

Grants Fund Application Form

Part 1 – Organisation Information

1. Please provide your organisation name and contact details**.**

|  |  |
| --- | --- |
| Name of organisation |  |
| Organisation address |  |

1. Please provide the names of two people who are able to discuss the application.

Main contact:

|  |  |
| --- | --- |
| Name of contact |  |
| Position |  |
| Phone number |  |
| Email address |  |

Second contact:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone number |  |
| Email address |  |

1. What is the structure of your organisation? (Please tick appropriate boxes and provide details where necessary)

|  |  |  |
| --- | --- | --- |
| Voluntary organisation | Social Enterprise | |
| Association or club | Society | |
| Registered Charity (please provide number)  Community Interest Company (please provide number) | |  |
| Company Limited by Guarantee (please provide number) | |  |
| Other (please describe) | |  |

## In which areas of Gosport does your organisation work? (Funding can only be awarded to support activities for the benefit of residents in the borough)

|  |  |
| --- | --- |
| All of Gosport | Ward(s) (please provide details below) |

1. How many people are involved in the running of your organisation? (Please provide numbers in the boxes below)

|  |  |  |  |
| --- | --- | --- | --- |
| Committee members |  | Full time staff |  |
| Volunteers |  | Part time staff |  |

1. Please provide dates when:

|  |  |
| --- | --- |
| Your organisation was established: |  |
| Your last AGM was held: |  |

1. Please provide details about what your organisation does (30 words limit for each question):

|  |  |
| --- | --- |
| What is your organisation set up to do? |  |
| What activities or services do you provide? |  |
| How many Gosport residents does your organisation help/support each year? |  |
| Does anyone in your organisation have any direct link with Gosport Borough Council or Gosport Voluntary Action (for example councillors, trustees, officers)? |  |
| Describe how you promote diversity and equality within your structure and operations: |  |

Part 2 – Project Information

1. Please indicate whether you are applying for the Gosport Community Fund or the CIL Neighbourhood Fund?

☐ Gosport Community Fund ☐ CIL Neighbourhood Fund

1. How much funding do you require? (Grants from the Gosport Community Fund can be from £50 to £1,500, while grants from the CIL Neighbourhood Fund can be from £1,500 to £50,000).

|  |
| --- |
| £ |

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 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.

|  |  |  |
| --- | --- | --- |
| **Items** | **Column A** | **Column B** |
| Project Cost Breakdown | Amount sought from CIL NF/GCF | Total Cost |
| Staff Costs | £ | £ |
|  | £ | £ |
| Premises | £ | £ |
|  | £ | £ |
| Infrastructure1 | £ | £ |
|  | £ | £ |
| Utilities/Running Costs1 | £ | £ |
|  | £ | £ |
| Admin/General Expenses1 | £ | £ |
|  | £ | £ |
| Equipment1 | £ | £ |
|  | £ | £ |
| Maintenance1 | £ | £ |
|  | £ | £ |
| Other (*please describe*) | £ | £ |
|  | £ | £ |
| Total Cost of Project | £ | £ |

1 The CIL Neighbourhood Fund will only contribute towards these items for a period of up to 1 year, and where they relate to the provision, improvement, replacement, operation or maintenance of infrastructure.

1. If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from. The inclusion of match funding will increase your chance of securing a grant from the CIL Neighbourhood Fund.

|  |  |  |
| --- | --- | --- |
| Where is the funding coming from? | How much funding? | Has this funding been approved? If so, please provide proof of funding with your submission. If you are awaiting a decision when do you expect to know? |
|  |  |  |

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?
2. If applying for the CIL Neighbourhood Fund, please confirm whether the infrastructure would support a statutory activity, and if so, why funding is not available through the usual streams?
3. Please provide details of any ongoing costs associated with your project, and how they would be sustained long-term?
4. Please provide details of your organisation’s bank account.

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

1. How many signatories are required to sign cheques?

Part 4 – Other Information

1. Please confirm whether your organisation would be willing to allow other groups and individuals to make use of any funded equipment / infrastructure, and if so, whether a charge would apply?
2. If your organisation is involved with children, young people or vulnerable people, do you have a safeguarding policy?

Part 5 – Documents to submit with your application

You will need to provide the following documents to us.

The most recent copy of your organisation's accounts (independently examined or audited where appropriate)

Copies of insurance policies (public liability, professional indemnity or any other relevant policy)

If services or equipment purchases are part of your application, we will need written estimates / quotes from contractors / suppliers for items to be purchased

For CIL Neighbourhood Fund applications, we require three quotes for any work

Any other documents or photos to support your application

Confirmation of match funding (if relevant)

**If your organisation is NOT registered with Gosport Community Lottery, you will also need to provide:**

Your organisation's constitution or governing documents

Your organisation’s safeguarding policy if you work with children, young people or vulnerable adults

Please email the above documents to [grants@gva.org.uk](mailto:office@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 a true and correct record of my organisation’s project and financial need.

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:office@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. Information on applications for the CIL Neighbourhood Fund may be shared with Gosport Borough Council.

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 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)