

SPECIAL GRANT FUNDING SCHEME

This application form should be completed in conjunction with the guidelines attached

SECTION 1 – CONTACT DETAILS *(To be completed by all applicants)*

1.1	Organisation/Club name:	
	Address:	
	Main contact for this application:	
	Contact address:	
	Tel. No:	
	Email:	

2. SECTION 2 - ORGANISATION/CLUB PROFILE:

2.1	How would you describe your organisation? Please tick all boxes that apply	
	Registered Charity <input type="checkbox"/> Voluntary Organisation <input type="checkbox"/> Community Group <input type="checkbox"/> Not-for-profit Organisation <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Other <input type="checkbox"/> <i>Please describe:</i> <input style="width: 500px; height: 20px;" type="text"/> If registered charity please supply number <input style="width: 400px; height: 20px;" type="text"/>	
2.2	How long has your Club/Organisation been in existence?	
2.3	Does your Club/Organisation:	Own its own land/premises/facilities <input type="checkbox"/> Lease the land/premises/facilities <input type="checkbox"/> Hire private land/premises/facilities <input type="checkbox"/> Hire local Authority land/premises/facilities <input type="checkbox"/>
2.4	If you are a Sports Club – is/has your Club:	<i>registered on the Cheshire East database</i> <input type="checkbox"/> <i>a member of C&N Sports Council</i> <input type="checkbox"/> <i>achieved an NGB or Sport England Kite Mark</i> <input type="checkbox"/> <i>achieved an NGB or Sport England Kite Mark</i> <input type="checkbox"/>

2.5	Organisation Objectives:
2.6	Organisation Structure: e.g. Committee etc
2.7	Description of Activities and facilities:
2.8	How many residents currently use your facilities:

3.0	SECTION 3 - YOUR PROJECT:	
3.1	Date of Anticipated start date of project:	
3.2	Briefly describe what you want to do:	
3.3	Utilisation (estimate how many people will use the facilities and how often – is there a need?)	

3.4	Feasibility statement i.e. can you provide any evidence that the project will be successful and achieve its objectives?
3.5	Attach details of location, copies of plans, planning applications and other relevant documentation
3.6	Attach a project plan with timescales and the project management and reporting structure
3.7	Attach details of your contingency funding and planning
3.8	Benefits
a	Describe the benefits of the project to the community
b	Will there be benefits to the wider population? – please describe
c	Will any other local organisations or businesses benefit? – please describe
d	Will the completed undertaking provide any local jobs? – please describe

SECTION 4 – PROJECTED EXPENDITURE

4.1	Please estimate your total project costs and enclose quotes/estimates for each item to be purchased (It may be more convenient to supply this information separately)	
	Materials	£
	Labour	£
	Furniture, fixtures & fittings	£
	Equipment purchase	£
	Other (<i>details</i>)	£
	Total cost:	£
	Own existing funds/fundraising	£
	Cheshire East/Sports Council	£
	Lottery (Awards for all etc)	£
	Other (grants, sponsorship etc) please give name of funder(s)	£
	Total Grant required from Odd Rode Council	£

4.2	Please state Organisation's Bank Account name: <i>(who cheque should be addressed to)</i>	
4.3	Is your Club/Organisation VAT registered?	<i>Please circle:</i> YES NO

SECTION 5 – MONITORING SUPPLEMENT

Please do your best to answer the questions in this section as accurately as you can. You **must** complete these questions as they provide us with important information about the people who will benefit from your project/proposal. This information is being collected in order to monitor the Community Grant for equal opportunity and also to help us evaluate the success of the fund so that we can report back to the Council.

5.1	Facility: If you are a village hall, community centre or other community facility, please tell us which groups use your premises for their activities
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5.2	Project: How many people will benefit from your project?					
		Current	Forecast		Current	Forecast
	Boys up to 10	<input type="checkbox"/>	<input type="checkbox"/>	Girls up to 10	<input type="checkbox"/>	<input type="checkbox"/>
	Boys up to 11-16	<input type="checkbox"/>	<input type="checkbox"/>	Girls up to 11-16	<input type="checkbox"/>	<input type="checkbox"/>
	Adult males	<input type="checkbox"/>	<input type="checkbox"/>	Adult females	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled males	<input type="checkbox"/>	<input type="checkbox"/>	Disabled females	<input type="checkbox"/>	<input type="checkbox"/>
	Males from BME groups	<input type="checkbox"/>	<input type="checkbox"/>	Females from BME groups	<input type="checkbox"/>	<input type="checkbox"/>
Male coaches/officials	<input type="checkbox"/>	<input type="checkbox"/>	Female coaches/officials	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Please tell us which geographical area will benefit most from your project (ward/village).					

SECTION 6 - SUPPORTING DOCUMENTATION

*Please supply the following documents when you submit your application. **If you do not supply these documents, we will not be able to process your application.** Please tick the boxes to show which documents you have attached to this application*

Annual Accounts/Income-Expenditure	<input type="checkbox"/>	Safeguarding Children Policy*	<input type="checkbox"/>
Copy of your constitution	<input type="checkbox"/>	Quotes/Estimates for equipment**	<input type="checkbox"/>
Planning Permission**	<input type="checkbox"/>	Project plan/Management structure	<input type="checkbox"/>
Contingency plan	<input type="checkbox"/>	Adult Protection Policy	<input type="checkbox"/>

* *You must have SCP specific to your club where children and young people are involved*

** *If applicable*

SECTION 7 – CONDITIONS

Your organisation/group must acknowledge the support of Odd Rode Parish Council in all written materials, press releases, publicity and advertising for your project.

Your organisation/group must supply receipts/invoices and a written report of the project (plus photographs if possible) on completion, detailing the outcomes and benefits to the community

No expenditure can be incurred on this project prior to the grant decision being given.

SECTION 8 - DECLARATION

I hereby certify that, to the best of my knowledge, all the information contained within this application is correct and that no expenditure will be incurred on this project prior to the outcome of this application being known.

1st signature:

Position in org./group:

Date:

2nd signature:

Position in org./group:

Date:

Signature and Title of Independent Referee:

Date:

SUBMITTING YOUR APPLICATION - Please make sure that you have enclosed all the supporting documents requested in Section 6 and return your completed form to:

The Clerk, Odd Rode Parish Council, Cuttleford Farm, Newcastle Road, Moreton, Congleton, Cheshire, CW12 4SD

Tel: 01260 291592; email: RonSherwin@btconnect.com

COMPLETED APPLICATIONS MUST BE SUBMITTED BY: 31st October 2010

Applicants will be notified of the Council's decision by 14th January 2011

Should you require further information on completing the application please use the above contact details.