



Community Grant Project Application Form

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 available on website www.cumberland.gov.uk

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

Please complete all boxes.

Section 1: Contact Information

a) Name of Group/Organisation

b) Contact Name

c) Telephone no

d) Contact Address

e) Postcode

f) Your position in the group

g) Email

h) Cumberland Council will not share any information you provide in sections b)-g) (above), however other community groups or their representatives may wish to contact you. Do you give your permission to pass on your details?
Yes No Please note: you can withdraw your permission at any time.

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

j) How many governing 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	55yrs+

d) When does your project begin?

e) What geographical areas will your project serve?

f) Did your project benefit any particular groups?

Age	Disability	Gender	Race	Sexual orientation	Poverty	Other/ Prefer not to say

Section 3: Achieving our Council Plan and Local Community priorities

a) Please tell us how your project contributes to **at least one** of the Council's key priorities and how the project contributes to the Cumberland Council 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 Cumberland Council Plan for your area of Cumbria please contact your local Community Development 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.)

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 for your organisation?

g) What makes your project / organisation different to any other project / organisation delivering similar activities?

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

i) Have you previously received a grant from Cumberland Council? Yes No

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

j) Include any support in kind from the Council

Section 5: Additional Information

a) 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** in the name of the organisation applying for funding (which should match the name/organisation on the application form).
- 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 governing 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 Cumberland Council.
3. We will complete and return a Project Achievement Report (PAR) within six month of receiving funding.
4. We have adequate and appropriate insurance cover for our activities.

Signatures

Chairperson _____ Date _____ Print print _____	Treasurer / Secretary _____ Date _____ Print print _____	Position in group _____ Date _____ Print print _____
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Please tell us how you found out about our community grants scheme: