

APPLICATION FOR A GRANT



For official use only

Location:

Date received:

Date checked in:

Your application

Fund name:

This is the name of the fund that you are applying for. A full list of all available funds can be found on our website.

Note: In some cases the grants team may deem it necessary to change the fund you are applying for if a more appropriate fund is available.

Have you read the Success Guide?

Have you read the Journey Sheet?

Did you speak to a member of the grants team before applying?

Section 1: Contact details

Group name:

Group address:

Postcode:

Note: This should be the full address and postcode of the group, e.g. where you meet.

Contact name:

Position in group:

Note: The contact person must be someone who can talk about the application in detail.

Landline tel:

Mobile:

Email:

Correspondence/home address:

Postcode:

Note: We will need to contact you during the day. If we can not contact you by phone we will use e-mail, so please ensure this is an active account.

This should be the address of the person named above.

Section 2: About your group

Where does your group work geographically?

Note: Location e.g. village, town, district.

When and how often does the group meet?

Note: Time & date, e.g. Wednesday 9:30-11:30am.

What month & year did your group start?

Are you a registered charity? Please tell us your Charity Number.

Note: You do not have to be registered to be eligible.

What does your group currently do?

Note: Please list the activities that you meet up for.

How many staff members do you employ?

How many volunteers does your group have? (not including the committee)

Section 3: Your project

When do you plan to start? (Day/month/year)

Please describe what you would like the money for?

Note: Please attach a continuation sheet if required.

How have you identified a need for this?

**Note: (e.g. feedback from members, successful pilot, survey, waiting lists for service, current use or state of equipment)
Please attach a continuation sheet if required.**

What difference will this make to the people in your group and the wider community?

Note: Please attach a continuation sheet if required.

How many people will benefit from your project?

**Section 4: Sustainability/helping yourself where you can
& planning ahead**

Do you undertake any fundraising as a group?

Note: e.g. Yes..... we organise around..... events per year. No..... because.....

What fundraising activities do you have planned for the next 6 months?

Do you charge for your services (membership/sub)

Note: e.g. Yes we charge £..... per session / year. No because.....

When was the last time you reviewed your fees?

Which statement would you say best fitted your group?

1. We are totally reliant on grants and without them we would close.
2. We are semi-reliant on grants and without them we would have to scale back our activities.
3. We are occasionally reliant on grants for one off purchases / activities that we cannot cover through our main income.
4. We are not reliant on grants at all.

Note: Please circle the appropriate statement.

Would your group like help with raising income and searching for alternatives to grants?

If so we can provide you with details for your local CVS (Council for Voluntary Service).

They offer advice, training and information on fundraising, funding, trading, business sponsorship etc.

Yes please / No thank you

Note: Please circle the appropriate.

Section 5: Budget breakdown

For information on the maximum grant available for the fund you are applying for please refer to the Available Grants section of our website.

Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	
Item:		Cost:	

Total requested from the fund:

£

Please feel free to use an additional sheet, but please use the same format as the table above.

Have you applied elsewhere for the costs of this project?

Yes / No

Note: Please circle the appropriate.

If yes please tell us who you have applied to and what the status of the application is:

Note: Funder / Amount / Status e.g. successful / waiting to hear.

Section 6: Declaration

We are authorised to submit this application on behalf of the group and certify that the information enclosed is correct. We give our permission for information about our organisation to be stored on DCF's database and for this information to be used for publicity purposes and for monitoring and reporting to our Funders. We authorise DCF to send us relevant mailings about funding. DCF is registered to hold data under the Data Protection Act 1998.

Section 7: Signatures

Please make sure the two signatories below are NOT related.

This MUST be the person completing this form.

Confirm group name:

Main applicant signature:

Print name:

Date:

This signature MUST be one of the following (please indicate); Chair, Treasurer, Secretary.

Second signature:

Title:

Print name:

Date:

Telephone no:

Address:

Postcode:

Section 8: What to do next

The following **MUST** be sent in with the application form, failing to do so will delay the assessment.

Please follow the checklist below and send in:



1. Completed application form which has been signed.

2. Two quotations for items or groups of items costing more than £500. For room hire, only one quotation, from the venue that you will be using, is required.

3. Your group's signed constitution/ rules/ governing document.

4. Your group's MOST recent accounts/ balance sheet.

5. Three months worth of original Bank Statements, for your group's main account. If you have just opened an account, an original letter from the bank confirming your account details should be enclosed.

6. Completed Management committee proforma, available on the website or contact the grants team on 01773 514850.

7. If your group is under 12 months old OR if you have not applied to the foundation before please send your last management Committee minutes.

8. Take a copy of this completed form and keep in for your records. You may need to refer to it later in the assessment process.

9. Check the weight and cost of postage for the finished envelope Derbyshire Community Foundation cannot collect applications from the Post Office.

Please send to:

Derbyshire Community Foundation, Foundation House, Unicorn Business Park, Wellington Street, Ripley, Derbyshire, DE5 3EH.

Help & Advice:

For advice on completing this form please call 01773 514850 to talk to one of the Grants Team.

Derbyshire Community Foundation

Foundation House,
Unicorn Business Park,
Wellington Street, Ripley,
Derbyshire DE5 3EH

Telephone: 01773 514850

Email: info@derbyshirecommunityfoundation.co.uk

Charity Registration No. 1039485

Company Limited by Guarantee

Registered in England & Wales No: 2893759

Continuation sheet: