

Appendix B

Community Seed Funding Grant 2019/21 Grant Application

Question 1: Community Hub details

Guidance notes

1.1 Name of Community Hub		This will be the title used in all future correspondence
1.2 Name of organisation		Name of organisation applying for the grant
1.3 Main contact and position held		Main contact for this project and their role in the organisation
1.4 Address and postcode		Address of main contact for this project and all correspondence
1.5 Telephone		Main contact's telephone number(s) including mobile if you have one
1.6 Email address		Main contact's email address. Please PRINT carefully. This is our preferred method of contact
1.7 What type of organisation are you?	Registered charity <input type="checkbox"/> Charity number Company limited by guarantee <input type="checkbox"/> Social enterprise/CIC <input type="checkbox"/> Community group <input type="checkbox"/> Town or parish council <input type="checkbox"/> Other <input type="checkbox"/> If other please state below:	Please tell us what sort of group or organisation you belong to and your registration number where applicable

Question2: Application / Grant Details

2.1 Planned start date		Please note you should not incur any expenditure in relation to the grant before the date of your offer letter
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2.2 Planned end date		This date is when all grant expenditure will be complete and outcomes achieved
2.3 Description. What is the funding required for?		<p>Tell us specifically:</p> <p>What exactly do you require the funding for?</p> <p>Evidence of local support / need.</p> <p>Where it will take place / be used</p> <p>What you will do / how will you do it (bullet points are acceptable)</p> <p>How will it support your Community Hub?</p>
2.4 How do you intend to publicise your Community Hub / the grant items applied for?		<p>E.g. village newsletter, news release, notice boards etc.</p> <p>Please state how you will be engaging the local community.</p>
2.5 How will you ensure the future benefit and impact of the grant items applied for?		What plans have you got in place to ensure the sustainability of your Community Hub?

Question 3: Outcomes

3.1 What outcomes will your Community Hub achieve? (refer to scheme criteria)	3.2 How will it achieve this outcome and how will you measure this?

Question 4. Additional grant information

4.1 Who will manage and monitor the grant and how you spend the money?		
4.2 How and where will you store and maintain any equipment / items purchased with the funding? <i>(If applicable)</i>		
4.3 Please list what policies your organisation currently has and what insurance policies you have in place (including the amount of cover)		

Question 5: Financial

5.1 Can your organisation recover VAT?	No <input type="checkbox"/> Yes <input type="checkbox"/> VAT number:	If your organisation is VAT registered, then please provide the number, otherwise tick No. Please note the grant will be calculated on net costs if VAT registered.
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5.2 Itemise all proposed grant expenditure?	Description of item	Amount £	Please work with your allocated project manager to go through this section. It needs to relate to what has been outlined in section 2. NB We will need to see at least two quotes for each item costing over £250. The project is encouraged to support local products / suppliers in Herefordshire wherever possible, but must ensure value for money as this remains the key factor when making decisions about expenditure
		Total	

Question 6: Checklist

6.1 Have you given us all the information we require?	Please ensure you have enclosed:	Tick box
	• Your most recent bank statement	<input type="checkbox"/>
	• Two quotes for items over £250 (if not please explain why)	<input type="checkbox"/>
	• A copy of your organisation's constitution	<input type="checkbox"/>
	• Check that you have completed all sections of the form	<input type="checkbox"/>

Question 7: Signatures

Name of applicant 1		Signatures are required from <u>two people</u> representing your organisation and will usually be the chair plus one other
Position:		
Signature:		
Date:		
Name of applicant 2		
Position:		
Signature:		
Date:		

Question 8: Feedback



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

Important notice – Data protection

Herefordshire Council is the data controller for the purposes of the Data Protection Act 1998 and can be contacted at: data protection officer, Herefordshire Council, Plough Lane, Hereford, HR4 0LE. The information provided will be retained for the purpose of administering your grant application and to account for public monies. Any further use of this information would be strictly within the terms of the Data Protection Act. We may also advise you of other council services which may benefit you. Please tick here if you do not consent to your details being kept on a database for this purpose.

Once completed, please return this form to:

Delegated grants and programmes, Herefordshire Council, Council Offices, Plough Lane, Hereford, HR4 0LE or by email to delegatedgrants@herefordshire.gov.uk.