**Ref No:**

Grant Application

2021



**Please email your application to:**

[Communityservices@cheltenham.gov.uk](mailto:Communityservices@cheltenham.gov.uk)

### **Contact Details**

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

**2. 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. | | | | |

**3. About Your Project**

|  |  |
| --- | --- |
| **Name of project:** | |
| **Project timescale:** | |
| **Start date:** | **Finish date:** |
| **Project overview – briefly describe your proposed project – please include where the project will be located.** | |
| **Aims – describe the need / problem / opportunity the project will be addressing. Who will benefit from the project?** | |
| **Outcomes – What will be achieved and delivered by completing the project? How will success be measured?** | |
| **What permissions and/or licences do you need to achieve your project and what are your plans / timescale to secure these permissions?** | |
| **How will the project support the Borough to tackle the climate emergency agenda?** What data, or measurements will be taken to evidence this? | |
| **Will your project spark any behaviour change locally? If so how?** | |
| **What other people, groups and/or organisations will be involved in the project?** Please also give detail of any local support, and provide copies of letters of support in your application. | |

**5. 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, do 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?** |

**6. About the money you are asking for**

|  |  |  |
| --- | --- | --- |
|  | £ |  |
| Total amount your project will cost |  |  |
| How much grant are you requesting |  |  |
| Where is the rest of the funding coming from?  Please itemise each source and add extra lines if necessary |  |  |
| Source | £ | Is this funding secured? |
|  |  | YES / NO |
|  |  | YES / NO |
|  |  | YES / NO |

**7. How you will spend the money –** *please edit or add lines as required*

|  |  |  |
| --- | --- | --- |
|  | | |
| Costs | Total spend | Grant requested |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |

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

### **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 available [here](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.

I confirm that I will secure all necessary permissions and / or licenses before proceeding with my activity.

*\*If you are submitting this form by email please type your name and signature below – your electronic submission of this application will be treated as a signature to this declaration\**

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