



Community Grant Scheme Application Form

Please read and make sure you understand the 'About the Community Grant Scheme' document and the Application Form Guidance Notes before completing the application. Answer all questions giving as much information as possible.

Section 1 Contact Information

Group name and address			
First contact name		Second contact name	
Position in group		Position in group	
Contact address		Contact address	
Contact email		Contact email	
Contact number		Contact number	
Please ensure you regularly check the email address you have provided as you may receive requests for further information, which, if not received, will mean your application is not progressed.			

Section 2 Tell us about your group

Please can you give us a description of your group, its purpose and aims and the activities it undertakes.

Please can you tell us about activities or events your group has organised in the last 12 months and what you have planned for the next 12 months.

Can you give a specific example of how your group has made a real difference in the community and to our tenants?

What year was the group set up?

Are you a registered charity?

Yes

No

If yes please provide the registered number

Does your group have a constitution or a set of rules?

You must have one to apply for funding.

Please enclose a signed copy of your group's rules or constitution.

Yes

No

Is your group part of an umbrella organisation?

Yes

No

If yes, is your group financially independent from any other organisations?

Yes

No

If you answer No to the question above, please be aware you may not be eligible for funding.

How many members do you have and is your group open for anyone to join? If not, why not?

Where is your group based? Who owns the building?

Section 3 Tell us about the project / initiative you wish to support

Please explain what the grant will be used for.

Please explain how and why your project meets the purpose and priorities of the scheme.

Please tell us how many people will benefit from your project and initiative. This should not be inclusive of just group members, but the wider community too, if applicable. If you are unsure of the exact number, please provide an estimation.

Please tell us how your project or initiative will involve our tenants, or how you will encourage their involvement.

When will the project take place? Please be aware that grants cannot be awarded retrospectively and if successful, funding should be spent within 12 months of receiving the award.

If this is an ongoing project and will carry on in the future, how will you make sure it continues after the funding from this application has been used?

Section 4 Costs

How much are you applying for?

£

Please tell us what you would buy with the grant money if your application was successful?

Item	Quantity	Amount applied for

One quote is required to support **each item** you want to buy. You can use the template at the end of the application to help you do this by adding details, links or copy information from other sources. Or you can attach emails or copies of quotes to your application separately.

Is the total cost of the project greater than the amount applied for?	Yes	No
If yes, please tell us how you have obtained funding for the remaining amount.		
If you are successful in being awarded part funding, what is the minimum amount of funds you would require to still be able to fulfil your project or initiative?	£	
If you are able to accept a part funded award, please tell us how you will obtain the remaining amount needed to complete your project or initiative.		
Have you received any grants / donations from us 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		
<i>Please provide a copy of the group's latest bank statement, clearly showing the name of the group</i>		
Does your bank statement show substantial funds? Substantial funds is more than the amount you are applying for	Yes	No
If yes, please can you give a breakdown of how these funds will be used? This will help us understand why the grant will benefit your group and the community.		

Does your group have any other bank accounts?	Yes	No
If yes, please can you provide details below.		

Section 6 Declarations

To the best of your knowledge, is a member of your group, or their close relation, a WDH employee, Board or Neighbourhood Panel Member?	Yes	No
If so, please let us know who that is, and what the relationship between you, or the group member is.		

Data Protection Statement

We need the information we ask for on this form in order to assess your grant application. By submitting this application, you are consenting to us sharing appropriate information on this application with WDH employees and Neighbourhood Panel members. This information may be used for publicity purposes if the grant is awarded.

Signatures authorising this application from your group (two people must sign this form)

We have read and understood the terms and criteria of the WDH Community Grant Scheme. 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.

We will keep full records of all receipts relating to expenditure and will provide to the Business Manager 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.

Signature 1	
Name (please print)	
Position in group	
Date	

Signature 2	
Name (please print)	
Position in group	
Date	

Section 7 And finally...

How did you hear about our Community Grant Scheme?	
Application Checklist	
Have you answered all the questions?	
Have you enclosed a constitution or set of rules?	
Have you enclosed a quote for each item or service?	
Have you enclosed a copy of your latest bank statement?	
Has the document been signed by two members of the group?	
Please ensure you have included these with your application as it cannot be progressed without.	

You can use this template to copy and paste a quote from a webpage or email into the boxes provided.

Quotes

Item		Total	£
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