

# Dartford Community Grants Application Form

**DARTFORD**  
BOROUGH COUNCIL

Dartford Borough Council  
Civic Centre, Home Gardens  
Dartford, Kent DA1 1DR  
Tel: 01322 343434  
[www.dartford.gov.uk](http://www.dartford.gov.uk)

Please take time to read the guidelines and have all the necessary documents to hand before starting to complete your application. Application is only open to local groups and organisations within the Borough of Dartford.

Once completed, please return this form and any supporting documents to:

Policy and Corporate Support, Dartford Borough Council  
Civic Centre, Home Gardens  
Dartford, Kent DA1 1DR

## YOUR GROUP/ORGANISATION

### Group/Organisation contact details

Group/organisation name:

Address:

Postcode:

Daytime telephone number:

Evening telephone number:

Email address:

Website:

Is the applicant's contact address the same as the address above? YES / NO

### Applicant's contact details

Name:

Address:

Postcode:

Daytime telephone number:

Evening telephone number:

Email address:

What type of group/organisation are you?

- Charity
- Company Limited by Guarantee
- Constituted voluntary group
- Other (please specify):

Please give your Charity Registration Number:

We would like to see a copy of the group's/organisation's set of rules (trust deed, constitution, etc).

Please send the documents to us via:

- Email to [grants@dartford.gov.uk](mailto:grants@dartford.gov.uk) with the group/organisation name in the subject line

Briefly describe the main purpose/activities of your group/organisation:

For how many years has your organisation been delivering services to people in Dartford?

## YOUR PROJECT

### Project details

Start date (DD/MM/YYYY):

End date (DD/MM/YYYY):

Total expected cost:

How much do you require from the Community Grant?

- Under £500
- £500 - £1000
- £1001 - £2000
- £2001 - £3000
- More than £3000

Please tell us the exact figure you are applying for (e.g. £1,050.26):

How will any shortfall in funding be met?

Is your project for Capital expenditure or ongoing costs? YES / NO

Please give a brief outline of your project. Please be specific on what you will do, how you will do it, what you will spend the grant on (include quotes and website links) and what difference it will make:

Where will your project/activities take place?

## BANKING DETAILS

Please provide the group's/organisation's bank details

Account name:

Sort code:

Account number:

Bank name:

Branch address:

Postcode:

## DECLARATION

- **I certify to the best of my knowledge that the information provided on the form and the emailed supporting information is correct.**
- **I agree to spend the grant provided under the Community Grant on elements of the project/activities stated in this application. I will provide receipts as proof of expenditure and agree to complete an evaluation form.**
- **I have read the grant conditions and criteria and agree to abide by them.**

Signed:

Full name:

Date:

**DATA PROTECTION** - We will collect and use your personal information to administer our community grants process.

1. Our **lawful bases** for processing your personal information are:
  - necessary for the performance of a task in the public interest; or
  - in the exercise of official authority vested in us,under section 19 Local Government (Miscellaneous) Provisions Act 1976 and/or section 137 Local Government Act 1972 (as applicable).
2. Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)
3. Please refer to our [Corporate Privacy Notice](#) and our [Grants Service Privacy Notice](#) for further details of how we process your personal information and your rights.