

UKSPF / REPF Community Grant Application Form 2024-2025

1. Basic Details

Name of organisation:	
Address of organisation:	
Organisation type: <i>charities, community interest companies, social enterprises, local authorities, parish councils and constituted community and voluntary groups</i> <i>(private sector companies will also be considered, where the project can demonstrate a considerable community benefit)</i>	
Registered charity number (if applicable)	
Date of application:	
Amount requested (£):	

2. Required Documentation

All applicants need to provide additional information and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply if requested by the Council.

If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.

Document	Provided
Two most recent bank statements for ALL your organisation's bank accounts (these must be submitted with your application)	Yes / No
Working with children / adults at risk safeguarding policy or policies (this information must be submitted with your application if your project involves working with children and / or adults at risk)	Yes / No
If your project does involve working with children or adults at risk, are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place?	Yes / No

✓	Please indicate which of the following documents your organisation has. At least one of these documents must be attached to your application.
	Constitution
	Set of Rules
	Terms of Reference
	Articles of Association
	Other (Please State):

If you are not able to provide one or more of the documents listed above, please explain why:

3. Your Organisation

Please provide a brief summary of the services normally delivered by your organisation and what are your main objectives, including:

- The types and number of service users you support
- If your project supports people from a specific ward / area in Melton
- What specific issues you aim to address through your services
- Volunteers and / or staff needed to deliver services

4. Your Project

Which of the following priorities does your project support?

Grant funding for creation and improvements to local rural green spaces

Grant funding for impactful volunteering and social action projects to develop social and human capital in local places

a) Describe the project you would like us to fund, including:

- What is the project?
- Who will deliver the project (for example, staff, volunteers, facilitator and their qualifications, if applicable)
- Number of people and brief description of your targeted audience/profile who will benefit (for example, age group, personal needs, locality)
- Where the project be?
- What measures will be in place to sustain the project after the funding (for example, running costs, maintenance)
- Any organisations you are working with in partnership on this project

b) Please explain how you have identified the need(s) for your project, including:

- **Consultation with beneficiaries / stakeholders**
- **How you have identified demand**
- **How your project is different from other similar provision**

c) Please provide information as to how your project can achieve one or more of the outputs shown below:

- Improve perception of facility or infrastructure project,
- Improve perception of facilities or amenities,
- Improve perceived or experienced accessibility,
- Increase footfall,
- Increase visitor numbers,
- Improve engagement numbers,
- Improve perception of local facilities or amenities,
- Increase volunteering numbers as a result of support.

5. Financial information

Project Costs

Please list the costs of the whole project (please add extra rows if you need to)

Description	Amount (£)
Total Project Costs:	

Additional financial information
b) How will you cover the shortfall if you are not awarded the full amount being requested through the Grant Funding?
c) Please provide a breakdown of ALL your current bank balances, to include: <ul style="list-style-type: none">• Current level of reserves• Restricted funds• Ring-fenced expenditure• Surplus funds
d) How does your application demonstrate value for money?

6. Project time scale

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone

7. Applicant details

Name:	
Position in organisation:	
Telephone number:	
Email:	
Address:	

8. Declaration

I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. Should we be awarded a grant we will make Melton Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be successful, the grant will only be used for the purpose(s) specified in the grant offer letter.

Signature:	
Name:	
Date:	

9. Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer -

<https://www.melton.gov.uk/your-council/data-security-and-access/privacy-notices/>