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# Application Form for Community Grants 2021-2022

Return Address:

Community Engagement Officer

Performance and Community Team

Erewash Borough Council

Ilkeston Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

Telephone: 0115 907 2244 ext. 3575

**You can submit your application and supporting documents by email, which is the preferred method.**

* Email your application to EBCsmallgrants@erewash.gov.uk Please ensure that you state **‘COMMUNITY GRANT APPLICATION 2021-2022’** in the subject line and PDF or compress all files to minimise file sizes.

**However, the following methods are also accepted.**

* Post your application to the address above, ensuring that you use the correct postage.
* Hand delivery – you can leave your application form at either Long Eaton or Ilkeston Town Hall. Please note that both Town Halls are closed on Saturday and Sunday.

| **Deadline for applications** |
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| **Please see EBC website, email** **ebcsmallgrants@erewash.gov.uk** **or call 0115 907 2244 ext. 3575 for details.**  |

Application forms, Help Notes and the EBC Community Grants Funding Policy 2020-2024 can be downloaded from our website **www.erewash.gov.uk/ For You/Grants** or requested by email: EBCsmallgrants@Erewash.gov.uk

A large print version is available on request.

**\* Late applications will not be accepted**

**Application Form v1 April 2021**

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| **Erewash Borough Council Grants Programme 2021-2022** |

**This application form is to be used for all Community Grant applications excluding the Members Grant.**

**The table below details the current grant schemes available**

| **Grant Schemes** | **Minimum value** | **Maximum value** |
| --- | --- | --- |
| Small Grants Community chest | No minimum | £500 |
| Community Grants | £500 | £2,000 |
| Arts Grants | £100 | £800 |
| Members’ Grants\* | No minimum | £250 |

\*For Members grant funding, please use the Members Grant application form, available on request.

**Funding requested**

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| **1. How much funding are you applying for?** ***Please note maximum value.***  | **£**      |
| **2. What will be the impact on your project if the Council can only part fund your project?** |  |
| **3. What are the start and end dates\*\* of your project?**  | **Start & end\*\* dates**       **\*\*Latest end date 31 March 2022**  |

**About Your Organisation and Contact details**

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| --- | --- |
| 4. Is Your Organisation | [ ]  A Registered Charity / Community or Voluntary Group / Social Enterprise Charity number:      [ ]  An Arts Organisation[ ]  A Club for Older Persons[ ]  First Tier Local Government running / commissioning a Summer Play Scheme |
| 5. What is your organisation’s name? |       |
| 6. Full name of person responsible for this application |       |
| 7. Position in organisation |       |
| 8. Correspondence address |       |

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| --- | --- |
| 9. Contact telephone number | Tel day      Tel eve      Mobile        |
| 10. Email address:      Erewash Borough Council will only use personal data for the provision of the grant. This information will not be processed in any other ways or shared with any third party organisations. **Please see** [**the council's Privacy Notice.**](http://www.erewash.gov.uk/privacy) |

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| 11. Do you have any communication preference / specific requirements? If yes please specify. |       |
| 12. What does your organisation do?**(In no more than 200 words please summarise your organisation’s aims and objectives)** |       |
| 13a. What is the total balance of your organisation’s unrestricted funds, reserves or large surpluses? (The amount of funds which are surplus to any planned activities) |       |
| **13b. Please explain any unrestricted funds, reserves or large surpluses (if you have large surpluses please explain why your project cannot be funded out of this)** |       |

**About your project**

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| **14. Describe your project in 500 words. *Be specific for example what you will do, how you will do it and what you would spend your community grant on.***  |
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| **15. What activities do you want us to fund?*** Where capital and revenue expenditure is under £1000 *one* written quote/evidence of proposed expenditure ***must*** be provided with the application.
* Applications over £1000 must provide three written quotes for each item over £1000
* Applications ***will not*** be considered without this information.
* Please explain any assumptions you have made when calculating costs and if quotes or estimates from suppliers or experience from other projects have been used.
 |
| **Expenditure headings** | **Column A****Breakdown of costs** | **Column B****Total Amount £** |
| *Example: 3 canoes* | £100 | £300 |
|       |       |       |
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| **Total** | **£**  | **£**  |
| **16. If the Project is ongoing how will it be funded in future years? *Project sustainability***  |       |
| **17a. What is the total amount of funding that you have****a) *secured already*** * ***If your organisation is contributing please explain***
* ***Match funding can include ‘in-kind’ such as goods and services***
* ***Include numbers of volunteers and the amount of time they give***
 | a). |
| **17b. Funding *applied for to support this project?**** ***Include details of applications where a decision is pending.***
 | b).  |

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| --- | --- |
| 18. Approximately how many Erewash residents will this project benefit? |       |
| 19. What area of Erewash will your project benefit e.g. whole of Erewash, one town only? *Accessibility of the project* |       |
| 20. How will your project benefit those most at risk of social and/or economic inequality and reduce barriers for example isolation caused by age, health, disability, gender or ethnicity. |  |

**Council Priorities**

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| **21. In no more than 500 words describe how your project will meet the funding priorities of the Council identified within the Community Grant Policy 2020-2024** |
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**Project Evaluation**

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| **22.** **How will you** **ensure that your project is successful and how can/will you measure the successes?****(An end of project evaluation will be required for all funding over £500. For funding awards under £500 we will require written confirmation of expenditure.)**  |
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**Governance Requirements**

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| **23. Does your organisation have a Child Protection Policy?** | [ ]  We have a child protection policy[ ]  Not applicable |
| **24. Does your organisation have a Vulnerable Adults Policy?** | [ ]  We have a Vulnerable Adults Policy[ ]  Not applicable |
| **25. What is your OFSTED registration number** | [ ]  Yes, I have a number: EY     [ ]  Not applicable |
| **26. Do all persons involved in the project have a Disclosure & Barring Service (DBS check)?** | [ ]  Yes all staff working with children and young people or vulnerable adults have appropriate DBS checks[ ]  Not applicable |
| **27a. Do you have any of the following?** | a) Public liability insuranceb) Leaders’ qualificationsc) Affiliation to a governing bodyd) Other insurance | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| **27b. If you answered yes to any of the above, please provide further details.**      |

**Finishing your application**

| **28.** | You must provide all the information/a tick for all of the following criteria to be able to apply for a grant: **Applications cannot be processed without evidence for all this information.**  |
| --- | --- |
| [ ]  | You are authorised to apply for a grant from Erewash Borough Council on behalf of your organisation. |
| [ ]  | Written quote/evidence of expenditure has been provided with the application. Applications *will not* be considered without this information. |
| [ ]  | To verify your organisation’s bank account details you have sent with your application a blank cheque marked ‘cancelled’ or a copy of your bank statement which details the sort code, account number and name of your organisation. |
| [ ]  | You have sent with your application your most recent full set of independently verified or audited accounts. This will be required for all funding applications over £500. |
| [ ]  | You have relevant insurance in place for your project. |
| [ ]  | Should your project involve working with children or vulnerable adults, all staff have a Disclosure & Barring Service (DBS check)and have received appropriate training. |
| [ ]  | You have answered all the relevant questions in this application form. |
| [ ]  | You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us. |
| [ ]  | Your organisation meets our eligibility requirements set out in the EBC Community Grants Policy 2020-2024 and has the legal power to set up and deliver the project described in this application form. |
| [ ]  | If requested, you will send us copies of your:1) Signed Constitution / Set of Rules or Memorandum & Articles of Association 3) Most recent annual report / business plan (if available)4) Signed Equal Opportunities Policy (if available)5) Signed Child Protection / Vulnerable Adults Policy (if your organisation works with or for young people / vulnerable adults). |
| [ ]  | You comply with the EBC Community Grants Policy 2020-2024 Terms and Conditions of grant.  |
| [ ]  | You agree to provide EBC with an end of project evaluation report for all applications over £500 or evidence of expenditure for all projects under £500.  |

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| **29.** | **Please add me to the Council’s database in order that they can contact me to let me know about information that may be of interest to me e.g. alternative sources of grant funding.**Yes [ ]  No [ ]  |
| **Privacy Notice**Image used to highlight EBC Privacy Policy.  Erewash Borough Council collects personal information provided by applicants when completing a community grant application form. The council will only use this data for the provision of community grants and will not share this information with third parties for marketing purposes or any other reason unless required to do so by law.**For more information explaining how the council protects and uses your information please see** [**the council's Privacy Notice.**](http://www.erewash.gov.uk/privacy)  |

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| **Your signature** |       |

| **Online Panel Membership**I live in, and, or work in the Borough of Erewash and would be interested in helping to inform and shape the Councils’ Services. I would like to be added to the Councils’ online Consultation Panel and take part in online Surveys, I understand my email address will be used for this purpose.I agree to be included in the online Panel 🞎 and my email address for this purpose is: |
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| **Privacy Notice**Image used to highlight EBC Privacy Policy.  Erewash Borough Council collects personal information provided by members of the online panel and will only use this data to send online surveys to the email address provided, the Council will not share this information with third parties for marketing purposes or any other reason unless required to do so by law.**For more information explaining how the council protects and uses your information please see** [**the council's Privacy Notice.**](http://www.erewash.gov.uk/privacy) |