



## Community Grants Scheme

### Application Form – Revised March 2016

Please ensure that you have read the Guidance Notes and Criteria before completing this form

#### **Contact details**

Name of organisation applying

Contact Name

Position in the organisation

Address

Post code:

Contact telephone number

E-mail address

How would you describe your organisation? e.g. Self Help, Registered Charity, Registered Company, Social Enterprise, other

Please specify:

Registered Charity No:

Please summarise the main aims and objectives of your organisation:

#### **About the Project**

Q.1 What will you use the grant for?

Q.2 Does your project include the replacement of property, vehicles or equipment? **Yes/No**  
If yes, please provide the following information:

What are you replacing?

How old is the property, vehicle or equipment you are replacing?

Please provide evidence: e.g. invoices, reports, minutes to demonstrate the maintenance regime that has been in place for these items.

Q.3 Where will the project take place (location within Rother)?

**Please include any photographs, maps or sketches relating to the project.**

Q.4 Who will benefit from this project (names of groups, numbers and ages)?

Please send any letters of support from community groups supporting the project (e.g from the Town or Parish Council, local school, clubs and societies).

Q.5 Is planning permission required to undertake this project? **Yes/No**

If yes please send a copy of the planning permission.

Q.6 Is this project identified in your Parish or Town's Local Action Plan? **Yes /No / There is no plan** (delete as appropriate)

If yes, please enclose a copy of the Local Action Plan and highlight where the project is identified. If no please send any evidence of the need for this project in the community.

Q.7 Have you received grant aid from Rother District Council in previous years? **Yes/No**

If yes, please give details of dates and amounts of any grants received over the last three financial years.



Q.11 Are you able to reclaim VAT?

Yes/No

Q.12 How much has your organisation committed to the Project?

£

Q.13 List **any other** sources of funding (**do not include your own organisation's amount**)

Source	Amount (£)	Confirmed (✓)	Received (✓)

**Please send us copies of all your grant awards.**

Q.14 How much are you requesting from Rother District Council?

£

Q.15 For on-going smaller projects/schemes under £10,000 please explain how you will sustain it following the award of the grant?

**NOTE:** For projects/schemes over £10,000 please include your business plan. Large capital projects over £300,000 cannot be considered under this grant scheme and a separate application will need to be made to the Council.

Q.16 All applications need to be considered by the local Rother Ward Members/s (Councillor/s). The District is served by 38 Councillors representing 20 Wards, their contact information can be found on the Council's website.

Please provide the signature of the Ward Member/s in the box below with their written observations

Signature of Rother Ward Member/s:

Name (please print):

Written observations by Rother Ward Member/s

Q.17 If your project benefits residents in Battle and Rye towns or outside of Bexhill, please provide the signature of the Town/Parish Clerk in the box below with their written observations

Signature of Town/Parish Clerk:
Name (please print):
Written observations by Town/Parish Clerk:

If successful, we will require your bank details in order to pay the grant. Please supply the following information:

Organisation/group name on the account	
Account Number	
Sort Code	
Name of Bank/Building Society	
Bank/Building Society address (inc post code)	

Signed: .....

Print name: ..... Date: .....

Position: .....

**PLEASE NOTE; Your application will not be considered and will be returned to you unless all relevant documents are provided and all sections of the application are completed (please see and complete Checklist below)**

**Checklist**

<b>Have you remembered to include:</b>	✓
Budget estimates/breakdown of costs involved to undertake any work associated with your project/scheme	
Bank details included on application form (name of bank/building society, account number, and sort code)	
Photographs, maps or sketches relating to the project	
Letters of support from community groups supporting the project	
Copy of Planning Permission (if required)	
A copy of your Local Action Plan (Town/Parish Plan) evidencing the project	
Estimates to undertake any work associated with your project/scheme	
Copies of confirmed sources of funding (e.g. copy of a letter from Awards for All)	

Business Plan (for total project costs over £10,000)	
Project management and sustainability (for total project costs over £10,000)	
A recent set of accounts, if available (for total project costs over £10,000)	
A copy of your constitution	
Child Protection Policy for all projects/schemes involving young people (if applic)	
Equalities Impact Assessment	
Health and Safety assessments, where appropriate	
Accessibility Audit	
Project/scheme supported by local Ward Member/s, including signature and observations	
Project/scheme supported by local Town/Parish Council, including signature and observations	

Please send the completed application form to:

Community Grants Scheme  
 Programme & Policy Office  
 Community & Economy Service Area  
 Rother District Council  
 Town Hall  
 Bexhill on Sea  
 East Sussex, TN39 3JX

Or email it to: [communitygrants@rother.gov.uk](mailto:communitygrants@rother.gov.uk)

**This information can be made available in large print, Braille, audiotape/CD or in another language upon request.**

**Please use the contact email above should you require this.**

For Office use only:

Date received by RDC: \_\_\_\_\_ CS/MK \_\_\_\_\_  
 Date acknowledgment sent: \_\_\_\_\_  
 Date considered by Grants Panel \_\_\_\_\_  
 Recommended for Cabinet approval Yes/No If no, date refusal letter sent \_\_\_\_\_  
 Date approved by Cabinet \_\_\_\_\_  
 Date conditions letter sent \_\_\_\_\_