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

# 1. Name of Organisation

Please put the **full** name of the organisation.

**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.

**4/4a.** **Charity Registration**

Please indicate whether the organisation is a registered charity and provide the charity number.

# 5. Purpose/Objectives of applicant organisation

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

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

**5b/c.** 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 contact 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.

**6.** Please state the amount of grant you are applying for.

# 6a. Please state the total cost of your service or project.

**6b.** Please detail how the grant will be spent.

**7. Have you applied or do you intend to apply to any other sources of grant aid/funding for this project?** Please indicate whether you have applied or intend to apply to any other organisations for funding for this project only in the coming year. If you are not sure where else to apply we can advise you.

**7a. 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.

# 7b. 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.

**7c. 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.

**7d. 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.

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

Please give details of the sources of income you expect to receive in the year 2020/2021 e.g.

fees of £2000, grants at £500.

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

Please give details of what your organisation expects to spend in 2020/2021 e.g. salaries £15,000, transport £3,000.

1. **Appropriate checks**

**11. The Eastleigh Compact**

All applicants must agree to abide by the arrangements set out in the Eastleigh Compact <https://www.eastleigh.gov.uk/our-community/eastleigh-compact>.

# 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 (by email please) so we can assess your application. Your application will be refused without it.

1. Completed application form which is signed and dated.

2. 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.

3. 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 includes; the aims of the organisation:

\* Who benefits

\* What geographical area is covered

\* What powers the organisation has

\* Rules for running the organisation

1. Organisations that are applying to receive financial support from Eastleigh Borough Council must submit an equal opportunities policy or statement.

5. These are required for all organisations who have contact with children or vulnerable adults. For further guidance and advise, please contact One Community on 02380 902400 or email info@1community.org.uk.

6. A plan which sets out the organisations goals, future plans and risks of the organisation and includes accessibility, inclusion and details about the sustainability of the project you are applying for funding for.

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