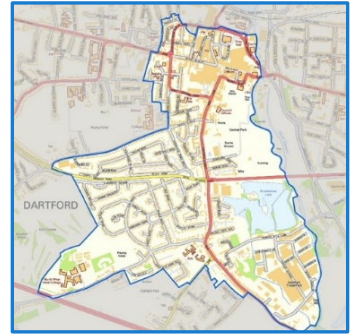


Dartford Big Local Grant Application Form



DARTFORD
Big Local

1. About your organisation

Name of organisation:

Address:

Website (if any):

Contact Name:

Contact Position/Job Title:

Contact Email:

Contact Phone:

Funding requested from BIG Local:

£

Please tell us about the aims and purposes of your organisation or group.

2. About your proposal

What is the primary BIG Local programme objective your project aims to meet? (Tick ONE box only)

<input type="checkbox"/>	Fostering a 'can-do' mentality and encouraging residents to take responsibility for change
<input type="checkbox"/>	Physical improvement of public facilities / community assets
<input type="checkbox"/>	Social activities for residents to reduce social isolation and promote community cohesion
<input type="checkbox"/>	Helping residents facing food insecurity
<input type="checkbox"/>	Improving physical and mental health

Please describe in detail how you will use the BIG Local grant (Maximum 400 words)

How will the grant make a difference to the BIG Local community and how will you evidence this? (Maximum 200 words)

What evidence of need do you have for your project (including community consultation)? (Maximum 200 words)

Who will be the primary beneficiaries from your proposal? (Tick all relevant boxes)

<input type="checkbox"/>	Young people
<input type="checkbox"/>	Ethnic minorities
<input type="checkbox"/>	Families
<input type="checkbox"/>	Faith Groups
<input type="checkbox"/>	LCBT+ community
<input type="checkbox"/>	Senior citizens
<input type="checkbox"/>	People with health conditions or impairments

Total number of DIRECT project beneficiaries?

Number of DIRECT project beneficiaries from the Dartford BIG Local area?

Is this activity free to the beneficiaries to take part? Yes / No

If no, how much will be charged and why?

.....

Will any volunteers be involved in your proposal? If so, how many and in what capacity.

.....

How will you identify and engage with project beneficiaries? (Maximum 200 words)

3. Financial information

Project Costs

Is your application for a small grant or a large grant?

Small grant (up to £5,000)	Yes / No
Large grant (£5,001 to £20,000)	Yes / No

Please provide a detailed breakdown of the amount you are applying for.

Budget Heading (e.g. venue hire, equipment, insurance) including a summary explanation of how figures were calculated. Insert additional budget lines if necessary.	Total Cost	Amount requested from BIG Local
Totals	£	£

If there is a difference between Total Cost and Amount Requested from BIG Local, please explain the reasons and indicate whether the additional funding has already been identified and / or confirmed.

.....

Is there anything else you would like to tell us about your application? (Maximum 200 words)

1. DECLARATION

You **must tick** all the boxes below to confirm that:

- You have answered all the relevant questions in this application form.
- You are authorised to apply for a grant from Dartford BIG Local on behalf of your organisation.
- You certify that the information contained in this application is true and accurate.
- You will notify Dartford BIG Local immediately if the information changes in any way.
- You give permission for Dartford BIG Local to record the information in this application electronically and to contact the organisation by telephone, post or e-mail to discuss its activities or funding opportunities
- You confirm that your organisation will only use the grant for the reason given in this application. If it is used for anything else, Dartford BIG Local may ask the group or organisation to repay it and may want to see your organisation's accounting records.
- You acknowledge that the group or organisation will also have to repay any money you don't spend.
- You understand that the Dartford BIG Local's decision is final.
- You understand that your organisation is required to report back on the way the grant has been used and its impact.
- Unless you notify the Dartford BIG Local to the contrary, you give consent for the Dartford BIG Local to use photographic images or film footage for publicity and promotional purposes.

Signature:

Full name:

Position:

Date:

SENDING US YOUR APPLICATION

We prefer to receive applications by email, but we will also accept them by post. When your application is complete, please email it to: **Gavin.Maynard@dartford.gov.uk**

Please put the name of your organisation in the subject field of your email. You will receive an acknowledgement to confirm that we have received your application.

Or send your application by post to:

Gavin Maynard
Community Funding Coordinator
Dartford Borough Council
Civic Centre, Home Gardens, Dartford, DA1 1DR

Have you remembered to include the following documents in support of your application?

- A copy of your Constitution or Terms of Reference.
- A copy of a recent bank statement (less than 6 months old).
- A copy of your last set of Accounts or, if a new organisation, your Forward Forecast.
- A copy of your Public Liability Insurance Certificate
- A copy of your Safeguarding Policy
- A copy of any other policies that are relevant to your proposed activities
- List of management committee/trustees

**N.B Supporting documents must be enclosed with all applications.
If we need more information we will ask you for it during our assessment.**

For office use only:

Amount Requested			
Application Reference Number			
Document Checklist Complete			
Notes			
Reviewing Officer			
Grant Approved	Grant Declined	Further Information	
Offer Letter			

