Community Grant Application Form

For office use only	Date Received:	Ref No.
	Date Ack'd:	Area:

Please ensure that you have read and understood the *General Criteria, Guide to the Application Process and Terms and Conditions of Funding* **before you complete this application form.**

Please write clearly using BLOCK CAPITALS when completing this application form.

Section 1: Contact information

a) Name of Group/Organisation

b) Contact Name **c)** Telephone Number

d) Contact Address

e) Postcode **f)** Your Position in the Group

g) E-mail Address

h) Other people / community groups may wish to contact your group – can we pass on your details? Yes ☐ No ☐

i) Please give a brief description of your group e.g. who are you, what type of group are you and what do you do?

j) How many members do you have in your group? Male Female

Section 2: Tell us about the Community Project / Initiative you want us to support

a) Why do you need this grant and how will any funding be used?

b) Who will benefit from this grant and what do you hope to achieve?

c) How many people will benefit from the project or initiative in these age ranges?

0-4yrs	5-11yrs	12-19yrs	20-55yrs	55+yrs

d) When does your project begin?

e) What geographical areas will your project serve?

Section 3: Achieving our Council Plan and Local Community priorities

a) Please tell us how your project contributes to **at least one** of the County Council's key priorities and how the project contributes to the Local Area Plan or locally agreed community priorities in your area e.g. Community Plans, Parish Plans, etc. For more information about the Council's key priorities and the Local Area Plan for your area of Cumbria please contact your local Area Support Team.

Section 4: Financing your project / initiative

(**Please note:** You are required to provide a detailed breakdown of all costs associated with your application for funding. You can use our Community Project Budget Planner to help you complete this section.)

a) What is the total cost of your project?

b) How much funding are you applying for?

c) Is this a completely new project? Yes ☐ No ☐ **d)** Is the application for a once only cost? Yes ☐ No ☐

e) If you are applying for less than the full project costs, how will you fund the remainder?

f) Where do you receive funding from? (Include any support in kind from the County Council).

g) Please tell us who else you have applied to, and the result of other funding applications.

h) Have you previously received a grant from Cumbria County Council? Yes ☐ No ☐

If so please provide further details including when and how much funding you have received from the County Council.

Section 5: Additional Information

Is there any other information that you wish to provide in support of your application for funding? You may wish to send additional information or continue on a separate sheet.

Section 6: Supporting Documents

You are required to enclose the following documents to support your application for funding:

a) A minimum of **two estimates / quotes** from different independent suppliers. ☐

b) A detailed **breakdown of all costs** associated with your application for funding. ☐

c) A copy of a recent **bank statement** for all accounts held in the name of your group. ☐

d) A copy of your most recent **annual accounts or audited accounts.** ☐

e) Your **equal opportunities policy or statement.** ☐

f) Your **constitution** or other governing documents. ☐

g) A copy of your last **annual report** and/or **AGM minutes.** ☐

h) Your **child protection policy,** where appropriate. ☐

i) Your **safeguarding vulnerable adults policy,** where appropriate. ☐

Section 7: Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration we agreed that:

1 The information provided in this application is correct.
2 We have read, understand and accept the Terms & Conditions of Funding for Cumbria County Council.
3 We will complete and return a Project Completion Report (PCR) within six month of receiving funding.
4 We have adequate and appropriate insurance cover for our activities.

Signatures

Chairperson	Treasurer	Secretary
Date	Date	Date
Please print	Please print	Please print

Please tell us how you found out about our community grants scheme:

Please return you completed application form to your local Area Office.

Allerdale Area Support Team
Environment and Community Services
Cumbria County Council
2nd Floor
Workington Library
Vulcans Lane
Workington
CUMBRIA CA14 2ND
Tel: **01900 706009**

Eden Area Support Team
Environment and Community Services
Cumbria County Council
Penrith Community Fire Station
Carleton Avenue
Penrith
CUMBRIA
CA10 2FA
Tel: **01768 812660**

Copeland Area Support Team
Environment and Community Services
Cumbria County Council
Cleator Moor Council Centre
The Square
Cleator Moor
CUMBRIA CA25 5AP
Tel: **01946 505020**

Carlisle Area Support Team
Environment and Community Services
Cumbria County Council
The Lonsdale Building
The Courts
Carlisle
CUMBRIA CA3 8NA
Tel: **01228 226730**

Barrow Area Support Team
Environment and Community Services
Cumbria County Council
Nan Tait Centre
Abbey Road
Barrow-in-Furness
CUMBRIA LA14 1LG
Tel: **01229 407312**

South Lakeland Area Support Team
Environment and Community Services
Cumbria County Council
County Offices
Busher Walk
Kendal
CUMBRIA LA9 4RQ
Tel: **01539 713419**