

DOVER BIG LOCAL PARTNERSHIP

Use this application form for grant amounts from £500 - £50,000

Part 1 - About your organisation

Name of organisation		
Type of organisation – tick one	Voluntary or community organisation	<input type="checkbox"/>
	Registered charity	<input type="checkbox"/>
	Social Enterprise	<input type="checkbox"/>
	Company Limited by Guarantee	<input type="checkbox"/>
	Other – please specify	<input type="checkbox"/>
Charity/Company number if applicable		
When was your organisation set up	dd/mm/yyyy	
Main contact		
Position in group		
Address		
Postcode		
Email address of main contact		
Telephone number		

Part 2 - About the project

Project Title: Give your project a short title so it can be easily identified (Max 10 words)		
Project Summary: Please describe your project and the activities you want us to fund (Approx. 150 words)		
Where will your project take place?		
Single premises	<input type="checkbox"/>	Location:

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Multiple sites		Locations:
Ward or other area – please specify		
When will your project take place? Is this a realistic time scale?		
Start date:		End date:
Sustainability If we award you a grant what will happen to your project when this funding is exhausted?		
Does your activity or project contribute to one of the broad activity areas identified in the Dover Big Local plan? Please tick all that apply		
Arts and culture	<input type="checkbox"/>	Local Economy
Environment & Green Spaces	<input type="checkbox"/>	Communication
Sport & Leisure	<input type="checkbox"/>	None

Part 3 - Community Involvement

How will you promote your project? (Max 150 words)
How will you involve as wide a range of people as possible? (Max 150 words)
How will you go about delivering your project?(Max 150 words)

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How many people will be involved in your activity?	

Where will they come from? Please tick and specify location		
Local area defined by you	<input type="checkbox"/>	
Housing estate	<input type="checkbox"/>	
Parish or Ward	<input type="checkbox"/>	
Dover wide	<input type="checkbox"/>	
What will their role(s) be? (Max 150 words)		

Part 4 - Beneficiaries

Who are the main beneficiaries? Please tick all that apply	
Children, parents and families	<input type="checkbox"/>
Young people	<input type="checkbox"/>
Older people	<input type="checkbox"/>
Minority ethnic groups	<input type="checkbox"/>
Low income groups	<input type="checkbox"/>
The whole community	<input type="checkbox"/>
People with protected characteristics <i>(please specify)</i>	
Other <i>(please specify)</i>	

Where will they come from? Please tick and specify location		
Local area defined by you or the beneficiaries	<input type="checkbox"/>	
Housing estate	<input type="checkbox"/>	

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Parish or Ward		
Dover wide		

Part 5 – Outcomes - the difference your project will make

Big Local has four priority outcomes. Which of these key differences will your project bring about? <i>Please tick all that apply</i>	
1. Communities will be better able to identify local needs.	
2. Local people will be able to prioritise and act to address the needs identified.	
3. Local people will have increased skills and confidence.	
4. People will feel that their area is an even better place to live.	
If you expect your project to deliver other more specific outcomes please list them below	
Please explain how your project will meet this outcome(s) (Max 150 words)	

Part 6 – Evidence of Need

Why is your project needed? (Max 150 words)
What evidence do you have to support this need? (Max 150 words)

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Part 7 - Project Budget

Total Project cost		
Capital		
Revenue		
		£
Breakdown by activity costs – attach a separate spreadsheet if you prefer		
Item	Total cost	Amount requested from Big Local
Total		

Matched Funding

If the amount requested from Big Local is less than the total project cost where will the difference come from? For example, gifts in kind, other fundraising, resources given for free (Max 150 words)

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Part 8 - Bank Details

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- Your account must be in the name of the organisation that is applying for a grant and will carry out the project.
- We require two unrelated people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals).
- If you are a school, a local authority bank account is acceptable.

Does your bank account meet these requirements?	Yes		No	
Bank or Building Society Name and Address				
Organisation name on statements or passbook				
Is this the same as on your governing document?	Yes		No	
Account number				
Sort Code				
Building Society Roll Number if applicable				
Address your bank or building society has for this account				

Part 9 - Financial Information

Please provide figures from your most recent accounts or, if you have been operating for less than fifteen months a projection based on your income/expenditure forecast from your business plan.	
Account year ending	
Total income for the year (A)	£
Total expenditure for the year (B)	£
Surplus or deficit at the year-end (A-B)	£
Total savings or reserves at the year end	£
Have your accounts been independently examined/audited?	Yes/No

Part 10 – Policies and Insurances

Please supply a copy of any policy documents you have adopted:	Attached
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	Yes	No
Safeguarding Adults		
Safeguarding Children		
Health & Safety		
Data Protection		
Lone Worker		
Other – please specify		

Insurance

Do you have adequate insurance in place?						
Public Liability Insurance	Yes		No		N/A	
Employers Liability	Yes		No		N/A	
Other (<i>please specify</i>)						

Declaration

I declare that the information given in this application is correct to the best of my knowledge and will form the basis on which the offer of any grant will be made. I confirm that I have the authority of the group named to submit this application on their behalf.

Name _____ Signature _____

Date _____ Position _____