



GRANT APPLICATION FORM

Comic Relief and Sport Relief

Before applying please ensure that your group satisfies the eligibility criteria as stated at the beginning of the fund guidance

Section 1: About your group

1. Your Organisation Name (i.e. that which is on your Governing Document)

2. When did your organisation start?

3. Please give details of your group's full address and contact details

Address			
Post Town		Post Code	
Main Phone		Email	
Web Address			

4. Please give details of the main contact (for correspondences)

Title			
Forename			
Surname			
Role			
Daytime No.		Evening No.	
Fax No.		Mobile No.	
Email			
Address Details (if different from Org address)			
Post Town		Post Code	

5. What type of organization are you?

An unincorporated club/ association	Other, please specify;
Community Interest Company	
Par of a larger Organization	
A Registered Charity	No.
A Limited Company	No.

6. How many of the following do you currently have?

Full time staff:		Volunteers:	
Par time staff:		Members:	
Management Committee:			

7. What is your average annual income over the last 3 years or since the group began if you are less than 3 years old:

£

(a) Do you have a bank account in your group's name?

(a) How many signatories are needed for the account?

9. What are the main activities of your group?

9. What previous funding have you have in the last 12 months?

Section 2: About your project

15. Project start date

End date

16. Which local authority will the activity take place in, and which borough do beneficiaries mostly reside?

Local Authority	Borough/ Town/ Village/ Estate
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17. Which of the following will funding provide:-

- A new/additional project Expansion of an existing project
Continuation of an existing project

18. What would you like to do with your grant? Please describe your project/activity and how it suits the grants programme criteria.

19. Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face. (e.g. low income, lack of facilities, lack of opportunity)

21. How have you identified a need for this project?

21. How do you intend to monitor the project?

20 Please provide details of the intended outcomes and outputs that you anticipate your project will deliver (We will ask you more about these once the grant is spent if you are successful)

(a) Skills achieved by the participants (e.g. CV writing, ICT etc)

(b) First step engagement activities provided (e.g. providing support in a non-threatening environment)

(c) Soft outcomes you consider may be a result of funding received (e.g. awareness, attitudes, transfer of skills)

(d) Number of people that you aim to help learn a new basic skill

(e) Number of people who will receive training/advice or counselling

(f) Number of people you aim to support directly into job search

(g) Number of people you intend to improve confidence in

21. How will you ensure the sustainability of your project or is it intended as a one off activity?

Section 3: Who will benefit from your project?

23. How many people will benefit from your project?

Directly

Indirectly

24. Please indicate who the beneficiaries of your project will be

- | | | |
|--|---|--|
| <input type="checkbox"/> Children (0-12) | <input type="checkbox"/> Young people (13-25) | <input type="checkbox"/> Adults (26-50) |
| <input type="checkbox"/> Over 50's | <input type="checkbox"/> Homeless | <input type="checkbox"/> Alcohol/drug addiction |
| <input type="checkbox"/> Disabled people | <input type="checkbox"/> Low income | <input type="checkbox"/> Refugees/Asylum seekers |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Health issues | <input type="checkbox"/> Lesbian/gay/bisexual |
| <input type="checkbox"/> Families | <input type="checkbox"/> Men | <input type="checkbox"/> Women |
| <input type="checkbox"/> NEET | <input type="checkbox"/> Rural areas | <input type="checkbox"/> Urban areas |
| <input type="checkbox"/> Unemployed | <input type="checkbox"/> Residents | <input type="checkbox"/> Lone/teenage parents |
| <input type="checkbox"/> Ex offenders | <input type="checkbox"/> Travelling communities | <input type="checkbox"/> Others |

(a) Who will be the primary beneficiaries?

25. Please indicate the ethnic origin of your project beneficiaries

White		Mixed		Asian and Asian British		Black or Black British		Chinese or other group	
	British		Black Caribbean and White		Indian		Caribbean		Chinese
	Irish		Black African and White		Pakistani		African		Any Other
	Eastern European		Asian and White		Bangladeshi		Other Black		
	Gypsies & Travellers		Other Dual Ethnicity		Other Asian				
	Other White	(a) Which is the primary ethnic group? -----							

26. What issue will be addressed within this project?

	Arts and Culture		Health and Wellbeing		Social Inclusion
	Community Support and Development.		Housing		Social Services
	Counselling/Advice/ Mentoring		IT / Technology		Sport and Recreation
	Crime		Poverty and disadvantage		Supporting family life
	Disability and Access issues		Racial and Cultural Integration		Transport Issues
	Education and Training		Religion		Volunteering
	Employment and Labour		Rural issues		
	Environment/Recycling/ Renewable energies		Social Enterprises		
	Others (please state): -----				

(a) Which is the primary theme addressed within this project?

(b) Which age groups will be affected?

Early Years (0-4)	Children (5 – 12)	Young People (13 –
Young Adults (19 – 25)	Adults 25+	Seniors (65+)

Section 4: Project costs

27. What is the total cost of your project?

28. How much are you applying for in total?

28. How much have you raised so far?

29. Please provide a full breakdown of your project costs

Year 1

Item	Total Amount £	Grant requested	Description/Breakdown of cost
<i>e.g. Room hire</i>	<i>£800</i>	<i>£400</i>	<i>ABC community centre, 20 sessions X 2hrs at £20 ph</i>

30. How did you hear about the Comic Relief Grants programme? (please tick all that apply)

<input type="checkbox"/>	Local funder website	<input type="checkbox"/>	Other website
<input type="checkbox"/>	Community Development Foundation website	<input type="checkbox"/>	Voluntary and community sector networks
<input type="checkbox"/>	Local funder briefing event	<input type="checkbox"/>	Other event
<input type="checkbox"/>	Leaflet/Brochure/Newsletter	<input type="checkbox"/>	Local press
<input type="checkbox"/>	Outreach worker	<input type="checkbox"/>	Third Sector press
<input type="checkbox"/>	National press	<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other (Specify below)	<input type="checkbox"/>	

Signed:

Date:

**Thank you for completing this form.
Now return it, along with your signed terms and conditions and any supporting documentation needed (details given in the fund guidance) to the Community Foundation via the address given on the fund guidance.**

Community Foundation for Merseyside Voluntary Membership Scheme

As a membership organisation Community Foundation for Merseyside would like to invite voluntary and community sector groups and individuals to join us as members.

Benefits of the Membership Scheme include: the chance to promote yourself on our website with a link to your website; a monthly e-bulletin, including up-to-date funding opportunities, information on forthcoming events and opportunities to promote your organisation and events; invitations to Community Foundation events and first refusal to exhibit at events; and more.

To apply for membership, please download, print and complete an application form by visiting us online at:

<http://www.cfmerseyside.org.uk/?p=48>

Alternatively telephone us on: 0151 966 4604



CONDITIONS TO GRANT OFFER

In order for the Community Foundation to be able to offer successful applicants a grant as quickly as possible please ensure this form is signed and **returned with the completed grant application** and accompanying documents. You must complete the sections marked with an *

* (name of group).....
wishes to accept the offer of a grant from the Community Foundation for Merseyside.

In doing so we agree to:

- Spend the grant within the timeframe specified in the grant offer letter we will receive if successful
- Use the grant only for the purpose(s) described in the application form and offer letter we will receive where details are specified, unless otherwise agreed in advance, in writing, by the Foundation
- Ensure that proper insurance of any equipment remains in place at all times
- Contact the Foundation where there is any under-spend or other issue arising in relation to expenditure in accordance with the offer
- We understand that the Foundation may claim back all or part of the grant to cover equipment that is lost and I am unable to replace
- Pursue publicity, where possible, with the local press to promote our project and the support received from Community Foundation for Merseyside. If you require any help or advice regarding press releases, please contact the Marketing and Communications team on 0151 966 3572 or email marketing@cfmerseyside.org.uk
- Mention the name of the Fund, Grassroots Grants and the Community Foundation for Merseyside in all press releases issued relating to any aspect of our project supported by this grant
- Ensure the use of both the Grassroots Grants and Foundation's logo on any publication produced relating to or supported by this grant. The publication must be approved by the Foundation to ensure the logo is presented according to Community Foundations style guidelines available on www.cfmerseyside.org.uk.
- Support the Foundation's strategic aims and to work with the Foundation on any joint publicity opportunities in relation to this grant. Such publicity opportunities will be chosen at the Foundation's discretion
- Accept responsibility for ensuring parental consent is provided for the photography of minors to promote any project. The provision of such photographic material to the Foundation for any promotion or monitoring purposes will assume prior consent has been given
- Keep receipts and other evidence of expenditure for ALL purchases and services and make them available to the Foundation on request. They should be kept for six years
- Maintain a register of any assets exceeding £1,000 in value that are bought with the grant and to request the permission of the Foundation prior to disposal of any such item

- Complete and return the monitoring form that will be sent to me as the group's representative, within one month of fully spending the grant
- Maintain records to enable full completion of the monitoring form, including the following:
 - Details of what the grant has been spent on
 - Collations of receipts for purchase of all items or services
 - Details about the number of users/beneficiaries of the grant
 - Details about what difference the grant has made to both the group and the community it serves
 - Details of best practice examples
 - Photographic, written, audio or other evidence in relation to the grant's impact and funded activities

- Provide verbal or written reports on progress as requested by the Foundation
- A copy of the group's annual accounts should be submitted at year end, reflecting the grant as a restricted fund and showing it fully spent
- Ensure compliance with any other specifications in the offer letter
- Undertake any relevant training in order to ensure the sustainability of the project
- Provide evidence at the request of the Foundation in order to ensure the protection of any children or vulnerable adults involved in the project

Declaration: I/we understand that Community Foundation for Merseyside reserves the right to recall all or part of the grant if the group fails to meet one or more of these conditions and that significant breaches may result in criminal proceedings. I/we acknowledge that this programme is part of the borough funds initiative for Merseyside, and is part-funded by European Social Fund.

Main contact:

- * Signature: _____
- * Full name: _____
- * Position in group: _____
- * Date: _____

Witnessed by (2nd group contact)

- * Signature: _____
- * Full name: _____
- * Position in group: _____
- * Date: _____