



Events and Festivals Grants

Application Form

For office use only	Date Received:
	Date Ack'd:

Please ensure that you have read and understood the **Guidance to the Application Process and Terms & Conditions of Funding** before you complete this application form.

Section 1: Contact information

a) Name of Group/Organisation	
b) Contact Name	c) Telephone Number
d) Contact Address	

e) Postcode	f) Your Position in the Group
g) E-mail Address	

h) Westmorland and Furness Council will not share any information you provide in sections b)-g) (above), however other community groups or their representatives may wish to contact you. Do you give your permission to pass on your details?
Yes No Please note: you can withdraw your permission at any time.

i) Please give a brief description of your group e.g. who are you, what type of group are you and what you do?

j) How many governing members do you have in your group? Male Female



Section 2: Tell us about the project / initiative you want us to support

a) Why do you need this grant and what do you hope to achieve ?

b) Who will benefit from this grant and how will this meet the aims in the guidance notes ?

c) How many people will benefit from the project or initiative in these age ranges?

0-4yrs

5-11yrs

12-19yrs

20-55yrs

55+yrs

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d) When does your project begin?

e) What geographical areas will your project serve?

f) Will the project create volunteering opportunities if so how many ?

g) When will the project be completed in terms of spending the grant and when will the outcomes be achieved?

h) Have risks been considered and how will they be managed ?

i) Please tell us how the delivery of the project will be managed, who will have responsibility for making sure the project is delivered on time and on budget, and that the outcomes will be achieved.

Section 4: Financing your project / initiative

(Please note: You are required to provide a detailed breakdown of all costs associated with your application for funding.)

a) What is the total cost of your project?

b) How much funding are you applying for?

c) Is this a completely new project? Yes No **d)** Is the application for a once only cost? Yes No

e) If you are applying for less than the full project costs, how will you fund the remainder?

f) Is this an expansion of an existing project? Yes No

g) Please tell us who else you have applied to, and the result of other funding applications.

h) Have you previously received a grant from Westmorland and Furness Council? Yes No

If Yes please provide further details

Section 5: Additional Information

a) Is there any other information that you wish to provide in support of your application for funding? You may wish to continue on a separate sheet.

b) Name of Groups Account:

Account Number and Address of Bank:

Section 6: Supporting Documents

You are required to enclose the following documents to support your application for funding:

- a) A minimum of **two estimates / quotes** from different independent suppliers.
- b) A detailed **breakdown of all costs** associated with your application for funding.
- c) If your project includes match funding confirmation of the match funding secured. If not yet secured, confirmation of the current status of your match funding.
- d) A copy of a recent **bank statement** for all accounts held in the name of your group.
- e) A copy of your most recent **annual accounts or audited accounts**.
- f) Your **equal opportunities policy or statement**.
- g) Your **constitution** or other governing documents.
- h) A copy of your last **annual report** and/or **AGM minutes**.
- i) Your **child protection policy**, where appropriate.
- j) Your **safeguarding vulnerable adults policy**, where appropriate.
- k) Public Liability Insurance

If you cannot supply some or any of the documents requested, or you are not an established organisation, please contact us to see how we can help.

Section 7: Declaration

Please ensure that this form is signed by a minimum of two appropriate governing members of your group.

In signing this declaration we agreed that:

- a) The information provided in this application is correct.
- b) We have read, understand and will comply with the requirements set out in the Guidance notes
- c) We will complete and return a Project Completion Report (PCR) to demonstrate our use of the grant and achievement of outcomes.
- d) We have adequate and appropriate insurance cover for our activities.

Signatures

Chairperson	Treasurer / Secretary	Position in group
Date	Date	Date
Please print	Please print	Please print

Please tell us how you found out about our community grants scheme:

Please return your completed application form to efgrants@westmorlandandfurness.gov.uk

Or by Post to ...

Joanne Marwood, The Forum Barrow
 Westmorland and Furness Council
 Barrow Town Hall, Duke Street
 Barrow-in-Furness LA14 2LD