



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's the name of your project/ application?*

Are you applying for a loan or a grant?*

Grant ☐

Loan ☐

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. What sort of organisation is it?*

Registered charity ☐ Company limited by guarantee ☐

Club or other form of association ☐ Other ☐

Charity number

Other, organisation type

4. What are your organisations/ groups main services or activities? (max 300 words)*

5. How many people are members of you organisation or use its services regularly? *

6. How many paid staff do you have? *

7. How many volunteers do you have involved with service delivery

YOU

8. Your name *

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

10. Your contact details

| | |
|----------------|--|
| Enter postcode | |
| Address* | |
| | |
| Phone number* | |
| Mobile | |
| Email* | |
| Website | |

ABOUT YOUR PROJECT

11. Please provide a short summary of you project/ initiative (maximum 300 words)*

12. 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 ☐

13. a. Please highlight when your project will start/ finish and how long people will benefit from the funding:

Start date* Completion date *

Timescales that people will benefit

Explanation

- b. How many people do you expect to benefit directly from this project?

14. What will happen at the end of the project/ initiative and how will it be sustainable? (max 2000 characters)

15. What evidence do you have that this project/ initiative is needed? * (max 2000 characters)

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

17. How will your project/ initiative meet the key themes of this fund? (maximum 500 words)*

18. How will your project/ initiative benefit the people of Dacorum and contribute to Dacorum Borough Councils priorities? (maximum 500 words)*

FINANCES

19. Please outline the current financial setup of your organisation/ group: *

20. How much money are you applying for? *

21. How will a grant from Dacorum Borough Council support you on your project/ initiative? * (max 500 characters)

22. Please outline any financial assistance that you have received from Dacorum Borough Council in the last five years. Enter N/A if you have not received any. *

23. What is the estimated cost for the project/ initiative for which you are seeking funding (please list items and costs for each item)*

24. How do you plan to meet the total costs? (Please state amounts)*

Contribution from your own resources (excluding fundraising)

Total applied for from other funders (see below)

Outcome or expected date of outcome of application to other funders

Total raised from fundraising activities

Total requested from this application

DOCUMENTS

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

- Constitution or set of rules
- Insurance certificates
- Annual report
- Recent accounts audited or otherwise certified
- Budget forecast for this year and next
- Recent Bank Statement
- Planning and building regulation consent (if appropriate)
- Quotes
- Safeguarding Policy including safe recruitment and training
- Equalities Policy or statement

DATA PROTECTION

Data Protection Statement (Data Protection Act 1998): Dacorum Borough Council, will use this information you give in this form, and in 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 such as our [Strategic Partners](#).

The Council may also check information provided with other information we hold. The Council may, as allowed by law, also get information about you from certain third parties, or give information to them 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.