



Community Grant Scheme Application Form

Please read and ensure you understand the community grant scheme terms and criteria before completing the application.

Please use **BLOCK CAPITALS** and answer all questions providing as much information as possible, referring to the guidance included with this form.

Section 1 Contact Information

Group name and address	
Contact name	
Position in group	
Contact address	
Contact email	
Contact number	

Section 2 Tell us about your group

Please provide a brief description of the activities your group undertakes

In what year was the group founded	
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Are you a registered charity?	Yes	No
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If yes please provide the registered number	
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Does your organisation have a constitution or a set of rules?	Yes	No
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Please enclose a copy of your groups rules or constitution

Are there any restrictions on who can join your group? If so, what are they and why do you have them?

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Section 3 Tell us about the activity / event you wish to support

Please explain what the community grant will be used for (including where the project will be based, when it will take place)

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Which of the following priorities does your project fall into?

Repairs and Maintenance		Anti Social Behaviour	
Local environment		Young people	
Fencing		Lifestyles	

Please provide an explanation of how and why you feel your project contributes to the priority you have identified.

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How will your project benefit your local community and specifically WDH tenants? (including why there is a need for the project)

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If your project will be ongoing, how will it continue after the funding from this application has been used?		
Does your project involve work with children, young people under the age of 18 or vulnerable adults	Yes	No
If yes, please refer to the Guide for Applicants to ensure your group meets the conditions of the scheme		

Section 4 Costs

How much are you applying for?		
Please provide a breakdown of all items of expenditure the grant would be used to pay for:		
Item	Quantity	Amount applied for
A minimum of three independent estimates are required to support each item of expenditure		

Is the total cost of the project greater than the amount applied for from the grant?	Yes	No
If yes, please state how you will make up the shortfall including details of any other applications for funding you have made		

Have you received any grants / donations from WDH in the last three years	Yes	No
If yes, please state the date and amount		

Section 5 Your Bank / Building Society Account

Name of your account (your group's title)	
Name of bank / Building society	
Account Number	
Sort Code	
Please provide a copy of the groups latest bank statement, clearly showing the name of the group	

Section 6 Declarations

To the best of your knowledge, is a member of your group, or their close relation, a WDH officer, Board or LMC Member?
If so, please provide details of the relationship

Data Protection Statement
<p>The information requested on this form is required by WDH in order to assess the grant application.</p> <p>By submitting this application you are consenting to WDH to share appropriate information on this application with WDH employees and Board and LMC members. This information may be used for publicity purposes should the grant be awarded.</p>

Signatures authorising this application from your group (two people must sign this form)
<p>We have read and understood the terms and criteria of the WDH Community Grant Scheme.</p> <p>We declare that all the information given by us is true and we understand that if any funds are not used for the purpose outlined in this application then they are liable to be recovered by WDH.</p> <p>We will keep full records and all receipts relating to expenditure and will provide to the project administrator within six weeks of completing the work outlined in this application form. If the group is dissolved and equipment has been purchased with this grant, any such equipment remaining will be distributed within the community at the discretion of WDH.</p>

Signature 1	
Name (please print)	
Position in group	
Signature 2	
Name (please print)	
Position in group	

Section 7 And finally

How did you hear about WDH's Community Grant Scheme	

Application Checklist	
Have you answered all the questions?	
Have you enclosed a constitution or set of rules?	
Have you enclosed a minimum of three quotes for each item?	
Have you enclosed a copy of your latest bank statement?	
Has the document been signed by two signatories?	

Application Form Guidance Notes

Before completing the application form, please read the Guide for Applicants carefully and ensure that you understand the terms and conditions of the scheme.

In particular, you should ensure that your group is eligible to apply and able to fulfil the criteria. If you are unsure whether your group would be eligible, please complete the 'Eligibility to Apply' form which will assist you in making an initial assessment of your project against the criteria.

There are also some notes provided below to help you answer the questions, however, if you have any queries, require assistance in completing the form or have any communication needs, please contact Corporate Services:

- By telephone: 01977 778804 or 01977 724696

or

- Send us an email: corpsuppman@wdh.co.uk

Completed forms, and all supporting documentation, should be returned either:



By Post Corporate Services
Wakefield and District Housing
Merefield House, Whistler Drive
Castleford, WF10 5HX



By Email corpsuppman@wdh.co.uk

Notes to Assist in Completing the Form

Please ensure that you answer all the questions on the form and provide any supporting evidence requested.

Section 1 Contact Information

Please provide the contact information requested, included details of the group and main contact for the grant application. This will assist us in ensuring that you are kept up to date with the progress of your application.

Section 2 Tell us about your group

Please provide details of your group and, in particular, the work it undertakes and the contribution it makes to the local community.

Under the criteria of the scheme your group must have a constitution or set of rules which should be provided with the application. If your group does not currently have a constitution or set of rules and would like help in developing these please contact us.

Section 3 Tell us about the activity / event you wish to support

In completing this section please provide a detailed explanation of exactly what you intend to use the grant for.

Consideration should be given to the information provided in the guide for applicants on the assessment criteria and priority for applications. Where ever possible please try to explain why you think your application meets those requirements.

Throughout your explanation, please consider how your project demonstrates value for money and explain how you fee the project will achieve this whilst meeting its aims.

Priorities for the Scheme

Each year WDH undertakes detailed consultation to identify the priorities of our tenants for the forthcoming year. WDH is committed to working towards and supporting those priorities and as such, support from the Community Grant Scheme will be targeted to those projects which directly contribute to them.

On the application you should identify which priority you feel your project contributes to and provide an explanation of how and why.

Benefit for the community

The Community Grant Scheme aims to benefit the communities in which WDH tenants live, therefore, please explain how your application will achieve this and how it will meet the requirements of the scheme in relation to involving WDH tenants.

Section 4 Costs

Please provide details of the amount of grant you are applying for together with an itemised list of how the grant will be allocated. In support of your application you need to provide a minimum of three independent estimates for each item specified.

If the grant application will not cover the total cost of the project please advise the overall cost and provide details of any other grants received or applications made and the items they relate to.

Please note that you will not be eligible to apply to the Community Grant Fund for any items for which you have received a grant for, or made an application for a grant, to any other organisation / fund.

Section 5 Your Bank / Building Society Account

Please provide details of the bank account to which the payment of any successful grant application would be paid.

Payment **cannot** be paid into a personal bank account, it must be paid into your organisations account.

Section 6 Declarations

Relationship Declaration

Please advise of any member of your group who is related to a WDH Officer, Board or LMC Member and provide details of the relationship.

Signatures authorising this application from your group

The completed form must be signed by two members of your group to authorise the submission of the application, agree to the Terms and Conditions of the scheme and give approval for information to be shared under the Data Protection Act.

Section 7 And finally

How did you hear about the Wakefield and District Housing Community Grant Scheme?

Please advise us how you heard about the Wakefield and District Housing Community Grant Scheme to enable us to monitor the effectiveness of the publicity of the scheme.

Checklist

Please take the time to go through the checklist to make sure you have completed everything on your application and provided all documentation. Should there be anything missing from your application it could cause a delay in it being processed.