**Community Grant Application Form**

**=Document Control:**

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| **Version**  | **Issue Date**  | **Changes**  |
| 1.0  | 16-10-2020 |  |
| 2.0  | 05-10-2021 | Updated logo (BE) |
| 3.0  | 06-05-2022 | Amended form (BE) |
| 4.0  | 05/07/2022 | Added C19 statement |
| 5.0 |  |  |
| 6.0 |  |  |

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| **OFFICE USE ONLY** | **NOTES** |
| Unique Registration Number |  |  |
| Amount Requested |  |
| Amount Awarded |  |

**Please read the Grant Criteria, which can be found** [**here**](https://www.north-herts.gov.uk/community-grants)**. Not all organisations are eligible.**

**\*\*\*If an application does not meet all of the necessary criteria it will be rejected\*\*\***

**Please select which Committee you are applying to: Choose an item.**

An application can only be made to one Area Committee, if your project covers multiple areas please complete a form for each separate area. If you are unsure whether you need to submit more than one application, please contact us: community@north-herts.gov.uk

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| **SECTION A: YOUR ORGANISATION**Please note boxes in the form will automatically extend as you type if you need more space. |
| 1. Name of organisation
 |  |
| 1. Name of main contact
 |  |
| 1. Position held
 |  |
| 1. Postal address of main contact
 |  |
| 1. Main contact number
 |  |
| 1. Email Address
 |  |
| 1. Alternative contact number
 |  |
| 1. Are you a:
 | **Registered charity** [ ] **Unregistered charity** [ ] **Business** [ ] **CIC** [ ]  **CIO** [ ]  **Club** [ ]  |
| 1. Charities Commission number (if applicable)
 |  |
| 1. What are the main activities of your group?
 |  |
| 1. Where do you operate from/where is your office based? Please provide the address if it is a fixed location.
 |  |
| 1. What year was the organisation/group set up?
 |  |
| 1. Do any NHC Councillors sit on the committee or have a connection to the group? Please provide details.
 |  |
| 1. How many people are involved in the organisation?

Please note the amount of each of the below: |
| **Volunteer Committee Members**  |  | **Full Time Paid Staff** |  |
| **Part Time Paid Staff** |  | **Volunteers** |  |
| 1. Management Committee Details:
 |
| **Name of Chairperson** |  | **Home address:** |  |
| **Name of Secretary**  |  | **Home address:** |  |
| **Name of treasurer** |  | **Home address:** |  |
| 1. Organisation Bank Details:
 |
| **Account Name** |  |
| **Bank Name** |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Is the account a Community bank account?** |  |
| **SECTION B: PROJECT DETAILS AND FUNDING** |
| 1. Please give details of what you want to spend funding on.

If the project is a course/activity please state how many sessions and how long each session will last.DO NOT add costs in here. |  |
| 1. How are you demonstrating value for money? Please state and supply screen shots/links to web pages of price comparisons etc if relevant.
 |  |
| 1. Who will benefit from this activity? Please explain how you have determined there is a needfor this activity/service.
 |  |
| 1. How many North Herts residents will benefit?
 |  |
| 1. When and where will the event/activity take place?
 |  |
| 1. How will you let the local community know about your project?
 |  |

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| 1. **Please tell us how the project meets at least one of the Council’s objectives:**
* **People first**
* **Sustainability**
* **A brighter future together**

*Full descriptions of these can be found on our website:*[Council Plan | North Herts Council (north-herts.gov.uk)](https://www.north-herts.gov.uk/council-plan) |  |

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| **What will be the cost of the project/activity/event?** |
| 1. **Expenditure** (List what you will spend money on, please be as specific/clear as possible).
 | **Amount** |
|  *Example: Folding tables x30 @ £50 each* | *Example: £1500* |
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|  |  |
| **Total (A)**Add the cost of each item together and note the total.  | **£** |

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| **How much money is your organisation contributing?**(This could be generated from membership fees, fundraising, personal contributions etc). |
| 1. Income generated by your organisation

(Where will this come from – fundraising etc)? | Amount |
| *Example: Reserves**Example: Fundraising* | Example: £250Example: £100 |
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| **Total (B)**Add the cost of each item together and note the total. | **£** |

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| **Please give details of other funding applied for:** *Has this been agreed or is a decision pending?* |
| 1. Other Funding
 | Funding Agreed  | Funding Pending  |
| *Example: National Lottery grant**Example: Supermarket Community grant* | £300 | £300 |
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| **Total (C)**Add funds agreed and pending together and note the total. | **£** |

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| **Total (A) – Total (B) – Total (C)**(Item costs minus contributions from yourselves minus other funding) | **What is the TOTAL amount you are requesting?** | **£** |

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| **SECTION C: OTHER** |
| **In light of the Coronavirus pandemic, NHC need to ensure that organisations in receipt of our grants are aware of and take into account current** [**Covid-19 Government Guidelines**](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIh_bMhIri-AIVkIBQBh2LzgbaEAAYASAAEgKov_D_BwE)**.** **Please tick here to indicate that you are aware of the guidelines and take them into account when carrying out activities/projects.** | [ ]  |

**Declaration**

**Conditions of Grant**

* Grant monies awarded can only be spent on activities as described in the application, within one year of funds being paid.
* **If there are delays to approved projects, the Team will review supporting documentation to ensure that the project application remains compliant with the grant criteria.**
* The Council will require details of how the grant was spent, and the provision of receipts, within one year of funds being paid.
* Grant recipients may be requested to report back to the relevant committee/panel either by presentation or writing.
* Grant recipients should include the Council logo on any promotional material for the project which they have received funds for.
* Any unspent funds must be returned to the Council.
* Details provided to the Council during the application process which are later proved to be incorrect may result the organisation having to repay any funds paid out.

**I declare on behalf of the organisation that:**

* To the best of my knowledge and belief the information I have given is correct.
* The application is supported by the organisation's Management Committee.
* I understand the conditions on which grant funding is awarded and agree to adhere to those conditions.
* I am aware of the deadline for applications to be submitted by to ensure that my request is assessed to go to the next scheduled Area Committee meeting.
* I believe I have submitted the form in accordance with the relevant application deadline.
* I authorise the Council to make any necessary enquiries to verify the information on this form and to cross check information I have given with any other sections within the Council or other organisations.
* I understand that additional conditions may be attached to the award of any grant.
* I agree to my contact details being passed on to North Herts Council Communications Team and being published on the North Herts Council website.

**Please sign below to confirm that you have read, understood and agree to the above statements. Unsigned applications will not proceed.**

|  |  |
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| **Signed:** |  |
| **Print Name:** |  |
| **Office Held:** |  |
| **Date:** | Click here to enter a date. |

**Important**

Your application can only be processed when all the questions are answered, the form is signed, and we have received all necessary supporting documents.

Please use the checklist below to ensure that you are sending us **everything** that is required to process your application.

**Please note if these questions are not answered your application will be returned to you for completion and this will delay the consideration of your application.**

**Checklist**

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| **All questions are answered completely:** | [ ]  |
| **The form has been signed by the Chair, Vice Chair, Treasurer or Secretary of your Management Committee:** | [ ]  |

 **Required supporting documents. Have you sent us:**

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| **A copy of your constitution dated and signed as adopted by your group?** | [ ]  |
| **A copy of any relevant Safeguarding Policies?** It is best practise for all groups working with members of the public to have a Safeguarding Policy. (If using virtual platforms such as Zoom, the policy must explain what measures are in place to safeguard participants online). | **You**[ ]  **y** |
| **A copy of your most recent annual accounts dated and signed as approved OR, if this is a new group, a statement of your estimated income and expenditure for the year?** | [ ]  |

If you have ticked all these questions, your application is now complete.

Please send this form and all supporting documents as an email attachment to:
community@north-herts.gov.uk