



# Community Grant

## Guide to Completing a Community Grant Application Form

**Please ensure that you have read and understood the *General Criteria, Guide to the Application Process & Terms & Conditions of Funding* before you complete the application form.**

**It is recommended that you contact your local Area Support Team to confirm eligibility before you make an application for funding.**

### Section 1: Contact information

- a) Name of group/organisation – This should correspond with the name of your group as listed in your constitution and on your bank account.
- b-e) Please provide the name and contact details of someone in your group that can be contacted to discuss your application for funding. Please ensure you provide a postcode as part of the address.
- f) Please state what position you hold within your community group e.g., Chairperson, Treasurer, Secretary, Clerk, President, etc.
- g) It is important that you provide an email address, although, if you do not have an email address please include a contact telephone number.
- h) Are you happy for us to give your contact details to other people or organisations who may be interested in what your group is doing or trying to achieve.
- i) What type of group you are, e.g., residents' group, parish council, youth group, parent and teacher association, registered charity, etc, and what does your group / organisation do and try to achieve.
- j) Number of members – this is your group's total membership, not just committee members.

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

Please include:

- a) Why you need funding to support your community project or initiative and how would you spend any money awarded to you e.g., full details of your project and what you will be doing.
- b) Who will benefit from the delivery of your community project e.g., local children in the area, elderly residents, a number of community groups that use your facility, etc. What are the planned outcomes from your project e.g., to improve local community facilities, to improve energy efficiency at the village hall, to promote local heritage and culture, to get more people to attend your group, providing local activities or meeting evidenced community needs.
- c) Identify as closely as possible the number of people you estimate will benefit from your project within each age range.
- d) Please give an estimated or actual start date for your project. Please note: we will not be able to fund projects that have already started or indeed completed before the application has been considered.
- e) Be as accurate as possible by describing the community(s), neighbourhood(s), village(s) or town(s) that your project will be delivered in or impact upon.



### Section 3: Achieving our council plan and local community priorities.

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See General Guidance Notes, Criteria and for the local community priorities we advise contacting your local Community Development Team.

In order to ensure the Westmorland and Furness Council meets its key priorities you need to describe how your project will use any funding awarded to meet those key priorities.

Westmorland and Furness Council will only fund projects working towards outcomes that match its key priorities in the Council Plan. All of the information provided in this section will be used to assess your project and its suitability for a grant.

If you need any further assistance with regards to this, please contact your local Community Development Team.

### Section 4: Financing your project/initiative

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- a) When assessing your project costs, be as accurate as possible. Please note you will be required to supply estimates and a full detailed breakdown of costs to support this information. You can use our Community Project Budget Planner to assist you with this.
- b) The maximum grant that can be applied for is £5,000. Applications for less than 100% of costs are preferred and groups are advised to ensure other sources of funding are used.
- c, d) New projects are ones that have been developed from scratch rather than a current project that is now being delivered in a different manner or by a new group. Please note that we only fund one off projects or set up costs as we are unable to fund the ongoing costs of a project or groups activities.
- e) Describe who else will be funding this particular project or initiative, for example: sponsorship, member donations, fees, grants from other bodies. We often refer to this as match funding.
- f) Please detail who your project/organisation/group receives funding from, especially if you already receive funding from Westmorland and Furness. Do you charge members an annual subscription? Do you fundraise through a particular event? Do you benefit from reduced costs for buildings or rent? Please also provide evidence of affiliation or branch number if part of a larger organisation.
- g) Please provide details of all organisations that you have made applications to in order to support the delivery of this specific project.
- h) Please confirm if you have received funding previously from Westmorland and Furness Council. This may have been grant funding or funding to support services you have been commissioned to provide.

### Section 5: Additional information

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Please use this section to provide additional information in support of your application. You can use this area to tell us more about your project and its benefit to the community. For example you may wish to include details of how this project supports an outcome of a parish or community plan or details of how your project will support objectives identified by other organisations such as the Local Health Authority.

## Section 6: Supporting documents

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- a) You must provide at least two quotations or estimates from independent suppliers to support your application for funding. This demonstrates a value for money approach to planning your project and is considered good financial practice.
- b) A detailed breakdown of all costs associated with your project or initiative must be provided so that we can understand the key costs of your project. You should clearly list all projected income and expenditure associated with your project. All costs must match with quotations and estimates supplied as above. You can use our Community Project Budget Planner to assist you in producing a budget and breakdown of costs for your project.
- c) You are required to provide copies of your most recent bank statements for all accounts held in the name of your group/organisation. Copies must clearly show the account name, account number, branch sort code and address of your bank.
- d) Annual accounts need not be formal audited accounts but must be your official record of all income and expenditure over an annual period for your group/organisation.
- e) All groups or organisations receiving funding from Westmorland and Furness Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination. You will be required to provide a copy of your Equal Opportunities Policy or a written statement that is approved by your group/committee which outlines your commitment to equal opportunities. If your group does not have a policy we advise that you contact Cumbria CVS for assistance.
- f) A constitution or other governing document (e.g., Articles of Association or Trust Deed) must be provided in support of your application. We can only fund constituted groups and if you are not yet constituted we advise that you contact Cumbria CVS for assistance.  
  
If you are a local branch of a national, regional or countywide group/organisation (e.g., Girl Guides, BTCV, Scouts or Cumberland FA) you need only make reference to this in your application rather than provide the full document.
- g) Please send a copy of the last Annual Report prepared by your group/organisation. If you do not produce an annual report then please send us a copy of the minutes of your last Annual General Meeting. This demonstrates good governance.
- h) A Child Protection Policy must be provided if your group/organisation/project works with or comes into contact with Children or Young people. Your policy should ensure that DBS (Disclosure and Barring Service) checks are in place for all adults when activities include children, young people and other vulnerable persons.
- i) A Safeguarding Vulnerable Adults Policy must be provided if your project will involve working with or delivering services to vulnerable adults.

## Section 7: Declaration

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We require at least two signatures on the application form from two different members of your committee who are authorised to sign on behalf of your group/organisation.

In making your declaration you have read, understand and are accepting the Terms & Conditions of Funding for Westmorland and Furness Council. It is important that you have read and understood these terms and conditions before you sign the application form.



## Contact Us

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### **Furness Community Development Team**

Safe and Strong Communities  
Westmorland and Furness Council  
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### **South Lakeland Community Development Team**

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### **Eden Community Development Team**

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