

## Help with completing the community grants application form - please read

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**1. Name of Organisation**

Please put the full name of the organisation. This is the name that will appear on the grant cheque.

**2. Address, if building based**

Please put the full address if the organisation has a building.

**3. Contact name and details**

This will be the person that letters will be sent to about the grant application. Please include a contact telephone number if possible.

**4. Charity Registration**

Please indicate whether the organisation is a registered charity.

**5a. Purpose/Objectives of applicant organisation**

Please give a brief summary of what your organisation aims to do, how it does this and who benefits.

**5b. Please give a brief outline of how your organisation directly benefits the residents of the Borough.**

**6. Area of benefit**

Please state by percentage the level of service/membership in these areas. Although each organisation will be awarded one grant, this can be made up by funding from neighbouring Local Area Committees. To help each Local Area Committee decide how their individual contribution will be made we ask organisations to tell us the level of service or membership in each of the areas. If you need any help with this please telephone us and we will explain further. We use these figures as a guide, however the grant awarded will depend upon funding available from each of the Local Area Committees. 'Borough wide' groups will be referred to a central Borough-wide fund.

**7a. Amount of grant application**

Please state the grant you are requesting.

**7b. Please give a breakdown of how the grant will be spent**

Please give details even if they are only approximate. If you are asking for a grant to cover more than one item put the costs down separately e.g. cost of newsletter £60 and cost of cooker £70.

**8a. Have you applied or do you intend to apply to any other sources of grant aid/funding?**

Please indicate whether you have applied or intend to apply to any other organisations for funding in the coming year. If you are not sure where else to apply we can advise you.

**8b. If yes, please state who and whether you know if your application was successful**

Please list the organisations and if the application was successful, how much grant you will receive.

**8c. Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months**

Please list any grants you have received including Community Development Grants and Community Buildings Grants.

**8d. What are the total assets held by your organisation?**

Please include any premises and large pieces of equipment e.g. photocopier, computer. Please also put the current balance of any bank/building society account.

**8e. Please explain how you intend to spend any reserves you have?**

If you have reserves please state how you intend to use these e.g. to buy computer equipment or building maintenance. Organisations with substantial reserves who do not state how these will be used may be refused a grant.

**9. What is your estimated income for next year?**

Please give details of the sources of income you expect to receive in the year 2017/2018 e.g. fees of £2000, grants at £500.

**10. What is your estimated expenditure for next year?**

Please give details of what your organisation expects to spend in 2017/2018 e.g. salaries £15,000, transport £3,000.

**11. Appropriate checks**

Please refer to our guidance notes.

**Other supporting information**

To keep the application form relatively short we ask for some supporting information which you should already have to hand. It is important to send the information asked for so we can assess your application. Your application will be refused without it.

**A. Most recent accounts and current balance**

Please send a copy of your last full year accounts. In addition you should send your most recent bank/building society statements for any accounts the organisation has. It is also helpful to send a business plan or forecasted budget if these are available.

**B. Constitution or other governing instrument**

Please send a copy of the document that outlines how the organisation is structured and managed. This could be your constitution, trust deed memorandum and articles of association or rules. Whatever document your organisation has it needs to include:

- the aims of the organisation
- who benefits
- what geographical area is covered
- what powers the organisation has
- rules for running the organisation

**C. Equal opportunities**

The Council is keen to ensure that organisations receiving financial support have an equal opportunities policy or statement.

**D. Safeguarding Policy**

These are required for all organisations who have contact with children or vulnerable adults. Information about screening volunteers and staff is included in your guidance notes.