



**Community Grant
Example application**

This application is for preparation purposes only. You must complete the online application at www.dacorum.gov.uk/grants . Questions marked with a star * must be completed.

YOUR APPLICATION

What is the name of your project/ application?*

YOUR ORGANISATION

1. Name of organisation, club or group making this application*

2. Address of organisation, club or group making this application*

Enter postcode	
Address*	
Phone number*	
Mobile	
Email*	
Website	

3. a) Is your organisation constituted or non-constituted*

constituted non-constituted

(A constituted group has a governing document such as a constitution, a committee and a bank account, a non-constituted group is an informal or grass roots community group currently without a governing document, committee or bank account but who may wish to become constituted at a later time) If they ticked constituted go onto b)

b) Type of organisation?*

Registered charity Company limited by guarantee

Club or other form of association Other (please specify)

Charity number

Other, organisation type

4. What are your organisation, group or club’s main services or activities? (max 2000 characters)*

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5. How many paid staff members do you have?*

6. How many volunteers do you have involved in service delivery?*

YOU

7. Your name*

8. What is your position or involvement within the organisation, group or club making this application?*

9. Your contact details

Enter postcode	<input type="text"/>
Address*	<input type="text"/>
Phone number*	<input type="text"/>
Mobile	<input type="text"/>
Email*	<input type="text"/>
Website	<input type="text"/>

ABOUT YOUR PROJECT

10. Please describe the project/ initiative/ equipment including its purpose, main activities and where it will take place (maximum 2000 characters words)*

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11. Is this a completely new project?* (i.e. one that your organisation has never previously undertaken?)

Yes, it's a new project No, it's not a new project

12. Please give the proposed start and end dates for your project.

Start date* End date *

13. How many Dacorum residents do you expect to benefit from the project / initiative / equipment? *

Explanation (if needed)

14. Please give details about the evidence you have to show that this project/ initiative / equipment is needed? * (max 2000 characters)

15. Please give details about how you are working in partnership with other organisations or groups to deliver this project/ initiative / equipment? *(max 2000 characters)

16. Which of the following council priorities does your project meet? *

(Your project must meet at least one of these priorities – see the guidance for further details) please tick accordingly

Priorities:

- A clean, safe and enjoyable environment
- Building strong and vibrant communities
- Ensuring economic growth and prosperity
- Providing good quality affordable homes, in particular for those most in need
- Ensuring efficient, effective and modern service delivery

17. Which of the 5 ways to Wellbeing outcomes does your project meet? *

(Your project must meet at least two of these priorities - see the guidance for further details) please tick accordingly

- Connect
- Be active
- Take notice
- Keep learning
- Give

18. What are the expected long term benefits of this project/ initiative/equipment to Dacorum residents?*(max 2000 characters)

FINANCES

19. Please outline the current financial setup of your organisation, group or club:
*

20. How will a grant from Dacorum Borough Council support you on your project/ initiative? *

21. Have you received a grant from Dacorum Borough Council in the last five years? *

Yes No

If yes, please specify...

22. How much money are you applying for from the Community Grants Fund?*

23. What is the total cost of your project?*

24. Please provide a budget breakdown of all costs related to your community grants fund application only*:

Budget breakdown – please list costs	Amount - £

25. If the request is less than the total cost, please explain below how you will fund the difference?*

Total contribution from your own resources	£
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Total raised from fundraising activities	£
Total applied for from other funders	£
If applicable, please list the names of the other funders you have applied to	
Expected date of outcome of application/s to other funders	
If you have any other sources of funding, please detail them here:	

DOCUMENTS

You are required to attach a number of documents to your application.

Constituted Groups:

- Constitution or set of rules
- Insurance certificates
- Annual report
- Recent accounts audited or otherwise certified
- Budget forecast
- Recent Bank Statement
- Planning and building regulation consent (if appropriate)
- Three quotes
- Safeguarding Policy including safe recruitment and training
- Equalities Policy or statement
- Any other documents which support your application

Non-constituted/ Informal/grass roots group:

- Letter of endorsement from a local councillor, a local constituted community organisation, or a police community support officer
- Three quotes (if applicable)
- Copy of public liability insurance (if applicable)
- Basic financial information held by your group (if any)
- Any other documents which support your application

DATA PROTECTION

Data Protection Statement (Data Protection Act 1998): Dacorum Borough Council, will use the information you give in this form, and any supporting evidence you send to process your claim for grant support. The Council may share the information supplied to other council departments and external agencies.

The Council may also check the information provided with other information that we hold. The Council may, as allowed by law, also get information about you from certain third parties, or provide them with information in order to:

- Make sure the information is accurate
- Prevent and detect crime
- Protect public funds

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations.

Grant applications paperwork is kept in accordance with the Council's retention policy.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act 1998. Please check this box to acknowledge that you have read and understood this declaration.