



The Parish Office, Community Centre,
St Vigor Way, Colden Common,
Winchester, Hampshire, SO21 1UU

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Email: clerk@coldencommon-pc.gov.uk
www.coldencommon-pc.gov.uk

Clerk to the Council: Debbie Harding

APPLICATION FORM FOR A GRANT PAYMENT

These grants are designed to be a flexible source of funding for local community and voluntary organisations. The application form should be completed by referring to the accompanying guidance notes. Failure to provide all the necessary information and documentation will delay the consideration of the application.

It is extremely important that you DO NOT spend prior to notification of approval.

CONTACT DETAILS

1. Name of Organisation	
2. Telephone Number	
3. Name of Contact Person	
4. Position in Organisation	
5. Contact Address	
6. Contact Email Address	

ORGANISATION DETAILS

7. What are the overall main aims of your organisation?

8. Is your group a registered charity? Yes/No

Registered Number:

9. Does your group have a constitution / statement of aims? Yes / No

10. If no to both of the above questions, please explain how your group make decisions.

11. Has your organisation / group applied for a Colden Common Parish Council Grant in the last 2 years? Yes / No

If yes state: (i) The year in which you applied:

(ii) Whether your application was successful: Yes / No

(iii) If successful how much did you receive: £

(iv) Project for which grant was used:

.....
.....
.....
.....

APPLICATION DETAILS

12. Please tick the box against the heading under which you wish to apply for a payment:

Health and Wellbeing	<input type="checkbox"/>	Safer and Stronger Community	<input type="checkbox"/>
Children & Young people	<input type="checkbox"/>	Art & Cultural	<input type="checkbox"/>
Greener Place	<input type="checkbox"/>	Minority Groups	<input type="checkbox"/>
Sport and Activities	<input type="checkbox"/>	Elderly and Disabled	<input type="checkbox"/>
Other (Please explain)	<input type="checkbox"/>		

13. Please explain the aims and desired outcome of your project.

13. Please outline exactly what the payment will be spent on (less than 500 words)

Applications will be assessed on the criteria as attached, so therefore please answer as fully as possible, evidencing any criteria met (please expand box if required)

15. How many people are likely to directly benefit from your project / activity?					
Up to 20	<input type="checkbox"/>	21 – 40	<input type="checkbox"/>	41 – 50	<input type="checkbox"/>
51 – 80	<input type="checkbox"/>	81 – 100	<input type="checkbox"/>	100 plus	<input type="checkbox"/>

16. Which age group is your activity targeted at?			
Mostly children below the age of 16	<input type="checkbox"/>	Mostly young people aged 16 – 24	<input type="checkbox"/>
People aged 25 – 60	<input type="checkbox"/>	People over 60	<input type="checkbox"/>
All age groups	<input type="checkbox"/>		

FINANCIAL DETAILS

<p>17. Reserves</p> <p>Please indicate total level of reserves held by your group: £</p> <p>Indicate the level of any ring fenced reserves / funds set aside for a specific purpose: £</p> <p>If funds have been set aside please explain briefly the purpose for this:</p> <p>.....</p> <p>.....</p>

18. Please provide a breakdown of all costs for the project / activity / equipment. For each item please include one estimate/quote.		
<i>Item</i>	<i>Cost</i>	<i>Estimate included?</i>
Total cost (A)	£	

19. Please provide details of all other funding for the project / activity / equipment.		
Income from:	How much?	Secured?
Total income (B)	£	

20. Amount of payment requested (A – B)	£
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SUPPORTING INFORMATION

The following documents must be included with the application form. Please tick the boxes to confirm you have provided the information. Missing documents will delay consideration of your application and may mean you miss the deadline for the current round

<p>21. Does your organisation have a bank account? Yes / No</p> <p>If you do not have a bank account how are your finances managed?</p>
<p>22. Please state: Name of Bank / Building Society</p> <p>Name in which account is held:</p> <p>Authorised signatories for the account:</p>
<p>23. A copy of the accounts year ending are enclosed.</p>

Supporting documentation Checklist, have your enclosed with your application:-

- 24. Copy of the organisation's constitution or statement of aims.
- 25. Copy of your most recent independently verified annual accounts.
- 26. Copy of insurance
- 27. Copy of estimates / quotes (if applicable)

Declaration and Signature.

I declare that to the best of my knowledge and belief the information supplied on this application form and in any supporting material whether supplied now or subsequently is correct or will be correct.

I understand that the receipt of this application by Colden Common Parish Council does not in any way signify that the Parish Council has agreed the project is eligible for or will receive grant aid.

I confirm that I have the authority to sign on behalf of the Organisation making this application.

The applicants agree that, if successful, they will submit a monitoring return within three months of receipt of payment, setting out how the grant was used. The applicants also agree that any unused grant will be returned to the Parish Council.

Signature	
Position in organisation	
Date	

Criteria to assess grant applications	10 points	5 points	0 Points
	Demonstrates fully the criteria	Demonstrates adequately the criteria	Not meeting these criteria
Grant is not for day to day running activities	Grant is for one off costs for an essential operating piece of equipment or project	Grant is for one off costs for a piece of equipment or project	Grant is for running costs
Grant is for the benefit of those who live in Colden Common	Grant application demonstrates more than 100 of residents could benefit from this grant	Grant application demonstrates more than 50 of residents could benefit from this grant	Grant is not clear nor evidenced on how many people benefit
Organisations can demonstrate they seek the views and wishes of those in the area	Application evidences details on view and wishes residents in the Parish	Application gives details on view and wishes	No views and wishes disclosed
Organisations can demonstrate public and if appropriate employer's liability insurance and DBS checks	Appropriate insurance evidenced	Appropriate insurance in place but not evidenced	No Insurance provided
Justification	Presents rationale and significance of proposed work in the form of a well-structured, logical argument	Shows some effort to present the rationale and significance of proposed work in the form of a well-structured argument	rationale and significance of proposed work not articulated
Income	Grant required for community benefit for a voluntary organisation that cannot raise funds through income or service	Grant required for community benefit for a voluntary organisation that raises limited funds through income or service	Grant required for a statutory function or an organisation or charity which has many income streams through services provided
Priorities Health and Wellbeing, Children and Young People, Making the parish a greener place, sport and activities, safe and stronger communities, art and cultural, minority groups, elderly and disabled	Does the project contribute to at least 3 of these priorities?	Does the project contribute to at least 2 of these priorities?	Does the project contribute to at least 1 of these priorities?
Percentage of project costs	Is the grant up to 40% of the project costs	Is the grant between 40% and 80% of the project costs	Is the grant between 80-100% of the project costs