



## **Organisational Grant APPLICATION FORM**

**I. Please** read the Chalkhill Community Trust Fund's Funding Criteria and Guidelines before completing the application form.

**II. Who can apply for funding?**

The Trust fund is open to applications from:

- a) Voluntary groups and charities serving the residents of Chalkhill.
- b) Residents of Chalkhill who are acting as organisers of community activities and social enterprises.
- c) Branches of charities operating locally, regionally or nationally who instigate activities and projects of benefit to the residents of Chalkhill.

The legal status of organisations can include, but is not limited to:

- Companies limited by guarantee
- Cooperatives
- Industrial & Provident Societies
- Community Interest Companies
- Charities and
- Unincorporated associations

**III. The following items are required for you to complete your application:**

- Legal status of your organisation/ community group
- Insurance of your organisation/ community group
- Proof of bank account of your organisation / community group
- Previous year's financial accounts of your organisation/community group
- Minimum policy and procedures evidence including Health & Safety and Safeguarding (POVA)
- Letter of support from the community
- Evidence the project is required by Chalkhill residents
- If self-employed individuals are delivering sessions, please provide proof of self-employment status.

**PLEASE WRITE IN CAPITAL LETTERS**

**1. Your Organisation**

**(a) Contact details**

Organisation Name:	
Address & Post Code:	
Phone:	
Email:	
Fax:	
Website:	

**(b) Name of the main applicant for this application**

(This must be someone who knows about the activities that you are planning and who we can contact if necessary for further information)

Name:	
Position:	
Address & Post Code:	
Phone:	
Email:	
Fax:	
Website:	

**(c) The names of principal officers**

Chair's name:	
Secretary's name:	
Treasurer's name:	

**(d) Does your organisation have legal status?**

If yes, please specify:

- Unincorporated association
- Registered charity
- Social Enterprise
- Company
- Trust
- Other (please give details) \_\_\_\_\_

**(e) How long has your organisation been in existence?**

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**(f) Is your organisation affiliated with, or part of, any national organisation?**

Yes       No

If yes, please specify

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**(g) Please explain the purpose of your organisation, highlighting the services and programmes your organisation provides.**

(You may attach additional information – maximum 200 words)

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**(h) How many people are involved in running your organisation?**

Full-time paid staff:	----
Part-time paid staff:	---
Volunteers:	

Briefly describe what your volunteers do:

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- (i) Approximately how many people directly benefit from your organisation's services?** (Please provide the number of members in each age group category)

0 – 20 years:	
21 – 65 years:	
Over 65 years	

## **2. Project summary**

- (a) Name or title of project.**

- (b) Describe what the funding will be used for.** (You may attach additional information to this application e.g. feasibility study)

- (c) Project Rationale. What will the benefit of your project be?** (Who will benefit? How many people? How will they benefit? Is there general benefit to the community? What are the objectives? What outputs will the project deliver?)

**(d) Duration and Location: When will the project start and finish?  
Where will the project take place?**

**(e) Evaluation: How will you measure your outputs and outcomes?  
How will you know you have achieved your aims?**

**(f) Project Management: What experience/expertise does your  
staff and/or organisation have of running and controlling  
similar projects?**

### **3. Financial details of the project**

Please round figures to the nearest pound. Please attach quotes, budgets, breakdown of project costs etc. (Please indicate with an asterisk (\*) if any income sources have not been confirmed).

**(a) Expenditure** (total cost of the project)

**(b) Income**

**(c) How much money are you seeking from the Chalkhill Community  
Trust Fund? (Please note the Funding limits)**

**(d) Have you received funding from the Chalkhill Community Trust Fund previously?**

Yes       No

If yes, please give the date and amount received:

Date grant was received:	
Amount received:	£

**(e) Are you registered for VAT?**

Yes       No

If yes, what's your:

VAT Reg. Number?	
Charity Commission Reg. Number?	

**(f) What are your usual sources of income?**


**(g) Financial summary from the latest annual accounts.** (Please indicate if any of the funds are tagged for specific purposes. Please also attach a copy of latest audited accounts)

Summary for financial year ending:	
Income	
Expenditure	
Surplus (deficit)	
Current bank balances	

**(h) Do you anticipate any significant change in your organisation's financial circumstances in the next 12 months?**

If yes, please explain:

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#### 4. Additional information

**The following information is required from all applicants:**

- A copy of your latest bank statement for each account, including investments.
- The audited Annual Accounts for the last financial year.
- Letters of support for your organisation and the work it does in the community.
- Project budget and details/ breakdown of costs.
- Safeguarding, Equality and Health & Safety policy statement and/or Code of practice
- We may require additional information if your organisation is applying for a grant from the Chalkhill Community Trust Fund for the first time. Please refer to the checklist in the beginning and the end of this application form.

#### 5. Declaration

**In making this funding application I declare that:**

- I am authorised to do so and to the best of my knowledge the information contained herein is true and correct
- Any funding received will be used for the project for which it was approved
- The organisation will comply with any reasonable request from the Chalkhill Community Trust Fund to monitor performance and accountability
- The organisation acknowledges that any decision made by the Chalkhill Community Trust Fund is final. We accept that no reasons for such decision will be given, nor will any correspondence be entered into.

**For and on behalf of your organisation:**

Full name:	Position:
Signature:	Date:

**Countersigned by the Chair, Vice Chair, Secretary or Treasurer of your organisation:**

Full name:	Position:
Signature:	Date:

## 6. Monitoring information

**This information will help us to monitor our grants. This information is for statistical purposes only and will not form part of the assessment of your application.**

**(a) How did you hear about the Chalkhill Community Trust Fund?**

**(b) Which ethnic group(s) does your project focus on providing a service to?**

**(c) How many males and females, will benefit from your project?**

Males:	Females:
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**(d) What age group(s) is your project targeted at?**

- Under 12 years
- 12 – 18 years
- 19 – 30 years
- 30 – 60 years
- Over 60 years

**(e) Please select the sectors from the list below that you believe will benefit from your project or services**

- Arts and culture
- Health and social services
- Education
- Community economic development
- Heritage and Environment
- Sport and recreation

## 7. Sending us your completed form

Before placing your application in an envelope, check you have completed all sections of the form, have included all necessary documentation and signed the declaration.

**You will need to provide evidence of the following:**

- Legal status of your organisation/ community group;



- Insurance of your organisation/ community group;
- Proof of bank account of your organisation / community group;
- Previous year's financial account of your organisation/community group;
- Minimum policy and procedures evidence including Health & Safety and Safeguarding (POVA);
- Letter of support from the community;
- Evidence project is required by Chalkhill residents;
- If self-employed individuals are delivering sessions, please provide proof of self-employment status.

**Your application will NOT be considered unless you have submitted all the evidence from the Check list.**

**Completed applications should be sent or emailed to:**

Iwebunor Anyia, The Secretary  
Chalkhill Community Trust Fund  
c/o Metropolitan  
The Welford Community Centre  
113 Chalkhill Road  
Wembley, HA9 9FX

E-Mail: [iwebunor.anyia@olmec-ec.org.uk](mailto:iwebunor.anyia@olmec-ec.org.uk)

**Privacy**

Any personal information you provide in this application will be used only to assist with the administration and assessment of your application and in publishing results of approved grants. Use of the information provided will be restricted to the Chalkhill Community Trust Fund (CCTF) board and parties acting on behalf of the CCTF. Groups and individuals have the right to check and correct any personal information held by the CCTF.