

Grants Fund Application Form - Individuals

Part 1 – Individual Information

1. Please provide details of the individual requesting funding**.**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Phone number |  |
| Email address |  |

1. Do you have any direct link with Gosport Borough Council or Gosport Voluntary Action (for example councillors, trustees, officers)? If yes, please state their name and role.

|  |
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|  |

Part 2 – Project Information

1. How much funding do you require? (grants for individuals can be given for £50 to £250)

|  |
| --- |
| £ |

1. Please give details of the project you would like the funding for.

|  |  |
| --- | --- |
| What do you want the funding for? (100 words max) |  |
| 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. (300 words max) |  |
| Who will benefit? (include the number of Gosport residents) (100 words max) |  |
| How does the project help address at least one of the grants fund’s three priorities? (100 words max) |  |
| What are the timescales of the project? (100 words max) |  |
| Is there any other supporting information you’d like to tell us about the project? (100 words max) |  |

Part 3 – Finance Information

1. Please give a breakdown of the estimated costs of the project for which you are seeking funding.

|  |  |
| --- | --- |
| **Project cost breakdown** | **Amount requested** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Total Cost of Project | £ |

1. 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?

|  |
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|  |

1. Please provide details of your bank account.

|  |  |
| --- | --- |
| Account Name |  |
| Bank Name and Address |  |
| Sort Code |  |
| Account Number |  |

Part 4 – Other Information

1. Please provide details of two referees, who have known you for 2 years or more and who are not family members. Ensure that you have permission to pass their information on to GVA for the purpose of providing a reference.

|  |  |
| --- | --- |
| Referee 1 name |  |
| Relationship/connection to applicant |  |
| Phone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Referee 2 name |  |
| Relationship/connection to applicant |  |
| Phone number |  |
| Email address |  |

Part 5 – Documents to submit with your application

You will need to provide the following documents to us.

If equipment purchases are part of your application, please provide a written estimate / quote from contractors / suppliers for items to be purchased

Any other documents or photos to support your application

Please email the above documents to [grants@gva.org.uk](mailto:grants@gva.org.uk) or post to:

Community Engagement Team

Gosport Voluntary Action

Martin Snape House, 96 Pavilion Way

Gosport PO12 1FG

Part 6 – Declaration

I confirm that the information provided is true and accurate

Signed……………………………………………………..

Position……………………………………………………

Date……………………………………………………….

If you have any questions, please contact Gosport Voluntary Action, Community Engagement Team on 02392 583836 or [grants@gva.org.uk](mailto:grants@gva.org.uk)

Protecting your information

The information you have provided will be used for the administration of the grant fund application. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information and to protect public funds in other ways, as permitted by law.

GVA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with our privacy statement, which can be viewed on our website <https://www.gva.org.uk/privacy-statement/>

You can request a copy of the personal information we hold about you, using our Subject Access Request letter template, which can be downloaded via the link above. Please send this together with a description of the information you would like as well as approved proof of identity to the Community Engagement Team at Gosport Voluntary Action, Martin Snape House, 96 Pavilion Way, Gosport, Hampshire, PO12 1FG or by email at [office@gva.org.uk](mailto:office@gva.org.uk)