

**Note:** Before completing this form please read through the relevant guidance document. Please either type your answers into a saved version of the form, or hand write in BLOCK CAPITALS. For an application pack in an alternative format, please call the Funding Coordinator (01243) 534864.

**You must speak to a Funding Adviser before completing the application form.** This will help you with completing the form and will avoid delays in processing your application. If you have not spoken to a Funding Adviser in advance, your application will be returned unassessed.

**Name of Funding Adviser you spoke with and date:**

Grant Application form:

Small Applications – up to £1,000

# Section 1: ABOUT YOU

1. **Full name of your organisation or group**

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**2. Full address, including the full postcode**

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| Address:     Telephone number:      Organisation’s E-mail:       Website:       |

**3. Contact for this application** (This person should sign the Declaration at Section 4)

|  |  |
| --- | --- |
| Title:       Full name:        | Position in organisation:       |
| Address for correspondence (if different to above):       |
| Telephone (daytime):      Best time to call:       | E-mail:      | Any communication needs? (e.g. Textphone)      |

**4. How many people are involved in your group or organisation?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(i) Tell us how many are:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Members/Users  |       | Volunteers |       | Committee/Board |       | Employees |       |
| Other (Please specify):        |  |  |  |  |

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| **(ii) Is anyone in your organisation (senior staff/Trustees/Directors) related to any Councillor or employee of Chichester District Council?** No [ ]  Yes [ ] If yes, please provide name(s) and state relationship:       |

**Section 2: ABOUT YOUR PROJECT OR SERVICE**

**5. Project or Service name**

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**6. Project summary**

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| **(i)** Which of the Council’s priorities for funding does your project address? Please select one of the options below: |
| EconomyTo support projects that bring forward inward investment. To support viable start-up and existing SMEs (small medium sized enterprises) to implement ‘growth’ projects which require:* **relocation and expansion into larger premises within the district**
* **or occupation of long-term vacant commercial premises**
 | [ ]  |
| Improving Places and SpacesImprovements to publicly owned space or built assets that enhance the Wellbeing of local residents, or the habitats of the District’s wildlife | [ ]  |
| Stronger CommunitiesFunding for established voluntary services delivering projects supporting vulnerable people who have been most impacted by current social and economic pressures. Priority will be given to services that are able to strongly evidence that they are: locally appropriate, they are responding to significant need (particularly where the Council is a referring organisation) and can demonstrate their service’s impact. | [ ]  |
| **(ii) Describe the project or service you are seeking funding for** (please refer to how it meets the selected Funding Priority):       |  |

**7. When are you planning your project or service to take place?** (month/year)

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| When will it start:    /    When will it finish    /    Or, it is ongoing? [ ]   |

**8.** **Who will use or benefit from your project or service?**

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| --- |
| **(i) How many people from Chichester District Council’s boundary area do you estimate will benefit from your project or service?**  Approximate total:      **(ii) Where do/will most of these people come from?** (village/parish/ward)       |

**9. Is your project/service aimed at supporting people might be considered disadvantaged or vulnerable?** No [ ]  Yes [ ]  If yes, please provide details in the space below and if you are applying under “Stronger Communities” please also tell us how these beneficiaries are impacted by current social and economic pressures.

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 **10. Is your project/service increasing participation or creating employment?** No [ ]  Yes [ ]

If yes, provide details.

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**11. Managing your project’s climate impact** (please refer to the guidance notes for an explanation of climate impact and suggested considerations).

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| **(i)** **Almost every activity will have some climate impact, tell us what impacts your planned project has**.     **(ii) How have you designed the project to minimise its climate impact?** Your response could include what different approaches you considered to delivering the project, how you intend to manage the use of resources (energy, travel, supplies), or reusing equipment.      **(iii) Tell us if your organisation (locally or national body) has wider plans to minimise its climate impact and what these are?**      |

**12. Why is your project or service required? What evidence do you have?**

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**13. Tell us where the nearest similar service, facility or project is and how it differs from or compliments your project or service.**

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**14. What are the intended outcomes of the project or service?** (What do you hope to achieve, and how will you know you have succeeded?)

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**15. Who are you working with to deliver your project or service?** (Other groups, organisations, businesses)

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16. What permissions/licences, insurances or policies have you considered or applied for in connection with this project or service? (consider land owners permission, planning permission, your own organisation’s policies etc)

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## Section 3: ABOUT THE COST OF YOUR PROJECT

**17. What is the total cost of your project? £**

**18.** **How much are you applying for in this application** (maximum £1,000) **£**

**19. Please list all likely costs for your service or project and identify those elements to be funded from this bid. A completed example of this table is given in the guidance document. If you can reclaim VAT, the costs shown should be the net values.**

|  |  |  |
| --- | --- | --- |
| *Item or activity* | Cost  | CDC contribution |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **TOTALS** | **£** | **£** |

**20. How is the project going to be funded?** What funding have you secured? What bids are you waiting to hear a decision on (include expected timescale)? Please include any contributions you are making yourselves (this could include volunteer hours).

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### 21. Has your organisation received funding from CDC in the last 3 years?

 No [ ]  Yes [ ]  If yes, please provide details in the table below.

|  |  |  |
| --- | --- | --- |
| Date (m/y) | Amount (£) | Project |
|       |       |       |
|       |       |       |
|       |       |       |

22. What will happen if this application is unsuccessful?

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**Organisation’s financial information**

Grants are payable to your organisation. If your organisation does not have a named bank account we may be able to make payment to a sponsor organisation on your behalf. If you are proceeding on this basis, tell your Adviser prior to submitting your application and indicate here [ ]

### 23. Provide the following details regarding your finances:

(Please note, you will be required to provide supporting evidence, see checklist at Section 4)

|  |
| --- |
| Period covered (m/y to m/y):       /       to       /      Total (gross) income:      Total expenditure:      Balance at year end:      Reserves (savings, cash, investments, assets):       |

**2****4. If you have money earmarked for specific purposes** (such as reserves, specific projects) please tell us:

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| i) How much? £     ii) For what purpose/s       |

**25. Are you VAT registered?** No [ ]  Yes [ ]  (If Yes, Q18 should use the identify net costs)

**26. Do you request subscriptions for your services?** No [ ]  Yes [ ]

 If yes, what do you charge:

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# Section 4: SIGNING-OFF YOUR APPLICATION

27. If you are an informal group, your Sponsor organisation representative should complete the declaration below (if you are a formal group please go to Q28):

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| On behalf of (insert organisation name) I confirm that I have read and support this application for funding and am willing to be contacted to discuss it. Our organisation is willing to support the bid as sponsor.Name:       Signed:       Date:        |

**28. For all applicants. The main contact (identified at Q3) should complete the declaration below:**

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| --- |
| **On behalf of the organisation identified at Q1, I declare that**:I am authorised to make this application. I have read, understood and completed the application in line with the guidance notes and criteria available. All the information and supporting documentation I have provided is truthful and accurate. I declare that if a grant or concession is awarded, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council’s contact officer. Please note: To comply with the GDPR we also require you to sign this document to acknowledge that your contact details will be stored on a secure database. The information will not be provided to any other organisation unless required to by law. The Council reports funding decisions and these are published on our website, applicant organisations’ names, the decision and a brief project description will be shown. Important information for businesses: Under British “Subsidy Control” rules, contractors should not obtain more than the current total aid level - currently £315,000 - from other Government Departments or local authorities over a rolling 3-year period. I have read the above and confirm that we have not received aid above the relevant level, as above [ ]  (please tick). I hereby give Chichester District Council permission to receive information regarding any financial status/dispute which is available through other District Council Services [ ]  (please tick) Signed:       Date:       |

29. Please tick off the following checklist to confirm that your application is ready to submit:

(please tick)

* + I have answered all the questions on the application form [ ]
	+ I have taken a copy of the application for our reference [ ]
	+ The main contact has signed the declaration above [ ]
	+ I have enclose/attach (refer to guidelines)
	+ A copy of our constitution or other governing document [ ]
	+ A copy of our (or our Sponsor’s) Accounts for the last two years [ ]
	+ A copy of our latest balance sheet [ ]
	+ A copy of a recent bank statement (current and investment). [ ]

If you need to redact parts of the bank statement for GDPR reasons, please ensure we can still check: the bank account name, the account number, the balance and the postal address that the bank holds for the account.

* + A copy of our relevant policies (Q16) [ ]
	+ Written estimates relating to the cost of the project [ ]

**Thank you for completing this form, please send it to us either electronically or by post (see address details in guidance ‘How to complete the grant Application Form’).**