

# Small Grant Scheme Application Form

This grant scheme supports and encourages a range of community activities, initiatives and events that meet the needs of residents.

Our grants of up to £500 are available for new projects or for one-off pieces of expenditure for equipment and other items, which will help your organisation to deliver an improved service to the community or just to try something different. Our grant cannot fund replacement items.



## 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 which have been active in their community are eligible to apply for up to **£500** in the first year. Organisations successfully receiving a grant are able to apply again after two years. All grant requests must demonstrate **50% match funding** from the applicant which can be a mix of cash, volunteer time and in-kind contributions.

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 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 area(s) in North West Leicestershire 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.*



## 14. Match funding

Source of funding	To cover cost of	Amount (Net of VAT)

*Include in-kind contributions - volunteer support, free resources, eg donated labour, materials, room hire, etc. Volunteer time should be costed at £10 per hour.*

## 15. 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.*

## 16. 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)

## 17. Any other information to support your application

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

## 18. Have you included the required documents?

- A signed and dated copy of your organisation's constitution
- Copies of your most recent bank account statement
- Evidence of match funding
- 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.

### **Project Monitoring**

NWLDC are required to ensure that all grant funding is spent as set out in your application. Successful applicants will be asked to provide project feedback to NWLDC within 8 weeks of the project completion date. This will include an end of project evaluation form, photographs and receipts relating to expenditure. Failure to provide this information may result in future grant applications being withdrawn from consideration and NWLDC reserve the right to reclaim any monies where this monitoring information is not provided. By ticking this box, you confirm that you understand this requirement and agree to provide project monitoring information when requested.

### **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](mailto:grants@nwleicestershire.gov.uk)

