

FOR OFFICE USE ONLY

Grant Reference No: _____ Committee Mtg Date: _____

Ratification required by Council? Y N Council Mtg Date: _____

Applicant: _____

Previous Applicant? Y N Date: _____ Monitoring Form Returned? Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ _____ Grant awarded: £ _____

Start Up Grant requested: £ _____ Grant awarded: £ _____

Payment Profile:

1:£ _____ Date: _____ 2: £ _____ Date: _____ 3:£ _____ Date: _____

Criteria Met Y N Date: _____ Criteria Met Y N Date: _____ Criteria Met Y N Date: _____

Power: _____

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork is supplied.

Return completed applications to:
Campbell Park Community Council
CPCC Community Hub, Springfield
Milton Keynes, MK6 3JS or e-mail: community@campbell-park.gov.uk

STANDARD GRANTS:

- Grant Applications will be considered on a quarterly basis: April, July, October and January
- A complete application must be received by the 1st of the month
- Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- Only available to new groups within their first 12 months of operation
- Applications will be considered on a quarterly basis: April, July, October and January
- A complete application must be received by the 1st of the month
- Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project ‘in principle’ is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Community Councils area which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- Provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - *Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
a not-for-profit, voluntary or community group
- any organisation applying for a grant that have Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered

Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council. No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other projects and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct.

That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of _____ (name of project or organisation)

I (name) _____ accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation: _____

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: _____ **Date:** _____

1. **Date of application:**

2. **Name (Full Name) of the organisation making the application:**

3. **Contact Details:** (Details of the main contact)

Name:

Address:

Post Code:

Email address:

Telephone No's: Daytime:

Mobile:

4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity

Community Interest Company

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number:

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes No * (please see 'Who Can Apply' for more info)

5. **What date did your organisation/company start?**

If your group has been operating for less than 12 months please put 'X' here:

6. **Details of any previous grant received from the Parish:**

Amount received £

Date:

Title of Project:

Amount received £

Date:

Title of Project:

7. **Does your organisation have a bank account with 2 signatories?** (We cannot make payments to personal bank accounts; your organisation must have its own bank account). **Please mark with an 'X'**

Yes:

No:

Name of Bank:

Organisations Full Name on the Account:

Name of Signatories: 1.

2.

8. **If your application is successful, your grant award will be paid by bank transfer.** Please provide:

Bank Account Number:

Sort Code:

9. **Details of the project you are requesting a grant for:**

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

(b) timescales including proposed start date

(c) groups or organisations you may/will be working with

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

If you require more space than provided here, please continue onto a separate sheet of paper.

Project Start Date:

Project End Date:

10. **Does your project have any impact (positive or negative) on the environment? Please provide details. If it has a negative impact, please detail any mitigation in place.**

11. **Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?**

Yes *please provide details*

No *please provide more details of current location/s and explain how this project will directly benefit residents of the Campbell Park Community Council area.*

- 12. Which areas will you be working in? (please 'X' all that apply)** *To help us to understand what difference our grants are making, we record where projects are happening.*

Fishermead

Willen

Woolstone

Oldbrook

Springfield

Other: _____

- 13. Who will benefit from this project?** *Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.*

- 14. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?**

- 15. Grant amount requested: £**

- 16. What percentage of your income would this grant represent: %**

- 17. Is the request for part or full funding of the project? Full Part**

- 18. If part funding, how will the balance be provided?**

- 19. Has the balance already been received? If so state the date:**

- 20. If not received, when is it expected?**

- 21. Do you have to satisfy any conditions to receive the balance?**

If **yes**, state conditions:

- 22. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?**

- 23. Please list below a breakdown of expenditure for the project for which you are applying:** Please break your budget down into as much details as you can.

***Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item:	Detail	Cost <i>(please provide quotes if possible)</i>
Total Cost		£

- 24. How do you plan to publicise your project?**

- 25. Is there any further information you wish to be considered with this application?**

- 26. Is there any other way in which CPCC could assist your organisation?**

DECLARATION : I certify that:

- **The information in this application is correct.**
- **I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.**

I am authorised to make this application on behalf of:

Name of Group:

Signature:

Date:

Print Name:

Position in Group:

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group:

Signature:

Date:

Print Name:

Position in Group:

Is your Application complete?

Have you completed all questions? **Yes / No**

Have you provided a copy of your Organisations Accounts **Yes / No**

(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

Is the application form signed in all the required places **Yes / No**

Start Up Grant Applicants - Have you provided a copy of;

- bank statement/s **Yes / No**
- The groups adopted Constitution **Yes / No**
- A Business Plan or similar **Yes / No**

Youth Groups (or those working with vulnerable people) -Have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders **Yes / No**
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders **Yes / No**
- Safeguarding Policy **Yes / No**
- Evidence of Membership with Youth Organisations* **Yes / No**