grassroots grants

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

O-Regen
Active in the Community

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)	☐ Yes (please give registration number) _____ ☐ 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?					

Number of Committee Members		Number of Paid Staff (full time)		Number of Members/ Users	
Number of Volunteers		Number of Paid Staff (part time)		Other	

9. Are any members of the Management Committee related?)	☐ Yes (please give details below) ☐ No (please move on to question 15)
Details:	

10. Please list the names and roles of your active Management Committee

-
-
-
-
-
-
-

11. What was the average turnover of the organisation over the past three years.	
	You must provide last three years financial records

12. Please list any grants that your group has received in the last 2 years or currently applying for. *Please add an additional sheet, if necessary.*

Date	Funding Body	Details	Amount (£)

SECTION 2
About the activity/project you are applying for

1.What does your group do?	

2.Name of activity	

1. Please explain why you are applying for Grassroots Grants funding and how you will use it.

- 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 (£)

10. Total cost & total sum applied for		

11. Please explain how your project represents value for money? (You will need to provide details of the unit cost of each output, as well as a justification.)

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 18th SEPTEMBER 2009. 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