Bromsgrove District Council Community Grants Scheme - Application for Grant 2021/22

APPLICATION FORM

Please complete ALL sections of the form; it is not sufficient to refer to attached information. Please refer to the Community Grants Scheme Explanatory Notes and FAQs for guidance**. Completed applications can be submitted between 9:00 am on Tuesday 4th May 2021 and 5:00 pm on Friday 18th June 2021 (applications received before or after these dates will not be considered). No late applications will be accepted under any circumstances. There will be an opportunity for applicants to have their submissions verified, giving them an opportunity to be resubmitted prior to the closing date. This will apply to applications received no later than 9:00 am on 28th May 2021. Any incomplete application received after that date will be automatically rejected.**

PLEASE NOTE – the maximum amount for a grant is £5,000.

PLEASE ANSWER ALL QUESTIONS IN FULL – failure to do so may result in your application being rejected.

1. CONTACT DETAILS Prime Contact for all correspondence.

GROUP/ORGANISATION: ……………………………………………………………………

PERSON SUBMITTING THE APPLICATION: ……………………………………………

POSITION IN ORGANISATION: ……………………………………………………………...

Address: …………………………………………………………………………………

Post Code: ……………………… Email address: ….…………………………………

Telephone number: Day: ……………………… Evening: ……………………………

How did you find out about the grant scheme: …………………………………………....

Project title: ………………………………………………………………………………

Aims and Objectives of the Project: ……………………………………………………...

…………………………………………………………………………………………………

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2.   ELIGIBILITY - including Support from Ward Councillor

Project title: ....

When will your project: Start: .... **Finish:** ....

Total Cost of Project: ....

Amount of grant applied for: ....

How do you intend to provide the balance of funds required for the project?

....

a) **Please ask your Ward Councillor to provide a short statement as to why they support your project (including highlighting how it meets the Council's strategic priorities) and ask them to sign the form where indicated.**

b) Please provide full details in respect of how you believe your organisation meets the criteria for awarding a grant as detailed in section 3 of the Community Grant Scheme explanatory notes.

c) Please state which of the Council Strategic Purposes you believe your project relates to:

Purpose	Yes /No
Help me to live my life independently	
Help me to be financially independent	
Keep my place safe and looking good	
Help me run a successful business	
Provide good things for me to see, do and visit	
Help me find somewhere to live in my locality	

Please give a brief description of how your project meets the strategic objectives that you have ticked above.

d) Please describe in no more than 350 words the details of your project

3.   PROJECT COSTS

Have you got all necessary permissions (e.g. planning; Environment Agency) and insurances for this project to go ahead?

o   YES   o   NO

Provide a full breakdown of the project, item costs and sources of funding. Describe each item and its funding source. If the Community Grant Scheme is to fund the item enter BDC as the source.

Item	Cost
Total	

Will part or your entire project still go ahead if the Council is unable to give you all the funding that you have applied for?

Please tell us what you could achieve if only part of the Council's funding was awarded.

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4. GROUP/ORGANISATION DETAILS

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation name: ....

Headquarters' address: ....

....

Does your organisation have its own bank account?   o YES   o NO

Is your organisation a registered charity?   o YES   o NO

If YES, please provide your registration number: ....

Is your organisation VAT registered?   o YES   o NO

If YES, please provide your VAT registration number: ....

How many years has your organisation been in existence? ....

Briefly list your organisation's main aims and objectives:

....

....

....

5. SUPPORTING INFORMATION

Please provide a copy of your Organisation's latest audited accounts. If not available please state why, together with a copy of your organisation's Rules and Regulations and/or Constitution.

Please enclose any other information that will support your application (for example: background to the project, details of local support/need for the project, how you intend to involve the community, benefits to Bromsgrove District residents, partnerships, etc).

Ensure the following information is enclosed with this form and tick off all items provided. If you are not enclosing everything requested you MUST explain why as this may invalidate your application.

o   Application Form for Grant
o   Audited Accounts
o   Copy of your organisation's Rules and Regulations and/or Constitution
o   Evidence of local need for the project.
o   All signatures completed.

Please feel free to include any other relevant information in support of your application, for example photographs. *The Council reserves the right to request further information if required.*

Signed by applicant: ………………………………. Date: ……………………………

Second Signature: ………………………………….. Date: …………………………..

Second signature of person in authority within the organisation e.g. Chairman or Treasurer

Ward Councillor Signature: ………………………………… Date: ………………………

THE CLOSING DATE FOR ALL APPLICATIONS IS 5.00 P.M. ON FRIDAY 18TH JUNE 2021. APPLICATION FORMS WILL NOT BE ACCEPTED AFTER THIS DATE UNDER ANY CIRCUMSTANCES.

7.   PAYMENT DETAILS

If your organisation is awarded a Grant, the Council will transfer the money direct to your bank account using the Bankers Automated Credit System (BACS). The BACS system is quicker and more secure, you will receive by post a remittance advice slip advising you when the payment will be made. To ensure swift payment of your grant, please provide us with the following information:

Bank Details	
Account Name	
Account Number and Bank Sort Code	
Bank or Building Society Name	