



SMALL GRANTS FOR COMMUNITY-LED PLANNING

APPLICATION FORM

Please read the *Information for Applicants* carefully before completing this application form to check that you are eligible to apply and to understand the purpose and conditions of this grant.

**The deadline for receipt of applications is
12:00 (noon) on Monday 30 September 2019**

Please tick which element of the grant you are applying for	
1. Initial grant – Maximum £250	<input type="checkbox"/>
2. Enabling grant – Maximum £1000	<input type="checkbox"/>

If you have any queries that are not covered in the Information for Applicants please contact the council's Connected Communities Team on community.development@basingstoke.gov.uk or calling 01256 844844.

SECTION 1: About your organisation

Please note that if you are applying for funding for more than one small community-led planning grant these details need to be copied into each application form.

	<i>This must be the full name of the organisation that will enter into a funding agreement with the council, as stated on your constitution document</i>
Name of organisation	
Contact address (incl. postcode):	
Name of contact:	
Position:	
Email address:	
Telephone number:	

Status of organisation (please tick)	
Charity	<input type="checkbox"/>
Constituted group (unincorporated association)	<input type="checkbox"/>
Community interest company	<input type="checkbox"/>
Other (please give details)	

Please provide your organisation's registration number (if applicable)	
Charity number	
Company number	

What are your organisation's main aims and objectives:

SECTION 2: About your project

Q2a: Name of project	
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Q2b: When and where will this take place?			
Start Date		End Date (if relevant)	
Venue/s			

Q2c: Is the project new or an extension of an existing project/ activity? If an extension, please tell us how is it currently being funded and why you require funding from the council.	New <input type="checkbox"/>	Extn <input type="checkbox"/>

Q2d: How much funding are you requesting from the council?	£
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Q2e: Please provide a summary of your project with specific details of activity to be delivered. The detail can be provided in the form of a project plan submitted separately if preferred. These are your project <u>outputs</u> that demonstrate what will happen and may include information such as number of events, equipment purchased, number of people attending the project etc.

Q2f: If the project is for an activity, do you plan to continue it after the grant has been spent and if so, how will you fund it?

SECTION 3 Meeting community need

Q3a: How does this project meet community priorities identified in the local community-led plan /parish plan? Please tell us exactly which objectives/ actions in the plan your project aims to address.

SECTION 4: Outcomes and community benefits

If your application is successful you will be expected to provide a grant evaluation report demonstrating the impact of the project. We recommend you plan how you are going to measure this from the very beginning.

Q4a: Please outline the anticipated benefits of your project to the community. These are your project outcomes. Outcomes demonstrate what difference the project makes in the community. Will it change knowledge, attitude or behaviour of people participating in the project? What difference will there be there comparing before and after?

Q4b: How will you record these outcomes so that you can measure the difference your project has made? For example you might ask participants to fill in a short questionnaire at the beginning and end of a project, or hold a focus group session.

Q5c: Where available, we require a copy of your most recent annual accounts. Where this is not possible (for example, where your organisation has been running for less than 12 months), please provide copies of the most recent three months' worth of bank statements.

I have enclosed copies of our most recent accounts	<input type="checkbox"/>
I have enclosed copies of our latest three months worth of statements	<input type="checkbox"/>
I am unable to provide the above information and have explained why below	<input type="checkbox"/>

SECTION 6: Relevant permissions

Q6a: If your application is for equipment you must have somewhere to store it appropriately or permission to install it. For any item of equipment in your application please explain here how you will meet this requirement.

SECTION 7: Policies and procedures

Q7a: What policies do you have in place:	Yes	No
Equality and diversity policy	<input type="checkbox"/>	<input type="checkbox"/>
Data protection policy	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety policy	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate insurance for your activities	<input type="checkbox"/>	<input type="checkbox"/>

If we award a grant we will ask to see these documents.

Q7b. In addition, does your project involve work with children, young people under the age of 18 or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, we expect that the following will be in place. Please tick to indicate that you meet each requirement. Verification will be sought before a grant can be awarded.		
Safeguarding policies appropriate to your organisation's work and the programme you are asking us to fund and, where relevant, staff training on this to understand your organisation's safeguarding referral process	<input type="checkbox"/>	
Suitable recruitment and selection processes for staff and volunteers who work with children, young people or vulnerable adults, including references and Disclosure Barring Service checks	<input type="checkbox"/>	
Statutory guidance in relation to staff ratios followed	<input type="checkbox"/>	
Risk assessments for all programme activities	<input type="checkbox"/>	

SECTION 8: Declaration

	Please tick
I declare that the information contained on the application is a true and accurate reflection of the organisation and how funding will be used	<input type="checkbox"/>

If you cannot confirm any of these statements your organisation may not be eligible for grant funding.

This application must be signed by someone who is authorised to enter into financial agreements on behalf of the applicant organisation.

Signed	
Name	
Date	
Position in organisation	

General Data Protection Regulation

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk.

Your information will be used so that we can assess your application for a grant and, if appropriate, administer a funding agreement relating to this application. Data protection law describes this legal basis as **Necessary for the performance of a contract or to take steps to enter into a contract**'.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so. For example, details about your application may be shared with officers who already have a relationship with your organisation so that they are aware of your plans and can comment on them. We may share the data with third parties if we are required by law to do so. This may include the Police or Government Agencies.

We will keep your personal data for as long as we are required to do so under relevant legislation or in accordance with our operational requirements. You can view our retention schedule by going to the Information Management Policy on our website <https://www.basingstoke.gov.uk/dataprotection>.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website <https://www.basingstoke.gov.uk/dataprotection>:

- The right to be informed.
- The right of access.
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling'

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

If you do not provide the information we ask for we may not be able to provide the service that you need.

Checklist for information to send in with the application

Please ensure you send in with your application form	
Organisation's Constitution or governing document, such terms of reference	<input type="checkbox"/>
Most recent annual report	<input type="checkbox"/>
Most recent accounts or three months' worth of bank statements	<input type="checkbox"/>
Relevant permissions (such as to install equipment)	<input type="checkbox"/>