**Small Grants Fund**

**October 2023 – March 2024**

**Application Form**

**Details of your organisation/group**

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| Organisation/group name: |  |
| Organisation/group address: |  |
| Web address  |  |
| What type of group are you? i.e. charity, [association, t](http://www.nicva.org/resource/legal-structures-voluntary-and-community-groups#associations)rust, company limited by guarantee, Industrial and Provident Society (IPS), Community Interest Company (CIC), not constituted etc.  |  |

**Who should we talk to in your organisation/group about this application?**

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| Name: |  |
| Role: |  |
| Telephone number: |  |
| E-mail address: |  |

1. **Name of your project.**

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1. **Please specify the start and end dates of your project.**

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1. **Please describe your project/activity including its overall aims and outcomes.** i.e.What will you deliver? What are you trying to achieve?What benefits will there be for participants? (300 words maximum)

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1. **Please describe why you think this project is needed.** Please include any research or consultation you have done. Highlight any evidence you have of the need for a project like this. (150 words maximum)

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1. **Please describe how your project/activity helps to meet one or more of the council’s priorities/outcomes as set out in the** [**Council Plan**](https://www.ealing.gov.uk/downloads/download/233/council_plan) **and the prospectus** (50 words maximum per relevant priority)

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| Tackling inequality and crime |  |
| Climate action  |  |
| Healthy lives  |  |
| A fairer start  |  |
| Decent living incomes  |  |
| Inclusive economy  |  |
| Genuinely affordable homes  |  |
| Good growth  |  |
| Thriving communities |  |

1. **Please describe who you expect your participants to be and how many** i.e. tell us whether the project will focus on any specific age group, gender, ethnicity, disability, marginalised group etc.Also, how many people will your project reach on a weekly/monthly basis?(100 words maximum)

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1. **Where in Ealing will the project/activity take place and what area will it cover?** i.e. will it be based in a specific location or will the service/activity be available across the borough?

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1. **How do you plan to communicate and consult with the local community about your project?** i.e. what channels will you use to reach the target audience? If your project is already on [www.dosomethinggood.org.uk](http://www.dosomethinggood.org.uk) please also provide the link to your page

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1. **Please detail the budget for the project/activity** – a separate budget sheet can also be submitted with your application if appropriate.
2. Project costs - Please outline all your expected expenditure specifically for this project/ including staff costs directly related to the project, volunteering costs, resources such as equipment, promotion etc.

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| **Costs**  | **Amount £** |
| Staff costs |  |
| Volunteer costs |  |
| Venue hire |  |
| Equipment |  |
| Promotion |  |
| Other (please specify) |  |

1. Project funding -Please list all projected sources of income specifically for this project/ activity including how much you are applying for from the small grants fund, grants from other funders, money from fundraising activities, in-kind contributions and etc.

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| **Income** | **Amount £** |
| Ealing Council small grant (amount applied for) |  |
| Other grant funding |  |
| Fundraising |  |
| In-kind contributions |  |
| Crowdfunding |  |
| Other (please specify) |  |

1. **If funding is awarded, what measures are in place, if any, to continue the project/ activity after the grant ends** **to ensure there is a lasting benefit for the community?** For example, will you need to secure any additional funding, can it be self-financing or will the project end?

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**References**. Please provide contact details of referees that the council can write to in order to evidence previous experience of delivering activities/projects for the local community.

**Please ensure that your referees are aware that you have nominated them.** Note: Grants will only be awarded if supporting references are provided as requested.

**Reference 1**

Name

Job Title

Organisation

Email

Phone Number

Address

**Reference 2**

Name

Job Title

Organisation

Email

Phone Number

Address

Terms and Conditions

1. All organisations receiving a grant from Ealing Council must have a UK-based bank or building society account in the name of their organisation as shown on their governing document.
2. The grant applied for must be used by the end of the financial year in which the allocation was made unless otherwise agreed.
3. The funding must be used only for the purpose specified in the application. The applicant will be responsible for the expenditure of the monies allocated. Organisations are expected to retain all records/receipts of any expenditure as these may be requested by the council.
4. If for any reason the project cannot be delivered, or the organisation ceases to exist, you must notify the Council and if so requested, return any unspent grant.
5. Ealing Council accepts no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any funded project.
6. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must receive the appropriate Disclosure and Barring Service (DBS) clearance to ensure they are suitable to do so.
7. Organisations receiving funding awards will be required provide a short monitoring form to report back on delivery of their project/activity and outcomes achieved.
8. Contact details of organisations receiving funding will be added to the Ealing Council database as appropriate.
9. Successful organisations must acknowledge our funding support in any promotional activities and publicity material.

# **You must complete and sign the declaration overleaf before submitting this application.**

**Checklist**

Have you included the following?

* Governing document/constitution – newly formed groups need not have this document, but they should have a bank account for the organisation
* Most recent financial accounts – if you are a new organisation, please submit a three-year income and expenditure forecast
* Last three bank statements – if you are a newly formed organisation, please provide evidence that you have a bank account.
* Safeguarding Policies (if relevant to your project). These documents should all be in the name of your organisation.
* Copies of insurance documents (where appropriate)
* Photographs and/or letters of support directly related to the project/activity which you feel may help explain why the project/activity is needed.

# Declaration

**By signing the box below, I agree to the following:**

* I am authorised to make the application on behalf of the above organisation.
* I give permission for Ealing Council to record the details of my organisation and to correspond with the key contact as detailed in the application.
* I certify that the information contained in this application is correct and that any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withholding any information, could make my application invalid.
* I will inform Ealing Council if the information in the application changes in any way.
* I have read, understood and will comply with the Small Grants Terms and Conditions.

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| **Organisation/ group name:** |  |
| **Signed:** |  |
| **Name:**  |  |
| **Position:** |  |
| **Date:** |  |

**Please return by 12 noon on 4th December 2023**

All completed application forms should be emailed to vcsfunding@ealing.gov.uk

**For Office Use Only**

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| Panel Decision Report reference: |  |
| Payment amount: |  |
| Date: |  |
| Verification signature: |  |