



**Grassroots Grants Programme  
APPLICATION FORM  
For grants between £900 and £5,000**

Please use the guidance notes in the application pack to assist you in completing this form. Please print in BLACK or type.

**SECTION 1  
About you and your group**

1. Name of group	
2. Name of contact	
3. Contact address	Postcode:
4. Contact details	Tel no: (day) Tel no: (evening/other) e-mail:
5. Is your group a registered charity? (please tick as appropriate)	<input type="checkbox"/> Yes (please give registration number) _____ <input type="checkbox"/> No
6. When did your group start?	
7. How many people are involved in running your group?	
Number of Committee Members	Number of Paid Staff (full time)
Number of Volunteers	Number of Paid Staff (part time)
8. How many people will be involved in running and taking part in this activity?	



**SECTION 2**

***About the activity/project you are applying for***

1.What does your group do?	
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2.Name of activity	
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1. Please explain why you are applying for Grassroots Grants funding and how you will use it.
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- If you are applying for funds under the Arts and Culture priority, please state how the activity will increase arts and cultural activity in the borough

2. Where will the activity take place? Please name venue

3. Who will benefit from this activity?

The number of  
Children.  
Adults  
BME  
Male  
Female  
Disabled  
50+  
Gay & lesbian  
Ex – offenders  
Drug users  
Refugee & Asylum  
Travellers  
Faith group  
others

4. Who have you spoken to about the activity and how will this impact on the programme delivery?

5. When will the activity start [date] and end [date]?

6. What is your exit strategy after this grant has been spent, how do you intend to finance it in the future?

7. What are the significant outcomes that the project will generate? Please list

8. How will your organisation check how successful you have been?

9. Please give a breakdown of how much will be spent on different aspects of the activity?  
*(Remember: the maximum total sum you can apply for is £5,000)*

Description	Cost (£)	Sum applied for (£)



Please explain how your project assists marginalised people within the community?

### SECTION 3

#### Authorised Signatories

Please give the signatures of 2 people authorised to sign on behalf of your group. If your application is successful, we will expect one of these people to sign the Conditions of Agreement (contract).

#### Declaration:

*We certify that the information contained in this application form is correct to the best of our knowledge. If the grant is successful, it will be used only for the activity described in this application and any amendments agreed by the Fund Administrator (O-Regen, Voluntary Action & CEN). If successful, we understand that we will be expected to provide information on the activity and proof of expenditure.*

Signature	Name in Block Caps	Position in Group	Date

#### 1. Publicity

On behalf of the Grassroots Grants, O-Regen is required to publicise activities funded under this scheme. We are required to make public details of the grants we have distributed. If you have specific reasons as to why you do not wish for your organisation and its activities to be publicised, please tick the box. The Grants Officer will then contact you to discuss this.

#### 2. Data Protection Act 1998

O-Regen will use the information that you have provided on this form for the pursuit of the main objectives of the charity, specifically as it relates to your application for grant funding. Your information may be held on a computer database to assist in the administration of the programme. Your Personal Data will be deleted from our systems and files no later than is required by the O-Regen standard retention time.

**CLOSING DATE IS NOON ON THE 19<sup>th</sup> JUNE 2010. APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT TIME.**

**APPLICATIONS TO BE DELIVERED TO  
321 LEYTONSTONE HIGH ROAD,  
LONDON E11 4JT**

### **Grassroots Grants Supporting Information.**

Please make sure you check to ensure that you have attached the following information before submitting your application.

- Constitution
- Financial records for the organisation for the past three years
- Details of CRB checks
- Child Protection Policy (if appropriate)
- Equal Opportunities Policy
- Details of any staff qualifications (where appropriate)
- Electronic copy of the application form.

**Your application will be classified as ineligible if you do not submit the information**