



# Badingham Community Council

## DRAFT Grant Application Form

- Please read our online policy document and talk to the Secretary before completing this form.
- You need to answer the questions even if your project is small as we must always protect our donors' funds. It just means you may be able to be briefer. Equally if needed you may add more information on extra pages, but please put the name of your organisation on the pages.
- Send this form and enclosures to the BCC Secretary electronically if possible. It should be easy to complete using the free Adobe™ Acrobat Reader 'Fill and Sign' facility. If completing by hand use black ink and block capitals.

About You		
1.	<b>Your own name and contact details</b>	<b>Title:</b> <b>First Name:</b> <b>Second Name:</b> <b>Role in your organisation:</b> <b>Address:</b>  <b>Post Town</b> <b>Post Code</b> <b>Main Telephone:</b> <b>Mobile:</b> <b>E-mail:</b>
2.	<b>Your organisation's name and charitable purpose or aims and objectives</b> ( <i>Enclose your Governing Document – Constitution, or similar. You must be a properly constituted organisation to apply</i> )	<b>Name:</b> <b>Purpose:</b>
3.	<b>Where your organisation's main activities take place</b>	
4.	<b>Your status</b> ( <i>registered charity, charitable company, limited company, partnership, sole proprietor, council, etc.</i> )	<b>Status:</b> <b>Reg.number/s:</b>
5.	<b>The scale of your organisation</b> ( <i>numbers of staff or members and/or turnover</i> ) <b>and nature of your governing body</b>	<b>Scale:</b> <b>Gov. body:</b>
6.	<b>Whether you charge a subscription or similar</b>	<b>Yes/No (strike out as applicable)</b> <b>If Yes, what is the current amount?    £                      per</b>



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<b>About your Project</b>		
<b>7.</b>	<b>What project needs funding, what is its name and its aims and objectives?</b>	<b>Describe the project:</b>
<b>8.</b>	<b>What is the cost of the project?</b> <i>(Please give a breakdown of the costs in a way that shows how they drive the need for this application. Enclose evidence such as estimates and price lists)</i>	<b>Costs:</b>
<b>9.</b>	<b>How will the project benefit the residents of Badingham and which residents would benefit?</b> <i>(Quantified benefits will best make the case for a grant. Enclose evidence that the claimed benefits can really be delivered)</i>	<b>Benefits:</b>
<b>About funding</b>		
<b>10.</b>	<b>How much grant aid are you requesting?</b>	£  Over period...
<b>11.</b>	<b>Where and when would you intend to spend any grant?</b>	
<b>12.</b>	<b>What other funding for this project has been awarded/ applied for/allocated by your organisation?</b> <i>(Provide type of funding, amounts and dates)</i>	
<b>13.</b>	<b>What funding has been refused and why?</b> <i>(Either say 'none' or provide types, amounts and dates of applied for awards)</i>	



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<b>14.</b>	<b>Have you previously applied to us and/or other local organisations for grants?</b> <i>(Give details of previous projects, how much was requested and granted and when, and say whether the project/s as presented to the grant body/ies was/were fully delivered)</i>	
<b>15.</b>	<b>Should you be successful, to what entity should the award be made payable?</b> <i>(Give specific details – it may not be a private individual)</i>	

### Supporting documents

Please check that as per our policy, you have enclosed all the necessary copy documents:

- Constitution, Governing Document or Formal Rules
- Your last audited accounts or approved statement of income and expenditure
- Organisation information such as a prospectus and/or local press articles/social media profiles
- Project business case (as a minimum, supporting evidence for stated costs and benefits)
- Your Equal Opportunities Policy and for some projects other policies (such as Safeguarding)

...and any other material or comments you believe will support your application.

### Declaration

1. *(Delete 1. if an Equal Opportunities Policy is enclosed – otherwise...)* I declare that our policy is to provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, religion, marital status or social class. We oppose all forms of unfair and unlawful discrimination.

2. I hereby apply for the grant stated at 10. above and declare that I am authorized by my governing body to make this application.

**Signed:**

**Name:**

**Date:**