

New Homes Bonus Community Fund Application Form

This application form should be completed in conjunction with the Guidance Notes

	Minimum Grant	Amount Applied for
New Homes Bonus Community Fund	£10,000	

1. Contact Details

Organisation name:	
Address:	
	Postcode:
Main contact for this application (name):	
Position in organisation:	
Contact address (if different from above):	
	Postcode:
Telephone No:	
Email:	
Website:	
Senior contact for this application (name):	
This must be your chair, secretary, treasurer or a senior member of your management committee and different from above.	
Contact address	
	Postcode:
Telephone No:	
Email:	
Position in organisation:	

2. Organisation Profile

How would you describe your organisation? Please tick all boxes that apply

Registered Charity Voluntary Organisation Community Group Local Council

Please supply your Registration Number

Company Limited by Guarantee Not-for-Profit Organisation Social Enterprise

Other Please describe:

When was your organisation established?

What are the aims, objectives and purpose of your organisation?

Does your organisation:
Own its own land/premises/facilities
Hire private land/premises/facilities
Hire local authority land/premises/facilities
Lease the land/premises/facilities (please give details of lease expiry date/length of lease below)

How many people are involved in your organisation? (include your committee, staff and members in this figure)
Number of paid staff Full time Part time Casual
Number of unpaid staff/volunteers Full time Part time Casual
Number of members / participants Total

3. Previous Funding

Has your organisation received a grant or other funding from Cheshire East Council before?
Yes No
If yes, please state what the grant was for, when it was awarded and how much was awarded.
Type of grant or funding: _____ Date awarded: _____ Amount £ _____

How did you hear about the New Homes Bonus Fund?

4. Your Project

Start date of project: _____ Proposed completion date of project: _____

Name of project: Maximum 10 words _____

Briefly describe your proposed project, what you hope to achieve and how it will extend / develop community activity:

Have you included a copy of your business / project plan? Yes No

Summarise the objectives, outcomes and targets you expect the project to achieve. You will need to demonstrate how your project meets Cheshire East Council's strategic outcomes as set out in the Policy for the New Homes Bonus community Fund

Aims / Objectives <i>i.e. provide greater facilities for children in the community</i>	Outcomes <i>i.e. installation of a piece of play equipment</i>	Measurable target <i>i.e. increased number of children using the facility</i>

How will your project demonstrate added value for money such as collaboration with other areas or partners, additional funding sources, provides a cost effective alternative to current arrangements etc.

Will you be delivering this project? Yes No

If no, who is your delivery partner? (include full contact details)

Will your project involve volunteers? Yes No

If volunteers will be involved in your project, what will their role be?

How have you consulted with users and / or the wider community regarding your project and what evidence do you have to establish the need for your project? Does your project link to a neighbourhood action plan, parish plan, neighbourhood plan, JSNA, community survey, feasibility study etc.

If there is a balance outstanding or you are not awarded the full amount requested from the New Homes Bonus Fund please state how the shortfall will be covered or whether the project will be delayed:

If you receive all of your expected income which then exceeds your total project costs, or you make a profit, please state how this surplus will be spent:

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

Account Year Ending:

Total Income for the year

£

Total expenditure for the year

£

Surplus or deficit

£

Total savings or reserves at bank at year end
(please state what reserves are held for)

£

Please state organisation's bank account name,
sort code and account number:

If your organisation is VAT registered please supply your VAT
number

6. Your Project Beneficiaries

Please tell us the total number of people you expect to benefit from your project and who will benefit most i.e. is your project aimed primarily at children:

Please tell us which geographical area will benefit most from your project (town/village).

Does your organisation restrict access on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation?

Yes No

If yes, please give us more information about why you restrict access:

This information is for data collection purposes only and will not be used to assess your application unless you unfairly restrict access to your organisation or activity.

7. Supporting Documentation

Please tick if you have the following documents. You do not need to send these documents in with your application, apart from your Governing Document and Safeguarding Policies, but we may request copies at a later date.

Up to date Annual accounts	<input type="checkbox"/>	Safeguarding Policies	<input type="checkbox"/>
Copy of your Governing Document (signed)	<input type="checkbox"/>	Quotes/Estimates for equipment	<input type="checkbox"/>
Planning Permission	<input type="checkbox"/>	Affiliation to a Governing Body	<input type="checkbox"/>
Disclosure and Barring Service Checks	<input type="checkbox"/>	Equalities and Inclusion Policy	<input type="checkbox"/>
Business / Project Plan	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>
Evidence of community support / consultation	<input type="checkbox"/>	Risk Assessment	<input type="checkbox"/>

8. Data Protection

Please ensure that you read this section before submitting your application.

Part or all of the information you supply to us will be held on computer. This information will be used for the administration of grant applications and for statistical analysis. Copies of this information will be given, where necessary, to individuals we consult with when assessing applications and for monitoring grants. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.

We would like to contact you from time-to-time to provide information relevant to you such as funding bulletins and our newsletter. The General Data Protection Regulation requires us to ask for consent to contact you by email. If you are happy for us to do this please tick this box If you do not tick this box we will not include your details on our database.

9. Declaration

I hereby certify that to the best of my knowledge all the information contained within this application is correct and I confirm that I understand, agree and accept the terms and conditions of the grant as set out in the Policy for the New Homes Bonus Community Fund Scheme.

1st Signature:
Date:

Position in organisation:

2nd Signature:
Date:

Position in organisation:

Before submitting your application you must tick all the boxes below to confirm that:

- You have answered all questions on the application form.
- You have included a signed copy of your Governing Document
- You have included copies of your Safeguarding Policies.
- You have included relevant quotes / estimates.
- You (the main contact named in section 1 of this application form) are authorised to apply for a grant from Cheshire East Council on behalf of your organisation.
- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay the grant to the Council.
- If we make a conditional offer to your organisation you will supply all relevant documents or information within 20 working days and accept that we may withdraw the grant offer if this is not adhered to.
- You have read and are able to comply with the terms and conditions of the grant, which are the terms and conditions set out in the Policy for the New Homes Bonus Community Fund, and further that you understand that any grant offer will be made subject to your confirming that you understand, agree and accept those terms and conditions.

Application forms should be returned:

By post:

New Homes Bonus, Cheshire East Council, Municipal Buildings, Earle Street, Crewe, CW1 2BJ.

By email:

nhb@cheshireeast.gov.uk

If you have any questions concerning your application please visit www.cheshireeast.gov.uk/tbc, use the contact details above or phone 01270 685809.

Closing date for receipt of applications is 31st December 2018