



Managed by the Community Development Foundation
Funded by the Office of the Third Sector

Reference no.:

For office use only

Grassroots Grants programme, 2008 – 2011
Application form for grants over £900 up to £5,000

If you need help and advice, please contact us on 01952 291350 or email us at colleenwickstead@tandwcvs.org.uk

1. Name of organisation

2. Full address of organisation (for correspondence).

Postcode:

3. Contact details.

Main contact person

Title: (please circle)	Miss/Ms/Mrs/Mr
Name:	
Position:	
Telephone:	
Mobile phone:	
E-mail:	

Second contact person

Title: (please circle)	Miss/Ms/Mrs/Mr
Name:	
Position:	
Telephone:	
Mobile phone:	
E-mail:	

4. Please describe the main activities of your organisation.

5. When did your organisation start?

6. Does your organisation have a set of rules/terms of reference or constitution? (* Please delete as appropriate)

Yes / No*

7. Are you: (*Please delete as appropriate.)

A new organisation?

Yes / No*

A registered Charity?

Yes / No*

Applying for charitable status?

Yes / No*

Other (please state)

Yes / No*

Charity number

8. Are you: (*Please delete as appropriate)

A locally managed organisation?

Yes / No*

Part of a larger regional or national organisation?

Yes / No*

If your organisation is a part of a larger regional or national organisation please provide details:

9. How many people are involved in your organisation?

Full-time paid staff/workers

Part-time paid staff/workers

Management Committee

Volunteers and helpers

10. What policies do you have in place?

11. Please give us a brief description of your project you want us to fund

12. Please give us the timescale of your project

Start

Finish

13. What is the need for your project and why is this important to your community?

14. How will you know if you have achieved what you set out to do?

15. Which area of Telford and Wrekin (e.g. town, village, borough) will you be working in?

16. Who will benefit from your project? Please tick as many boxes as apply.

Male

People on low income

Young people 0-25 years

Singles

Refugees

People living in rural areas

Other (Please describe)

Female

Unemployed people

Older people

Families

Disabled people

People living in urban areas

17. Please tell us which ethnic groups your organization benefits by ticking the appropriate boxes in the tables below:

Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other Black	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	British	<input type="checkbox"/>
Asian and White	<input type="checkbox"/>	European	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>	Other White	<input type="checkbox"/>
Black Caribbean and White	<input type="checkbox"/>	Gypsies and Travellers	<input type="checkbox"/>
Other Dual Ethnicity	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please describe)	<input type="text"/>		

18. Approximately how many people will benefit from this grant?

19. Do you have a bank account in the organisation's name? (*Please delete as appropriate)

20. Have you ever received grant funding before from us or any other funder? (*Please delete as appropriate)

21. Have you, or are you applying to more than one Local Funder for a Grassroots Grant? (*Please delete as appropriate)

Please note that you cannot receive more than £5,000 from Grassroots Grants. If you receive more than £5,000 from one or more Local Funders you will have to return all Grassroots Grants funding over £5,000 to the relevant Local Funder(s).
If yes, please provide details.

22. How much money are you applying for?

23. Is this money for new work, or to continue funding existing work? (Please tick the relevant box)

For new work For existing work

24. Your project's budget

Please provide details of costs for your project. If any of your costs do not fit into these headings please list them in "other costs". Tell us in the "description of costs" column what each item is and how much it is costing.

Type of cost	Description of cost	Total cost £ (incl. VAT)
Staff and volunteer costs e.g. salaries		
Operational/activity costs e.g. equipment or venue hire food/refreshments, childcare		
Office, overhead, premises costs e.g. rent postage telephone/fax heating/lighting/water		
Capital costs e.g. equipment		
Publicity costs e.g. designing and printing publicity material		
Other Costs (please specify)		
Total		

25. If the total of your project budget is higher than the amount requested, how much has been raised so far?

Total cost of your project

£

Amount requested from us

£

How much has been raised so far?

£

26. Will you need help from us to make sure that your project is a success?

Sometimes organisations need help to do new things. This will not disadvantage you during the application process. We'd just like an idea now, if you might need help once funded.

Yes

No

If yes, please explain what help you think you will need:

27. Bank Details

Account Name:

Bank / Building Society:

Bank / Building Society address:

Sort Code:

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Account No

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8. Declaration

We agree to abide by the terms and conditions of the grant as they are set out in this application form and in the accompanying guidance, and understand that any offer of a grant will be subject to our proposed work remaining within grant criteria. We agree to participate in monitoring, auditing and evaluation related to this fund.

Our signatures confirm our acceptance of these conditions.

Signatures of applicants

Organisation Chair or Secretary

Signature

please sign

Name

please print or type

Committee member

Signature

please sign

Name

please print or type

(LOCAL FUNDER) is registered to hold data under the Data Protection Act 1998

The Freedom of Information Act 2000

The Freedom of Information Act gives members of the public the right to request any information that we hold. Where can third parties get information about your project/organisation? (For example, your website)

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Checklist, have you enclosed:

- This signed and completed application form?
- Any additional papers you used to answer the questions above?
- Your organisation's set of rules/terms of reference/constitution?
- Your last set of annual accounts
- Evidence of income over last 3 years.
- Latest bank statement

What next?

Please ensure that you have completed all sections of the application form, have the enclosures ready (see the above checklist) and then send to:

**Mick Lloyd/Ella Sips
T & W CVS
Meeting Point House
Southwater Square
Town Centre, Telford
Shropshire TF3 4HS**

**Tel No: 01952 458030
Fax No: 01952 290384
Email: colleenwickstead@tandwcvvs.org.uk**