



Mid Sussex District Council

GRANT APPLICATION FORM

Please read the Guidance Notes carefully before completing this form. Please write clearly in black ink or type, sign the form and contract and return it with your supporting documentation to the address detailed at the end of the form. If you are applying for less than £500 you only need to complete the highlighted questions 1-5, 11-15 and 20-24.

Q1 - What type of grant you are applying for?	
Community and Economic Development Grant	<input type="checkbox"/>
Facility Grant	<input type="checkbox"/>
Spotlight Grant (September round only)	<input type="checkbox"/>
Partnership Agreements (selected partners)	<input type="checkbox"/>

ABOUT YOUR ORGANISATION
Q2 - Contact Details
Name of Organisation:
Address of Organisation:
Telephone Number:
Email:
Web address:
Name of Main Contact:
Position in Organisation:
Correspondence Address (if different from above):
Telephone Number:
Email:
Chairpersons Name:
Chairperson's Address:
Chairperson's Telephone Number:
Chairperson's Email:

ABOUT YOUR ORGANISATION

Treasurer's Name:

Treasurer's Address:

Treasurer's Telephone Number:

Treasurer's Email:

Q3 - Briefly describe the activities/services provided by your organisation

Q4 - Are you a voluntary or community organisation, town or parish council?

Is your organisation:

(a) An unincorporated association? Yes / No

(b) A charitable trust? / CIC/ CIO? Yes / No

If yes please give charity no:

(c) A company limited by guarantee? Yes / No

If yes, please give registered company no

(d) A town or parish Council? Yes / No

(e) Other Yes / No

Please specify

Please note: to apply for a grant your organisation must have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).

Please submit a copy of your governing document with your application.

Q5 - When did your organisation start?

Month.....Year.....

ABOUT YOUR ORGANISATION

Q6 - How many people are involved in the running of your organisation?

Management Committee / Trustee Board Members

Paid Staff

Volunteers

Q7 - How do people take part or join your organisation?

Does your organisation have an Equal Opportunities Policy Yes / No

Please submit a copy of your Equal Opportunities Policy with your application.

How many members / service users do you have?

Does your organisation have a membership scheme? Yes / No

If yes, what are your current membership fees?

Do you charge for activities? Yes / No

If yes, how much do you charge?

Q8 - Are there similar groups providing the same or similar services / activities in Mid Sussex?

Yes / No

If yes, do you have any links with them and have you worked with them on successful projects in the past?

.....

.....

Q9 - Is your organisation a member of a National Body or Institution?

Yes / No

If yes please give details

Q10 - Provide the following details from your most recent annual accounts.

Please submit copies of your last two years Annual Accounts and a recent bank statement with your application.

(If your organisation is less than one year old, do not complete this section but please send us a financial projection, then go to Q11)

Account year ending (Day) (Month) (Year)

Total (gross income)

Minus total expenditure

Equals loss / profit for the year

Savings (reserves, cash or investments)	
If your organisation is holding reserves, please tell us for how many months these reserves would sustain your organisation if no further funding was forthcoming:	
Number of months	
Is your organisation VAT Registered?	Yes / No
If yes, please give VAT no.....	

ABOUT YOUR PROJECT

Q11 - What project or activities will take place if you receive a grant?

Q12 - When are you planning for your project or activity to take place?

Start date (month/year)

End date (month/year)

Q13 - Who will benefit from the project?

How many people in Mid Sussex will benefit directly from your project or activity?

What % of your users live in Mid Sussex?

Where do most of the people who will benefit from the project live?

ABOUT YOUR PROJECT

Q14 - Does your project involve work with children, young people under the age of 18 or adults who are vulnerable or at risk?

Yes / No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years - using the Disclosure and Barring System (DBS) <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide safeguarding and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

Yes / No

Please submit a copy of your Safeguarding Policy with your application.

Q15 - How do you know there is demand for your project?

Please provide details of any research, strategic documents or surveys undertaken that demonstrate the need for your project and enclose any statements in support of your application.

Q16 - What outcomes do you hope to achieve?

Outcomes are the results of what you do and the changes your project will make to address the needs you have identified. They tend to be best described by using change words, such as 'reduced', 'increased' and 'improved'.

ABOUT YOUR PROJECT

Q17 - How will you promote and publicise your project?

Q18 - How will you monitor and evaluate the success of your project?
i.e. data collection, surveys and feedback, quality controls

Q19 - Please complete this section if you are applying for help with a Facilities (Capital) Project, if not, go on to Q20

Have you obtained planning permission (if required)? Yes / No

If yes, please give planning reference

Is the building / facility that is the subject of the application leased or owned? Yes / No

If yes, from whom do you lease the premises?

When is your lease due to expire?

We will contact your Parish or Town Council for feedback on your project and local priorities - are they aware of your project proposal? Yes / No

Have you obtained at least two quotations for the equipment or works that are planned to ensure good value for money? Yes / No

Please submit two alternative quotations with your application.

Q20 - Please tell us how your project meets the Council's Priorities
Your project must meet at least one of the Council's Priorities to be considered for a grant, you don't have to tick all four.

Please note: you must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs.

If the total in column A is higher than the total in column B, where is the rest of the funding coming from?

Organisation	Amount	Secured Yes / No
	£	
Totals	£	

Q22 - Please give us your bank or building society account details
Please note: you can only apply for a grant if you have a bank / building society account in the name of your group and you must enclose a recent bank statement.

Your organisation's Account Name

Bank Account Number

Sort Code

Bank/Building Society Name

Bank/ Building Society Address

Q23 - Has your group applied for Mid Sussex District Council funding before?

Name of Project / Activity	Successful Yes / No	Year grant awarded	Amount of Award
			£
			£
			£
			£
			£

Q24 - Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

Monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

A1 Gender

Will your project mostly benefit people of a particular gender?

No Go to A2

Yes Tick one box below

- Male
- Female

A2 Disability

Will your project mostly benefit disabled people?

Yes / No

A3 Age

Will your project mostly benefit people from a particular age group?

No Go to A3

Yes Tick up to two boxes below

- 0-24 years
- 25-64 years
- 65+ years

A4 Religion or belief

Will your project mostly benefit people of a particular religion or belief?

No Go to A5

Yes Tick one box only below

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion

A5 Ethnic background

Will your project mostly benefit people from a particular ethnic background?

No Go to A6

Yes Tick up to three boxes below

White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed/Multiple ethnic groups

- Mixed ethnic background

Asian/Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/Caribbean/Black UK

- African
- Caribbean
- Any other Black/African/Caribbean background

Other ethnic group

- Arab
- Any other ethnic group

A6 Sexual orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

Yes / No

Contract

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and that the application form has not been altered in substance from the original version, and confirm that the enclosures (which we have referred to on the checklist on the back of the application form) are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the organisation will keep to the following terms and conditions. I understand that this is an agreement between the organisation and Mid Sussex District Council ('the Council').

We (meaning the organisation) understand and agree to the following:

1. We will use any grant only for the purpose set out in this application. The letter which tells us about the award will also explain if the Council want us to alter any part of this application or impose upon us any separate conditions of grant.
2. We will not make any major change to the project without first receiving the Council's agreement in writing.
3. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
4. If we obtain funding from another source for the purpose set out in this application, we will inform the Council immediately. We understand that we might need to repay all or part of the award in these circumstances.
5. If we receive a grant for a pilot project, we understand that the Council will not automatically fund any later projects.
6. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Council's agreement in writing.
7. We will comply with any relevant legislation affecting the way we carry out our project.
8. We will take all reasonable steps to ensure the safety of children, young people or vulnerable adults. We will have an appropriate written safeguarding policy and set of procedures in place, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
9. We will acknowledge the Council's grant in any project publicity and in our annual report and accounts which cover the period of the grant. Use of the MSDC logo will be in accordance with the Council's Corporate Identity Visual Standards. We will supply copies of these documents to the Council if requested.
10. We will provide additional information and photographs if requested to enable the Council to publicise the award. We will inform the Council of any situation where confidentiality is a particular issue. The Council can use our name and the name of our project in its own publicity materials.

11. We agree in accordance with the Data Protection Act 1998 to obtain permission from individuals or their parents / guardians if they are under the age of 16, to hold, publish and share their photo images with the Council who may also use them in their own publicity materials.
12. We understand that in respect of capital projects for which the Council has awarded funding, grants will be subject to having either a freehold or leasehold interest in the land or property, with not less than 14 years of the contractual term remaining on any lease, in favour of the organisation. If necessary, planning permission and/ or building regulation approval will be obtained for the Project, ideally using the Council's Building Control Service. We will make new or upgraded community facilities available for use by the public and other organisations for at least 25% of the operating hours, unless otherwise agreed or stipulated by the Council.
13. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the Council's agreement in writing. If we sell any equipment or assets, we may have to pay the Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the Council.
14. We will inform the Council of any changes to our bank or building society account.
15. We will spend the grant within one year of the date of the award letter, unless otherwise agreed with the Council.
16. We will monitor the success of the project and complete the End of Grant Report within one year of the date of the award letter.
17. If we do not spend the entire grant within one year of the award letter, we will promptly return the unspent amount to the Council, unless an extension is agreed by the assessment officer.
18. We understand that the Council will not increase the grant if we overspend.
19. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the Council if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
20. The Council may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
 - If we fail to keep to this contract in any way;
 - If the application form was completed dishonestly or the supporting documents give false or misleading information;
 - If we do not follow equal opportunities practice in employing people, recruiting members and providing our services;
 - If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
 - If we fail to complete the project within one year, unless otherwise agreed with the Council;

- If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors.

These terms and conditions will apply until we have spent all the grant and until the Council has received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Name

Position in Organisation

Signed

Date

This must be signed by the person named in Question 2 and Q24.

The information you have provided will be used for the administration of discretionary grant applications and awards and for statistical purposes. Information will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District Council will not supply information to any other organisation or individual, except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

What to send with your application

Important!

Mid Sussex District Council will only process your grant application if:

- You complete all the relevant questions on the form
- The proper people sign the form and the contract
- You enclose all the necessary documents
- You complete the checklist below

Checklist

- We have answered all the questions on the application form
- The main contact named in Question 2 has signed Question 24 and signed the Contract
- We have enclosed our Constitution, Deed of Trust or set of rules
- We have enclosed our last two years Annual Accounts, or Financial Projection (unless seeking a Partnership Agreement - see below)
- We have enclosed all recent bank statements (including current and investment)
- We have made a copy of this application to keep for our reference
- We have enclosed a copy of our Equal Opportunities Statement
- We have enclosed a copy of our Safeguarding Policy (if applicable), see Question 14
- If the project involves the purchase of a piece of equipment, we enclose two alternative quotations

In addition:

For Facility (Capital) Projects only

- We have enclosed two quotations for the works
- If the project concerns works to buildings or facilities we have enclosed proof of freehold ownership, or security of tenure for at least 14 years
- We have enclosed copies of any planning consents required for the project
- We have enclosed any feedback we have already received for this application from our local parish or town council

For Partnership Agreements only

- We have enclosed our last three years Annual Accounts
- We have enclosed our Business Plan covering the period for which we are seeking funding
- We have enclosed the latest copy of our Annual Report

Please return the application form, contract and all supporting information to the:

Community Leisure Officer,
Mid Sussex District Council, Oaklands,
Haywards Heath,
West Sussex,
RH16 1SS.
Email: elaine.clarke@midsussex.gov.uk
Tel: 01444 477275

Note: If you have submitted your application by email and the supporting documentation is not available electronically it must be received by post or delivered by hand within two weeks or the application will not be accepted.