

GUIDELINES FOR COMPLETING APPLICATION FORM 2007/2008
Please read criteria and description of fund before completing an application.

Question 1

Please complete in full

Question 2

If you have a constitution we must have a copy of the original signed document. If you do not have a signed copy we still require an unsigned copy of the constitution together with a copy of the minutes of the meeting at which it was adopted. Without this, your application will be returned unconsidered.

Question 3

Please complete in full

Question 4

Please complete in full. You do not need to be a registered charity to apply but if you are we need your registration number for our records.

Question 5

Please complete in full

Question 6

Give us a brief description of what your group does and where. If you are a new group describe the activities or services you plan to provide.

Question 8

Please ensure you complete in full, if applicable. Please note Vulnerable Adults include people who may have learning disabilities, physical disabilities, mental health problems, or the elderly and frail. If your group has open membership, you will need a Protection of Vulnerable Adults policy and a Child Protection policy. If your answer is no go to question 10.

Question 9

If your answer is No and you have no policy, your organisation should be working towards putting one in place as a matter of best practice. If you need help or have any queries regarding this please contact BAVO on 01656 810400.

If your answer is Yes you must submit a copy with your application form or your application will be returned unconsidered.

Question 10

As question 8 above.

Question 10a

This must be completed if your answer to question 8 or 9 is No.

Question 11

Please complete in full

Question 12

Please complete in full

Question 13

Please complete in full

Question 14

Please complete in full. Please note there must be 3 or more committee members.

Question15

Please list names and their position within your organisation.

Question 16

The grant is for capital items only (expenditure items and/or equipment).

- a. **Please tell us how you intend to spend the grant.**
- b. **Please tell us what affect the project or activity is hoped to have: how it will strengthen your organisation or develop a new project that will benefit the community?**
- c. **Please realistically estimate how many people will benefit as a result of this grant.**

Question 17

- a. **If you receive a grant you can use this money as match funding please let us know if you intend to use it for this purpose and from whom. We will not release the grant money until match funding has been secured and evidence has been submitted to that effect.**
- b. **Please complete**
- d. **We require full costings of all items and services for your project. Where capital items over a value of £300 are requested the grant panel will expect to see copies of three quotes to ensure best value. You are also requested to identify which of these items/services you are applying to the Community Grant Fund for. The grant limit is £2,500. IT equipment has a capped limit of £700.**
- e. **Please complete in full. If you do not have a bank account in the organisations name requiring 2 signatures you will not be eligible to apply. Signatories of bank accounts should not be related in any way.If you are a new project we still require a copy of opening/latest bank statement.**

Question 18

Please complete in full. These people will only be contacted if additional information about your application is required.

Question 19

Please complete in full. Details of this refer to Community Grant Scheme only.

Question 20

Please ensure this is used as a check that all relevant information is supplied.

Please remember, failure to submit relevant documents, as outlined above, will delay any decision on your application.