



At the Heart of
Our Community

Grants Fund
Gosport Voluntary Action
Martin Snape House, 96 Pavilion Way
Gosport PO12 1FG
Phone 02392 583 836
Email grants@gva.org.uk

Guidance for completing a grants fund application - Individuals

How can I apply for a grant?

1. The Gosport Community Fund can provide funding for individuals for community projects between £50 and £250.
2. Please read the Terms & Conditions to ensure you are eligible to apply. You can find a copy on the Gosport Voluntary Action Grants web page www.gva.org.uk/grants
3. Please read these Guidance Notes. You will find details of all the questions asked on the application form, together with the information we are looking for.
4. Complete the application form online at www.gva.org.uk/grants . You will be required to create a login and you will be able to save and edit the application until you are ready to submit. If you are unable to apply online, please download a paper based form on the community grants web page or contact Gosport Voluntary Action on grants@gva.org.uk or 02392 583 836.
5. Gather together the required documents as detailed at the end of these guidance notes and submit them with your application online or by email to grants@gva.org.uk
6. Grant funding is limited and all applications will be subject to a competitive process. We will contact you in due course to let you know the outcome of your application.

What are we looking for?

The Gosport Community Fund has three funding priorities. Tell us in your application how you help address at least one of them.

1. Bringing people together and building strong relationships in and across Gosport's communities.
2. Improving the places and spaces that matter to communities.
3. Enabling people to fulfil their potential through projects to address poverty, deprivation and isolation.

Funding awards will be looked on more favourably where applications can demonstrate:

- ✓ A strong evidence of need.
- ✓ Evidence that the proposed approach is likely to achieve the desired outcomes.

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GOSPORT
Borough Council

What can the funding be spent on?

The funding can be spent on items such as:

- ✓ Small capital projects
- ✓ Equipment and resources
- ✓ One-off events
- ✓ Training costs
- ✓ Travel and transport
- ✓ Clothing (such as uniforms, kits and protective clothing)

Funding cannot be used for:

- × Profit-making/fundraising activities
- × Statutory activities (such as schools or hospitals)
- × Paying someone to write your application
- × Political or religious activities
- × Alcohol or banned substances

What questions will I be asked in the application and how do I complete them?

Part 1 – Individual Information

Number	Question	Explanation
1.	Full name	The full legal name of the individual applying for the funding, who will be responsible for managing the project.
1.	Address	This is the home address of the individual making the application.
1.	Phone number	The phone number, mobile or landline or both, for the individual making the application.
1.	Email address	The email address for the individual making the application. We will send all correspondence to this address.
2.	Do you have any direct link with Gosport Borough Council or Gosport Voluntary Action (for example councillors, trustees, officers)?	- Please indicate if any councillors, officers, GVA trustee or other person connected with GVA or Gosport Borough Council have a connection with the individual making the application. - If yes, please state their name and role

Part 2 – Project Information

Number	Question	Explanation
3.	How much funding do you require? (grants for individuals can be given for £50 to £250)	Please note the total amount you would like to apply for. Please do not use commas, just numbers.
4.	What do you want the funding for?	This is a very brief outline of the project – in a maximum of 100 words.

Number	Question	Explanation
4.	Describe your project. Tell us about the overall aim, the background and how it will make a difference to your local community. Include evidence that the project is needed and what support you have from service users/the community.	<p>This is where you can tell us about the project.</p> <p>Remember, the panel may not know about your project so you will need to give them relevant information about this, even if you think they do know about it.</p> <p>The project is what you are applying for the funding for. You should include:</p> <ul style="list-style-type: none"> - What the aim of the project is – what you expect to gain from the project, e.g. any changes and/or improvements you hope to achieve - How it will benefit the local community - What support you have for the project from service users/the community <p>Please write your answer using a maximum of 300 words.</p>
4.	Who will benefit? (include the number of Gosport residents)	<p>Give details of the group(s) who will benefit within the Borough of Gosport. Include actual numbers of people you expect to benefit from the project.</p> <p>Please write your answer using a maximum of 100 words.</p>
4.	How does the project meet at least one of the Grants Fund's three priorities?	<p>Tell us how your project meets at least one of three priorities:</p> <ul style="list-style-type: none"> - bringing people together and building strong relationships in and across communities - improving the places and spaces that matter to communities - enabling people to fulfil their potential by working to address poverty, deprivation and isolation <p>Decide which priority (or priorities) your project fits into and explain how.</p> <p>Please write your answer using a maximum of 100 words.</p>
4.	What are the timescales of the project?	<p>When will the project start and finish? Funds must be used within 12 months from start date of the project.</p> <p>Please write your answer using a maximum of 100 words.</p>
4.	Is there any other supporting information you'd like to tell us about the project?	<p>Please tell us anything else about the project that you have not covered in the previous questions.</p> <p>Please write your answer using a maximum of 100 words.</p>

Part 3 – Finance and Management

Number	Question	Explanation
5.	Please give a breakdown of the estimated costs of the project for which you are seeking funding.	<ul style="list-style-type: none"> - Please complete the budget table using appropriate headings for your project (equipment, travel, etc.) - Please use only numbers the amount column - Please double check all of your figures and make sure the total of each column is correct.
6.	If people benefitting from the project will be required to make any contribution towards the cost, please let us know how much will be required and what they will receive?	<p>If yes, please provide details of how much they will be required to contribute and what benefit they will receive for this.</p> <p>If no, please write 'no'</p>
7.	Please provide details of your bank account.	<p>So we can pay your grant, please provide your bank details:</p> <ul style="list-style-type: none"> - Account Name - Bank Name and Address - Sort Code - Account number

Part 4 – Other Information

Number	Question	Explanation
8.	Referee 1 name Referee 2 name	Please provide details of two referees, who have known the applicant for 2 years or more and who are not family members. Ensure the applicant has permission to pass their information on to GVA for the purpose of providing a reference. GVA will contact the referees directly to request a reference.
8.	Relationship/connection to applicant	Please state the relationship the referee has to the individual making the application, eg work colleague, line manager, friend, solicitor etc.
8.	Phone number	Please provide the phone number for the referees and ensure you have consent to provide details for the purpose of providing a reference.
8.	Email address	Please provide the email addresses for the referees and ensure you have consent to provide details for the purpose of providing a reference.

Part 5 – Documents to submit with your application

<p>You will need to provide the following documents to us.</p>	<input type="checkbox"/> If services or equipment purchases are part of your application, we will need a written estimate / quote from contractors / suppliers for items or works to be purchased.
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	<input type="checkbox"/> Any other documents or photos to support your application.
Are you able to upload the documents to support your grant application?	<p>If yes, you can upload the documents as part of your application.</p> <p>If no, please email to grants@gva.org.uk or post to Grants Fund Gosport Voluntary Action Martin Snape House, 96 Pavilion Way Gosport PO12 1FG</p>

Part 6 – Declaration

I confirm that the information provided is true and accurate.	In order to confirm that you agree with this statement, please sign and date the declaration.
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Once you have submitted your application form, a message will appear on your screen to let you know you've successfully submitted your application. You will also receive a copy of your application to the email address which you supplied in question 1.

If you have any questions, please contact Gosport Voluntary Action's Community Engagement Team on 02392 583836 or grants@gva.org.uk.