



Wargrave Big Local Community Chest

Application Form for Community Organisations- amounts from £500 to £1000 may be considered

Please read the guidelines before completing the form

PROJECT THEME:
What theme does your project fit into (please tick):
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p style="color: red; font-weight: bold;">Stronger</p> <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/> </div> <div style="text-align: center;"> <p style="color: blue; font-weight: bold;">Healthier</p> <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/> </div> <div style="text-align: center;"> <p style="color: green; font-weight: bold;">Greener</p> <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/> </div> </div>
What is your project called:

APPLICANT DETAILS:		
Name of Organisation:		
Name of Contact Person:		
Address of Contact:		
Postcode:		
Telephone:		
Mobile:		
E-mail (we will usually contact you by e mail):		
<p>These next questions help us understand what type of organisation you are. There are no right or wrong answers but depending on what you want to do with your community chest grant it might be important that you have some of these things in place. We will discuss any concerns we have with you.</p>		
Is your organisation run by volunteers?	YES/NO	
Does it have a formal constitution and a management committee?	YES/NO	
Is your organisation a registered charity?	YES/NO	
Is your group part of a regional or national organisation?	YES/NO	
Does your organisation have shareholders?	YES/NO	
Do you have audited accounts for your last financial year?	YES	NO
Do you have an Equality Policy that sets out how you include people?	YES	NO
Do your staff and volunteers have clearance from the Disclosure Barring Service?	YES	NO
Do you have safeguarding policies in place?	YES	NO
Do you have Public and Employers Liability Insurance?	YES	NO
Do you have a bank account in the name of your organisation with more than one signatory?	YES	NO

ABOUT YOUR ORGANISATION:

Tell us about your organisation and what you do. How long have you existed? Where are you based? Who do you normally engage with and how do you support them? Why is the Wargrave Community Hub a suitable venue for your project?

ABOUT YOUR PROJECT:

What do you need funding for? How will your project work? How will you get local people involved? How many people do you foresee accessing the project at the Wargrave Hub?

Are you working with any other local organisations on this project If YES, which ones

YES

NO

When will your project start?

When do you expect it to finish?

Hub requirements (room/ times/ days)

How do you know that your project is needed? Please tell us about any consultation you have carried out or other evidence you have that there is a demand for your project in Wargrave.

PROJECT COST:	
What is the total cost of your project?	£
What is the amount you are requesting from the Wargrave Big Local Community Chest?	£

What will you spend the grant on? Please breakdown the cost into headings e.g. room hire, travel expenses, printing etc	
Item	Cost £
Total	

If you have run this project before, who funded it then?

After the Wargrave Big Local grant runs out, how will the project be sustainable? (eg. start charging participants)

PROJECT AIMS:

What will your project achieve for Wargrave? How many Wargrave residents will you support and what will change for them, and for Wargrave as a whole, as a result? How will you know that this has happened?

PROJECT OUTCOMES:

We will need some limited information from you about how you have spent your grant and the difference it has made. Who will be responsible for this and when will you be able to provide information?

DECLARATION:

- I confirm that I am authorised to sign this application on behalf of my voluntary/ community group.
- The information provided is, to the best of my knowledge, true and accurate.
- Any grant awarded will only be used for the purposes stated in the application form unless amendments have agreed by Wargrave Big Local in advance of spend.
- I agree to submit quotes with this application form.
- I agree to complete a monitoring form and provide receipts to Wargrave Big local to show the money was spent on the items outlined in the application form. I understand that Wargrave Big Local might ask to see the financial records of my organisation.
- Should the project cease or be abandoned before the agreed end date, my organisation will return any unspent grant
- I agree that my organisation will return any unspent grant that remains at the agreed end of the project.
- I agree that the support of Wargrave Big Local will be acknowledged in any publicity material produced about the project.
- I agree to complete a feedback form and provide information about the project outcomes at the end of the project. I understand that Wargrave Big Local may use the information provided.
- I understand that the decision taken by the Wargrave Big Local Grant Panel is final.
- I agree to operate the project safely and follow Wargrave Community Hub's **COVID19** management plan

Name	
Position	
Signed	
Date	

Please return this form by email if you can to wgbiglocal@outlook.com If you don't have access to e mail, please post to Mr G Ellis, Wargrave Big Local, 143 Alder street , Wargrave, Newton-le-Willows WA12 8HR

What will happen next?

- **We will send an acknowledgement for your application**
- **Closing dates for Applications (we will give you a decision the following month)**

31st May

31st July

30th September

30th November