



**Basingstoke  
and Deane**

Office use only  
Grant ref  /  /

# Application for funding for a group or organisation

If you require this application form and or grant criteria in another format e.g. large print please contact us on 01256 844844 to discuss.

This application form may be used for all Community Leisure Grant Schemes including funding for 5 Gold Rings projects. If you are not sure how to complete any part of the form please contact the case officer you have been dealing with or refer to the list of contact officers on the website at [www.basingstoke.gov.uk/leisure/grants](http://www.basingstoke.gov.uk/leisure/grants), who will be pleased to help you. Failure to complete the form or to provide supporting information requested may delay consideration of your application.

## 1. Application By Group / Organisation

Scheme

*If you are not sure which Grant Scheme is the most appropriate please leave this blank. If, however, you know the scheme to which you are applying please write the full name of the scheme.*

Name of organisation   
Name of contact person   
Address   
  
  
Post code   
Telephone   
E-mail

## 2. What type of organisation are you?

Charity  Incorporated Charity/Company  Not for Profit Organisation   
Parish/Town Council  School  Other

(If other) Please Describe

### 3. About your project:

Title / Name of Project

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Brief description of the project:


*If you want to give more information, please use a separate sheet of paper.*

How will your project meet the Grant Scheme criteria?


What benefits do you hope to achieve?


What do you think will be the legacy of the project?


How will you let us know about the success of the project?


Please briefly explain why the cost of the project cannot be met as part of the routine activities of your organisation?


#### Guidance notes

*Please explain what project or activity will take place if you receive a grant.*

*Your application will be assessed and prioritised using the criteria for the grant scheme. Details are provided with this form.*

*Please explain how you know that people in your community want this project and what difference you hope the grant will make. Please attach as an appendix any further detail required in order to describe your application. This could be building plans, planning permissions etc.*

*e.g. written update/ photographs etc*

4. When are you planning for your project / activity to take place?

Start date  End date

Is it possible that the project might be extended beyond the stated date?

Yes  No

If yes, how will it be sustained?

5. How many people do you expect to benefit directly from your project? (e.g. participants)

How many other people may benefit, please explain? (e.g. visitors to an exhibition or users of a facility)

6. How much money will you need for your project and how will the money be sourced?

Project cost (inc. VAT) see 6A £

Amount you are contributing from other sources see 6B\* £

Total grant requested £

\* If you are putting in contributions in kind please explain in 6C below.

### Project budget

Please complete this summary for revenue grant requests. If you wish to give more detail please attach a detailed Budget as an appendix.

For capital projects please supply a separate expenditure budget for construction costs, fees, contingency and VAT etc.

6A Expenditure	£
Equipment / materials	
Transport	
Training / staff etc	
Refreshments	
Promotions / publicity	
Total project cost	

### Guidance notes

**Please give a number – an estimate is fine if you cannot be exact.**

**Project Budget** – please show a summary budget here. If you are receiving help in kind then please list these items with an approximate value, e.g. catering staff £500 (donated).

List all the different ways you have raised money. Please list all grants, sponsorship etc. you have applied for. Indicate whether they have been confirmed or when you expect confirmation. NB If you have applied to more than one grant-aiding body for funding and there is potential to have excess income you may be expected to return some or all of the grant awarded.

Please also show how you will be contributing to the project e.g. use of venue, transfers from Reserves, interest on accounts and investments, which will be used to fund the project.

6B Income	£
Contributions from participants	
Sponsorship / donations	
Contributions from your own organisation's budget	
Grants (other than BDBC)	
Total	

6C Please describe any other contributions you are making to the project (e.g. volunteer hours, free venue, transport etc)

7. When do you expect to claim grant money?

**Please note for 5 Gold Rings applications you do not need to complete any further sections on this form.**

8. Provide the following information from your most recent annual accounts.

Account year ending: 

D	D	M	M	Y	Y
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Total gross income

Total expenditure

Profit/Loss for year

Savings  (reserves cash Investments)

Is your organisation registered for VAT? Yes  No

### Guidance notes

*You do not have to give the exact date when you will claim the money but the Council needs to plan how and when funding is spent. For example if your project is not going to start for 6 months or more then we may be able to plan ahead with our funds to help other causes. Please tell us the latest date by which you must have the money.*

**Reserves:** *please give the total sum your organisation had in Reserves at the beginning of the current financial year (or accounting period if different). Please explain the purposes for which these reserves are held if the funds are not being used for this project.*

Please explain how any reserves are allocated


9. Please list all grants applied for in the last five years from the Council or other sources.

Date Awarded	Project	Amount

10. Does your organisation manage a building or facility?

Yes  No  (tick box)

Lease  How long is the term  years with  years to run.

Tenancy at Will/Licence to Occupy

Joint Management Agreement

Freehold/leasehold

Who owns the Freehold?

11. Checklist:

Information to attach to your application:

### All applications must provide

Organisations Constitution or Governing document

Most recent annual report

Most recent accounts and balance sheets

Most recent bank Statement (all Accounts)

### Guidance notes

*Background information and governing documents are required for **all** applications (apart from 5 Gold Rings applications). Please look at the scheme criteria for a list of the required supporting information. Put N/A in all boxes which do not apply. **Please make sure you attach all relevant supporting information.***

## Some Schemes require this information:

- Detailed description of project or Service Plan (if Relevant)
- Reserves Policy (if applicable)
- Building Plans (if applicable)
- Planning Permission
- Other (Please List)

Guidance notes

Please note that you may be required to provide additional information depending on the nature of your project e.g. Confirmation of CRB checks.

**Applicants are reminded that there are conditions attached to Council grants. If you do not meet these conditions you may be asked to pay some or all of the grant back.**

Please return this application to Basingstoke and Deane Borough Council  
Civic Offices, London Road, Basingstoke. RG21 4AH

In complying with the Data Protection Act 1998, Basingstoke and Deane Borough Council confirms that it will process personal data gathered from this form only for purposes relating to the Basingstoke and Deane Community Leisure Grants Scheme. We will not pass on your details to any other organisation.

To obtain a copy of the information the council holds about you, write to the Data Protection Officer, Legal Services, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke RG21 4AH or e-mail [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)