# Community Building Grant Application Form

**Ref No:**

**Please use this form to apply for a community building grant of up to £300**

**Please email your application to:**

Communityservices@cheltenham.gov.uk

## Contact Details

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Name of Contact Person** |  |
| **Position in the organisation** |  |

1. Organisational Status Please tick all that apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **Registered charity**  | [ ]  | **Charity number:** |  |
| **Company Limited by guarantee** | [ ]  | **Company number:** |  |
| **Charitable Trust** | [ ]  | **Constituted Voluntary organisation** | [ ]  |
| **Other** (please explain) |
| **If you are a charity with an income over £5,000, have you registered with the Charity Commission? YES / NO** If not, we may contact you about this. |

## About Your Project

|  |
| --- |
| **Name of project** |
| **Project timescale** |
| **Start date:** | **Finish date:** |
| **Please give a brief description of your project including what it aims to achieve (maximum of 100 words).** |
| **How do you know that your project is needed by the community and who will benefit?** |
| **What permissions and/or licences do you need to achieve your project and what are your plans / timescale to secure these permissions?** |
| **How will you know if the project has been a success and how will you measure this?** |
| **What are the longer term plans for the project once the grant funding has come to an end?** |
| **Who else will you work with to deliver the project?** |

## Please complete if your project involves children and young people or vulnerable adults

|  |
| --- |
| **Do you have a Safeguarding Children & Vulnerable Adults Policy? (Please note we may request to see a copy of it)** |
| **Where relevant, are staff and volunteers who will be associated with the project have appropriate clearance through the Disclosure and Barring Service (DBS)** |
| **What measures will you put in place to safeguard children and young people and/or vulnerable adults on your project?** |

## About the money you are asking for

|  |  |  |
| --- | --- | --- |
|  | £ |  |
| Total amount your project will cost |  |  |
| How much community building grant are you requesting(MAX £300) |  |  |
| Where is the rest of the funding coming from? Please itemise each source  |  |  |
| SOURCE | £ | Is this funding secured? |
|  |  | YES / NO |
|  |  | YES / NO |
|  |  | YES / NO |
|  |  | YES / NO |
|  |  | YES / NO |

## How you will spend the money

|  |
| --- |
|  |
|  | Total spend | Grant requested |
| Equipment or materials *(please specify)* |  |  |
| Staff expenses |  |  |
| Room hire/rent or other overheads *(please specify)* |  |  |
| Other *(please specify)* |  |  |
| Other *(please specify)* |  |  |
| TOTALS |  |  |

## This part is to be signed by all applicants.

If you are submitting this form by email, please print and send a signed copy (at least a copy of your signature page) in the post to the address on the front of this form.

## Declaration and Data Protection Statement

### Data Protection Act Data Protection Padlock

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf.

The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation’s details being held on paper or electronic files in line with [the Council’s privacy statement](https://www.cheltenham.gov.uk/info/81/how_we_use_your_data/1371/environment_and_communities_privacy_data/17).

I understand that the information in this form may be shared with other local funders.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of person signing** |  |
| **Position in organisation** |  |
| **Date** |  |

