



Community Grant Scheme Application Form

Please read and make sure you understand the Community Grant Guide for Applicants before completing the application. Answer all questions giving as much information as possible. The guidelines will help you to do this.

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?

Please can you tell us about activities or events your group has organised in the last 12 months?

What activities or events have you planned for the next 12 months?

A template can be found at the end of the application to help you complete these questions

Can you give a specific example of how your group has benefitted the community and 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?

Yes

No

Please enclose a copy of your groups rules or constitution

Can anyone join your group? If not, why not?

Where if your group based? Who owns the building?

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

Please explain what the grant will be used for.	
When will the project take place? Please be aware that grants cannot be awarded retrospectively	
We look for projects that contribute to our vision to create confident communities. On page one of the Guidance for Applicants; we explain how we prioritise applications based on how they will help us achieve this. Which of the priorities that we list on that page does your project fall into?	
Enhance the quality of life of our tenants, in particular their health and wellbeing	
Increase involvement in the community, particularly amongst young people or other groups who do not usually participate in community activities	
Attract more participants and volunteers	
Demonstrate value for money and the potential for the project to continue in the future	
Show innovation and creativity	

Please explain how and why your project would help to achieve our vision, and how it matches this priority.

How will your project benefit our tenants? Your answer will be used to help panel members make a decision on your application so please ensure you write as much as you can

If this is a new project and you want it to carry on in the future, how will you make sure it continues 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 make sure your group meets the conditions of the Scheme

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	
A minimum of three independent quotes are 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.			
Is the total cost of the project greater than the amount applied for?		Yes	No
If yes, please tell us how you plan to raise the rest of the money. Please let us know if you have applied for any other funding to make up the difference.			
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			
Please provide a copy of the groups latest bank statement, clearly showing the name of the group			
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.			

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?	
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 employees and Board 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 minimum of three quotes for each item?	
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. You need three quotes per item.

Quote 1

Item		Total	£
------	--	-------	---

--	--	--	--

Quote 2

Item		Total	£
-------------	--	--------------	----------

--	--	--	--

Quote 3

Item		Total	£
-------------	--	--------------	----------

--	--	--	--



Activities or Events in 2018/2019

Month	Activities or Events



Application Form Guidance Notes

Before completing the application form, please read the Guide for Applicants carefully and make sure you understand the terms and conditions of the Scheme.

In particular, make sure that your group qualifies to apply and fulfils the criteria. If you are not sure whether your group would qualify, please check before you apply, using the form 'Can my group apply for a WDH Community Grant?' This will help you in making an initial assessment of your project against the criteria.

There are notes provided below to help you answer the questions. If you have any questions or need help completing the form, or if you need the application form in a different format please contact us:

- By phone: 01977 728807 or 01977 724601

Or

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

Please send completed forms, and the documents we have asked for (bank statements, quotes, and your constitution) to us, in one of the following ways:



By Post Corporate Services
WDH
Merefield House, Whistler Drive
Castleford, WF10 5HX



By Email neighbourhoodpanels@wdh.co.uk

Notes to Help in Completing the Form

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

Section 1 Contact Information

Please provide the contact information we have asked for including details of the group and **two contacts**. This will help us to make sure that you know how your application is getting on. We will also use this information if we need to contact you about your application and also to let you know if your application is successful so **please make sure you include them, and that they are correct**. Please be aware that our main method of contact is email so if you have provided yours on the form, ensure you check it regularly as we may send requests for further information.

Section 2 Tell us about your group

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

Under the Scheme rules your group must have a constitution or set of rules, a copy of which you will need to send with your application. If your group does not currently have this and you would like help in developing them please contact us and we will be happy to help.

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

In this section, please give us a detailed explanation of exactly what you want to use the grant money for.

Make sure you read the Guide for Applicants so you are clear about the criteria for applications. Wherever you can, please try to explain why you think your application meets those criteria. Always try to highlight where your project demonstrates value for money and explain how the project will achieve this whilst meeting its aims.

Priorities for the Scheme

Each year, we ask our tenants about what is most important to them for the forthcoming year. These then become our 'priorities' for the year. We are committed to supporting those priorities and therefore Community Grants will be targeted to projects which directly contribute to them and to our Vision to create confident communities.

On the application, explain which priority your project contributes to.

Benefit for the community

The Scheme aims to benefit the communities in which our tenants live, therefore, please explain in your application how it will do this.

Section 4 Costs

Please provide details of the amount of grant you are applying for together with a detailed list of all the products and services you wish to buy. You need to provide a minimum of three independent quotes for each product or service.

If the grant application will not cover the total cost of the project, please tell us what the full overall cost will be and provide details of any other grants received or applications made to cover the rest of the project.

Please note that you will not qualify to apply for a Community Grant for any items which you have already received a grant for, or applied to another organisation for.

Section 5 Your Bank / Building Society Account

Please provide details of the bank account into which we would pay any grant money awarded to your group.

Payment **cannot** be paid into a personal bank account; it must be paid into your organisation's account.

Section 6 Declarations

Relationship Declaration

Please let us know of any member of your group who is related to a WDH employee, Board or Neighbourhood Panel 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 How did you hear about our Community Grant Scheme?

How did you hear about our Community Grant Scheme?

Please let us know how you heard about our Community Grant Scheme, so we can see how effective our Scheme publicity has been.

Checklist

Take some time to go through the checklist, so you know you have completed everything on your application and provided all documents we have asked for. If anything is missing from your application, it could cause a delay in it being processed.