**Grant application form for organisations**

The Mountsorrel Community Support Fund makes grants to people living in the parish of Mountsorrel who are in need, hardship or distress. Grants are made for a wide range of items and services, and applications are accepted from individuals and organisations.

This is the application form for organisations. On this form, we ask for information that will help our trustees to decide whether your project will meet their charitable objectives and grant making policy. Please provide as much detail as possible. If a question is not applicable, or is not relevant to your application, please put N/A.

If you have any questions about making an application, please contact the MCSF Coordinator: info@mountsorrelcsf.org.uk

If you need this form in large print or another format, please contact us: info@mountsorrelcsf.org.uk

**Section 1 – Your details**

1a. Organisation name: Click or tap here to enter text.

1b. Name of contact person for this application: Click or tap here to enter text.

1c. Your position in the organisation: Click or tap here to enter text.

1d. Your email address: Click or tap here to enter text.

1e. Daytime phone number: Click or tap here to enter text.

1f. Postal address: Click or tap here to enter text.

**Section 2 – Your organisation**

2a. Please tick one of the boxes to confirm that you have enclosed **either**:

[ ]  A copy of your organisation’s most recent annual report and accounts, *or*

[ ]  For new organisations who have not yet produced any accounts, a forecast income and expenditure budget for your first year of operation

*Please send the above with your application.*

2b. Please tick here if your organisation has public liability insurance: [ ]

2c. *If your project will work with children or vulnerable adults:*

Please tick here to confirm that appropriate safeguarding policies and procedures are in place: [ ]

Please tick here to confirm that up-to-date DBS checks are/will be in place for all staff/ sessional workers/volunteers working with service users on this project: [ ]

**Section 3 – Your project**

3a. What is the name of your project? Click or tap here to enter text.

3b. Please tell us the project start and finish dates, or if the project is expected to continue, the period that you would like to apply for a grant for (maximum 12 months).

Start: Click or tap to enter a date. End: Click or tap to enter a date.

3c. What is the overall aim of your project?

Click or tap here to enter text.

3d. How do you know there is a need for this work?

Click or tap here to enter text.

3e. How will your project complement other local services?

Click or tap here to enter text.

3f. Describe how the project will be delivered. For example: what activities will take place, and who will manage/deliver these?

Click or tap here to enter text.

3g. Where will your project be delivered?

Click or tap here to enter text.

**Section 4 – Your beneficiaries**

4a. Who will participate in/benefit from your project?

Click or tap here to enter text.

4b. How many people is the project expected to reach during the period applied for?

Click or tap here to enter text.

4c. If your project will cover other areas as well as Mountsorrel, please estimate what percentage of your beneficiaries will be people who live in Mountsorrel: Click here%

4d. How will you reach your target beneficiaries? How will they find out about the project?

Click or tap here to enter text.

**Section 5 – Your project outcomes**

5a. How will your project reduce need, hardship or distress in Mountsorrel? What difference will it make?

Click or tap here to enter text.

5b. How will you know? How will you measure the progress and success of the project?

Click or tap here to enter text.

**Section 6 – Your grant request**

6a. What is the total cost of your project for the period applied for?

£Click or tap here to enter text.

Please give a budget breakdown here:

|  |  |
| --- | --- |
| ***Item*** | ***Cost £*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ***Total:*** | ***£*** |

6b. How much would you like to apply for from Mountsorrel Community Support Fund? £Click or tap here to enter text.

6c. What would you spend this grant on?

Click or tap here to enter text.

6d. Please tell us where the rest of the money for your project will come from.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Source of funds*** | ***Amount £*** | ***Confirmed?******YES/NO*** | ***If not confirmed – when will you know?*** |
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**Section 7 – Data protection, declarations and submission**

How did you hear about Mountsorrel Community Support Fund?

Click or tap here to enter text.

We may occasionally wish to share information about projects funded by Mountsorrel Community Support Fund on our charity’s website and in promotional material. This information will never include details of individuals. Please tick here if you are happy for us to publish details of your project: [ ]

**Data protection:**

**Important:** By signing this form I understand that my details will be kept on file for the purposes of administering this application and any grant that may be awarded:

[ ]  ***We cannot process your application without your consent.***

We take care of the information you provide to us. Mountsorrel Community Support Fund has a Data Protection & Privacy Policy that explains how we use and store data. If you would like to receive a copy of this Policy, please contact info@mountsorrelcsf.org.uk

**Checklist for submission:**

[ ]  I have provided my organisation’s bank details on the attached form.

[ ]  I have enclosed my organisation’s most recent accounts *(or income and expenditure forecast for new organisations)*.

[ ]  I have completed all relevant questions on the application form.

[ ]  I have read and understood the attached Terms and Conditions of Grant.

**Declarations:**

I declare that the information given on this form is accurate and complete at the time of submission. I understand that if I knowingly give information that is incorrect or incomplete, you may take action against me.

I understand that if a grant is awarded, my organisation will be required to abide by the attached Terms and Conditions of grant, together with any additional conditions of grant that may be imposed.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

Print name: Click or tap here to enter text.

**Please submit your application as a PDF document to:** info@mountsorrelcsf.org.uk

***Please complete the Bank Details Form on the next page.***

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**BANK DETAILS FORM**

Please give the details of the account you would like any grant paid into.

|  |  |
| --- | --- |
| Account name: |  |
| Sort code: |  |
| Account number: |  |



**TERMS AND CONDITIONS OF GRANTS TO ORGANISATIONS**

Please note that if a grant is awarded:

1. We can only pay the grant to a bank account held by your organisation.
2. We may pay your grant in instalments.
3. You must only use your grant for the activities described in your application.
4. If your project covers a wider area, our grant may only be used for the benefit of people living in Mountsorrel.
5. We may visit your project to find out how the work is progressing.
6. We may withhold grant payments if the project is not progressing as expected.
7. We make no commitment to further grants or to continuing the grant.
8. You must submit a report within 1 month of the end of your project (or the end of the period funded by the grant, whichever is sooner) detailing the project outcomes and who has benefited.
9. Any grant funds that you do not spend on the project must be returned to Mountsorrel Community Support Fund within 1 month of the end of your project/the period covered by the grant (whichever is sooner).