

# Coalville Special Expenses Community Chest Grant Scheme Application Form

This grant scheme supports and encourages a range of community activities, initiatives and events that meet the needs of residents within the wards of **Coalville, Bardon, Snibston, Thringstone** and **Greenhill**.

Our grants of up to £250 are available to community groups that can demonstrate the benefits of their project within the areas stated above.



## For office use only

Date received	<input type="text"/>	Date acknowledged	<input type="text"/>
Name of applicant	<input type="text"/>		
Amount applied for	<input type="text"/>		
Date of commencement of project	<input type="text"/>		
Geographical area of project	<input type="text"/>		
Ward member	<input type="text"/>		
Grant approved/Refused (link to evaluation)	<input type="text"/>		
Does the application link to council priorities?	<input type="text"/>		

Applications from organisations that have been active in their community are eligible to apply for **up to £250**. Organisations must demonstrate that their project meets the needs of residents within the wards of Coalville, Bardon, Snibston, Thringstone and Greenhill.

Circumstances where we **WILL NOT** provide financial support:

- Funding requests from schools and Parent Teacher Associations
- Funding requests from parish councils
- Funding requests from organisations which have a large cash flow surplus
- Request for funding AFTER the activity or project has taken place
- Requests for funding for religious activities
- Requests for funding for political activities or by a political organisation
- Requests for funding for activities / projects which do not benefit individuals who live in the wards above within North West Leicestershire
- Requests for funding from private organisations or individuals
- Where there is potential reputational risk for North West Leicestershire District Council.

Your application will be reviewed and assessed and we aim to make a decision within six weeks of receiving your application.

### 1. Your organisation name and type

*Full name as it appears on your governing document and what type eg. community group, charity, social enterprise/ CIC, uniformed group, sports club, other.*

### 2. Tell us about your organisation and its main objectives

*Give a quick snapshot of your organisation and what it aims to achieve.*

### 3. Project name

*Give the full title of your project, keep it simple and snappy.*

**4. Tell us about your project** (maximum of 300 words)

*This relates to the project you are applying for only.*

**5. Which ward will benefit most from your project?**

*Which geographical area will your project benefit most?*

**6. Please tell us why this project is needed** (maximum of 300 words)

*What issues or challenges exist for the community who will benefit from the project?*

**7. How have you identified the need for your project?**

*eg. carried out a consultation, completion of a questionnaire?*

**8. What outcomes will your project achieve?**

*Include how you intend to measure the impact of your project*

**9. Are any permissions or consents required to deliver this project?**

*Provide evidence such as temporary events notice, land owner consent, specific insurances for this project.*

**10. When do you anticipate that your project will start and end?**

Estimated start date  
mm/yyyy:

Estimated end date  
mm/yyyy:

*We need to know that you have a definite timetable in place for your project.*

## 11. How do you propose to sustain your project in the future?

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

## 12. Project costs breakdown

Item/description	Cost (Net of VAT)
	VAT* £
Total projects costs	£
Funding requested	£

*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. All expenditure listed requires a corresponding quote to be included with the application.*

## 13. Which part of your project do you want the scheme to fund?

*You can apply for up to £250; which part of your project do you require funding?*

## 14. Organisation's main or registered address, including postcode

*Tell us your organisation's main or registered address, including postcode. This is the address that we will use for written correspondence.*

## 15. Details of main contact for your organisation

\*Name and title

\*Position

\*Address

\*Postcode  \*Email

Landline telephone

\* Mobile telephone

*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.*

a. Charity number (if applicable)

b. Company number (if applicable)

*Please input reference number.*

c. When was your group formed?

*Input the year your group was formed.*

d. Are you VAT registered?

*Please answer yes or no.*

e. VAT registration number (if applicable)

## 16. Any other information to support your application

*Please include any additional information you think will help support your application.*

## 17. Have you included the required documents?

- A signed and dated copy of your organisation's constitution
- Copies of your most recent bank account statement
- 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 quotes of expenditure which cross reference to your project costings
- Letters of support for example from your local councillor, schools, community groups, businesses etc

*It is your responsibility to have appropriate policies and procedures in place. Please tick appropriate boxes.*

Please make sure that you have answered all of the questions in the form before sending it to us. If your application is incomplete and is without the required information, this may result in your application being delayed or even withdrawn from consideration.

## 18. Appeals against decision

If you disagree with a grant application decision, you can appeal. You will need to appeal in writing to **grants@nwleicestershire.gov.uk**. This will be considered by our grant scheme assessor and you will receive a decision within 28 days.

### 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 the fraud prevention agencies to investigate. 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.

On the success of your project, we retain the right to advertise your project in local and national media, including social media.

### 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 North West Leicestershire District Council's obligations under the Data Protection Act from 1998 to 2018 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.

Privacy statement – **[www.nwleics.gov.uk/grants](http://www.nwleics.gov.uk/grants)**

Email your completed application form and accompanying documents to **grants@nwleicestershire.gov.uk**



