.

The main contact person

Title	required	First name	required	Last name	required
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Email address					required
<input type="text"/>					
Confirm email address					required
<input type="text"/>					
Postcode Lookup					
<input type="text"/>				<input type="button" value="Find address"/>	
If you live outside Hampshire, or cannot find your address, manually enter your address					
House number name					optional
<input type="text"/>					
Street					optional
<input type="text"/>					
Town					optional
<input type="text"/>					
County					optional
<input type="text"/>					
Postcode					optional
<input type="text"/>					

- Provide details of the main contact (including the best telephone/email address) who will be responsible for making the application on behalf of the organisation and will be able to discuss details of the application with the relevant Councillor and/or County Council officers as required.

Organisation details

Organisation name

required

Website

optional

Main contact's position in organisation

optional

Postcode Lookup

Find address

If your organisation is based outside of Hampshire, or cannot find the address, manually enter the address

House number name

required

Street

required

Town

required

County

optional

Postcode

required

- Provide details of the organisation which will be responsible for any grant awarded.

Organisation details

Are you applying as part of a consortia (multiagency application)?

required

Yes No

Is your organisation part of an umbrella group or larger organisation?

required

Yes No

Please tick the boxes that apply to this organisation:

- Registered charity
- Voluntary or community organisation/group
- Self help group/forum
- Social enterprise
- Company limited by guarantee
- Childcare provider

Quality Mark

Does your organisation have a quality mark or are you working towards one?

required

Yes No Working towards

Documentation

Please tick to confirm whether you have the following documentation and state the amount of cover as numerals (e.g. enter 5000000 for five million pounds). If unlimited please enter 0.

- Public liability insurance
- Employers liability insurance
- Indemnity insurance
- Adults safeguarding policy
- Child protection policy

- Health and safety policy
- Vehicle insurance
- Constitution
- Equality and diversity policy
- Has business plan

Tell us about your organisation

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

How many staff (excluding trustees)? optional

How many volunteers (excluding trustees)? optional

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- Documentation - We do not expect all organisations to necessarily have all the listed documents. Please tick the ones which your organisation has.
- Do include details of the structure of the organisation including numbers of staff, trustees and volunteers.

Project Details

What is the title of your project/service/activity to which this application relates?

required

Please give us a short summary of your project/service/activity which this application relates to

required

Used 0 characters of the 200 character limit.

What are your stated aims and objectives?

This should be based on your governance documents (e.g. constitution).

required

Used 0 characters of the 500 character limit.

Please give details of your project/service/activity which this application relates to.
Additionally tell us what this funding will pay for if your project is successful

required

Used 0 characters of the 4000 character limit.

Please describe the intended outcomes and how residents in Hampshire will benefit
(Excluding Portsmouth and Southampton)

required

Used 0 characters of the 3000 character limit.

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

required

Used 0 characters of the 1000 character limit.

Please outline how your project will contribute towards tackling climate change for the Hampshire area and residents by:

A) Reducing carbon emissions in the Hampshire area.

B) Improving or building resilience to the impacts of climate change in the Hampshire area (e.g. flooding, drought, extreme weather)

C) Supporting communities who will be disproportionately impacted by climate change
(e.g. vulnerable children and adults in heatwaves, mental health, impacts of climate change.)

required

Used 0 characters of the 5000 character limit.

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

D) Will any groups of people be specifically excluded from benefitting from this project/service/activity? If so please confirm the restriction and why you intend to impose it.

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

required

Used 0 characters of the 5000 character limit.

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Project Details

Is your project/service/activity ongoing?

required

Yes No

Venue(s)/Location(s)

optional

Frequency

optional

Expected number of Hampshire residents per activity/event to benefit
(Excluding Portsmouth & Southampton)

optional

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Geographical Benefit

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

Countywide

Havant

required

Basingstoke and Deane

Hart

East Hampshire

New Forest

Eastleigh

Rushmoor

Fareham

Test Valley

Gosport

Winchester

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- Complete all questions to tell us about the project / activity / service you are requesting funding for and how it benefits the local community, including how you have involved users/participants in feedback for the project, and the geographical area it would benefit.
- If your request is for building works, state whether all the necessary approvals are in place and that permission has been granted from the owners of the building.
- With regards to Climate Change and Equalities, please answer all parts as best you can. We are not looking for comprehensive policies – just some bullet points, for example: through training; information sessions, staff guidebook etc. In addition to information about your policies and procedures please outline how the aims of your project will contribute towards tackling climate change and compliance with the Equality Act 2010.

Examples of things which may be relevant to include are:

- We have an equality and diversity policy. We ensure our staff receive equalities and diversity training. We actively encourage and support all sectors of the community including those having protected characteristics to take part in this project.
- We have an open and transparent recruitment and promotion policy.
- The organisation's culture fully embraces diversity.
- Our constitution / this project focuses on fostering good community relations across all sectors of society by...
- This project will advance equality of opportunity for everyone by...

Finance

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.

Does your organisation hold any free reserves?

required

Yes No

Free reserves held (£)

optional

Number of months running costs this equates to

optional

Please state the amount of funds held by your organisation which could be used (£)

optional

Please detail all the costs required to carry out your project/service/activity. This will be used to calculate the total expenditure.

required

Description

Cost (£)



Add cost

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- There is a minimum grant request set at no less than £100 and maximum of £??
- Provide a breakdown of all costs of activity/project. Use the 'Add cost' button for additional rows if required.

Finance Summary

Calculated total expenditure (£)

1000

Total income (£)

required

Calculated shortfall (£)

1000

Funding requested from Hampshire County Council (£)

required

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/service/activity to a close once the funding period ends.

Please indicate if it's for a one-off event.

required

Used 0 characters of the 500 character limit.

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

required

Used 0 characters of the 500 character limit.

Have you applied to Hampshire County Council for a grant for this project or any other grant within the last year?

(Please tick yes if you are making multiple applications for the same project/service/activity.)

required

Yes No

Sources of funding

Have you already approached sources of funding which have not been able to support your project/service/activity?

required

Yes No

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- The total expenditure will be automatically calculated from the cost information you provide.
- Provide details of existing and expected (already secured) total income (but not including this grant application), and the shortfall and funding requested fields will be automatically calculated for you. If your application is for a sum lower than the calculated shortfall, please amend the sum in the funding requested field – this is the funding you are asking for from your County Councillor.
- Provide details of the sustainability of the project/service and whether it could be delivered if unsuccessful, including details of applications for other funding.
- If you are applying to more than one County Councillor, tick Yes above under ‘Have you applied to Hampshire County Council for a grant for this project or any other grant within the last year?’ Then add the names of the Councillors and the amounts in the box that then appears:

Please provide details of your other HCC grant applications for this project (e.g. value/department/reference)

Payee details

Please enter details of the bank account where the grant will be paid.

Account name required

Sort code required

Account number required

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- Provide bank details of the organisation responsible for accounting for any grant awarded. Bank details of individuals will not be accepted.

Your grant application

How did you hear about Hampshire County Council's funding programmes?

- | | |
|--|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Word of mouth optional |
| <input type="checkbox"/> District/Borough Council | <input type="checkbox"/> Previous application |
| <input type="checkbox"/> Local Council of Voluntary Services | <input type="checkbox"/> Other County Council dept. |
| <input type="checkbox"/> Your County Councillor | <input type="checkbox"/> Other |

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Monitoring Information

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

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

Gender optional

- Yes No

Age optional

- Yes No

Sexual Orientation optional

- Yes No

People with disabilities (physical, emotional or mental) optional

- Yes No

Race (including ethnic or national origins, colour or nationality) optional

- Yes No

Religion or group optional

- Yes No

Is your organisation set up specifically to advance the interests of any of the groups above and if so which one? optional

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- Monitoring information helps us to plan and fund areas of work where there are significant gaps and needs. If you need to collect this information from your staff or service users then it is important that you give them a choice as to whether they choose to give this personal information.
- Please select all that apply. If your project is not targeted / specifically focused towards any specific group of people, please tick “not targeted”.

Declaration

I am authorised to apply for the grant set out in this application required

I confirm the following: required

All the particulars and information given in this application form are correct;

I will inform Hampshire County Council if any of the particulars and information given cease to be correct;

I have read and accept the Terms and Conditions and agree to provide a report detailing the outcomes of any grant funding;

I understand that the grant applied for is for this year only, with no expectation of funding in future years.

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Submit

- Please confirm your agreement to the statements and select submit.
- Your application will be notified to the relevant Councillor/s and they will contact you in due course.
- You will receive notification that your application has been submitted and also when your application has been supported or rejected.