



CHESTERFIELD
BOROUGH COUNCIL

Chesterfield Borough Council Community Grants Fund Application Form

This is the application form for you to use to apply for Community Grants Fund.

Ensure you have read the grant criteria before you start to complete this form.

All applicants must discuss their application with a Community Development Worker. This will help you to answer each question appropriately. The criteria can be found on our website: www.chesterfield.gov.uk/community-grants-fund

If you have any queries about completing the form, please email communitygrants@chesterfield.gov.uk. Additional space is available at the end of the form if you need to provide additional information for any of the questions. We will not hold records longer than 7 years from collection.

All information provided will be treated in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). The data collected will be shared by Chesterfield Borough Council with the Community Grants Fund Commissioning Panel. All of the information you give will be treated as strictly confidential and will only be used for the purpose of assessing your application. None of the information you give will be passed on to any other agency or market research organisation. For contact details of our data protection officer, further information about how we use your data, or information about your data protection rights, please see www.chesterfield.gov.uk/privacy

As part of the Community Grants Fund process, applicants must ensure that they have read the grant criteria and discussed their application with a Community Development Worker before completing this form.

The criteria can be found here: <https://www.chesterfield.gov.uk/community-grants-fund>

If you need to speak to a Community Development Worker, please email: communitygrants@chesterfield.gov.uk.

Have you discussed your application with a Community Development Worker?

☐ Yes

☐ No

Once you have discussed your application with the community development worker you will be provided with a reference number which will allow you to proceed with this application. Please provide the reference number below:

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SECTION 1: APPLICANT INFORMATION

Organisation Name:

Lead Contact Name:

Contact Email Address:

Contact Telephone:

Address:

What kind of organisation are you?

- ☐ Charity
- ☐ Community or voluntary group with a constitution
- ☐ Social enterprise / Community Interest Company (CIC)
- ☐ Faith organisation/place of worship

If other – please state what type of organisation:

Please provide a summary of the service/activities normally delivered by your organisation (maximum words 100):

Please provide the current total balance of your organisation's bank account (£):

Please briefly describe any restricted funds, reserves or large surpluses:

SECTION 2: SUMMARY OF THE PROJECT YOU ARE REQUESTING FUNDING FOR

Project name:

When is the project expected to start and finish?

Start:

Finish:

Please describe the project you are requesting funding for (maximum 300 words):

How does your project contribute to the following themes?

Please provide information for ALL the themes that apply to your project, as scoring is based on your responses to each of the themes below. If any themes do not apply to your project please put 'N/A'.

(Please see general assessment criteria, on page 14 of the guidance document for more information).

Theme A

☐ Strengthen the sense of local pride and belonging.

Please provide further details:

Theme B

☐ Build resilient, healthy, and safe neighbourhoods.

Please provide further details:

Theme C

☐ Promote environmental sustainability / provide climate benefits.

Please provide further details:

Theme D

☐ Develop volunteering opportunities / capacity building training.

Please provide further details:

Theme E

- ☐ Enable community spaces and places for people to meet and engage e.g. community hubs / community gardens / parks / sports and activity facilities.

Please provide further details:

Theme F

- ☐ Provide events and activities that bring people together (that encourage greater social connections, reduce isolation, provide diversionary activities and bring people together from different groups).

Please provide further details:

Theme G

- ☐ Projects that promote social inclusion e.g. financial inclusion, better accessibility, addressing health inequality.

Please provide further details:

Theme H

- ☐ Projects that work in an area of higher levels of deprivation.

Please provide further details:

Where will your project take place? Please be as specific as possible e.g name of community centre, venue, park (Scoring will be weighted in favour of projects within areas of deprivation)

**How do you know there is a need for your project?
(Have you researched existing services and activities? Are you aware of any gaps in services and activities? Have you obtained any community feedback from surveys or focus groups etc or letters of support?)**

Who will benefit from the project? (Please describe the people or groups you intend to work with and why)

Are there any climate benefits or impacts of the project? See further notes in the funding guidance document in Appendix C.

SECTION 3: PROJECT BUDGET

Total project value (£):

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Total Community Grants Fund requested in this application (£):

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Expenditure, Outputs and Outcomes

Please complete a budget table below – this is a breakdown of what you intend to use the grant for. (Please put actual figures – not rounded up)

[illegible]

Outputs and Outcomes

What outputs and outcomes do you expect to achieve?

Outputs: (i.e. what your project delivers e.g. number of sessions or participants)

Outcomes: (i.e. the positive changes that happen as a result of those activities)

How many volunteers will work on this project?

Please explain how you will monitor and evaluate your project (e.g. attendance registers, pre and post data, focus groups and case studies etc.).

SECTION 4: TOTAL PROJECT FUNDING

If the total project costs more than the amount you are applying to the Community Grants Fund for, please explain how you will fund the remaining cost (Please note groups are able to apply for up to £6,000 for smaller projects, and up to £50,000 for large capital projects):

Please provide details of any existing / pending grants awarded for this project:

SECTION 5: CAPITAL PROJECTS - ONLY COMPLETE THIS SECTION IF YOUR PROJECT INCLUDES CAPITAL SPEND

Does your project include capital spend? (Capital funding can be used to purchase assets, either new or the significant refurbishment of existing assets. These are expected to have a wider community benefit and to have an expected lifespan of at least 5 years)

- ☐ Yes
☐ No

Have you received planning permission to deliver your project?

- ☐ Yes, granted
☐ Yes, application in progress
☐ No
☐ Not needed for the project

Who owns the property or land where the capital works will take place?

Have you received permission from the owner?

- ☐ Yes
☐ No
☐ Not applicable

Capital spend with the smaller grant or larger grant will require multiple quotes, depending on the amount of the item, as follows:

£0 - £5,000 – 1 quote is fine

£5,000 - £10,000 – we require 2 quotes

£10,000 - £50,000 – we need 3 quotes

Do you have the relevant quotes? (on receipt of your application we may ask to see them as applicable)

- ☐ Yes
☐ No
☐ Not applicable

SECTION 6: ALL PROJECTS

Does your organisation have a Safeguarding Policy?

- ☐ Yes
☐ No

If yes, include a copy of your safeguarding policy when submitting this form. Alternatively please provide the link to your online safeguarding policy below:

Does your organisation have adequate insurance for equipment and activities?

- ☐ Yes
☐ No

If yes, include a copy of your insurance policy when submitting this form. Alternatively please provide the link to your online insurance policy below:

You need a constitution to apply

Please include a copy of your constitution when submitting this form.

Alternatively please provide the link to your online constitution below:

Does your project involve working with vulnerable adults?

☐ Yes

☐ No

Does your project involve working with children and young people under 18 years of age?

☐ Yes

☐ No

Do all persons involved in the project have the appropriate level of DBS check? (if working with children and vulnerable adults)

☐ Yes

☐ No

☐ Not applicable

How will the project be sustained after the end of the Community Grants Funding (if applicable)? Please explain below:

If your project is associated with council land / property, have you discussed your project / application with the relevant Council service (e.g. Parks / housing / property services)?

☐ Yes

☐ No

☐ Not applicable

If yes, please provide the name of the person(s) you have been discussing your project with:

If you would like to include any additional information to support your application, please include it below:

ACKNOWLEDGEMENT

I confirm that the applying organisation is compliant with the conditions for the scheme and I am the authorised person to apply for this grant on behalf of the organisation. I also confirm that all of the information contained in this application is true and correct and I accept full responsibility for it.

Please sign: