**Civic Pride Fund Application Form**

**Individuals and Informal groups**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | |
| **1** | Are you applying as an individual or on behalf of an informal group? | | Individual  Informal group | | | | | | |
| **2** | Please state the names of individual(s) applying or name of group | |  |  | | | | | |
| **3** | Name of person responsible for delivering project | |  |  | | | | | |
| **ABOUT YOUR PROJECT** | | | | | | | | | |
| **4** | Name of the project |  | | | | | | | |
| **5** | Is this a new project or an existing project? |  | | | | | | | |
| **6** | Describe your project |  | | | | | | | |
| **7** | Who will manage and be involved in the delivery of your project? |  | | | | | | | |
| **8** | Where will your project take place and who will benefit from it? |  | | | | | | | |
| **9** | Will your project be working with children, young people or adults at risk? | Yes  No | | | | | | | |
| **10** | Are there any conflicts of interest involved with carrying out this project? |  | | | | | | | |
| **11** | Does your project require permission from a third party and if so, has this been obtained? |  | | | | | | | |
| **12** | Has a risk assessment been conducted? If so, please provide a copy. (see guidance notes for more details) |  | | | | | | | |
| **13** | Does your project require insurance and if so, has this been obtained? Please provide a copy. |  | | | | | | | |
| **14** | Which of the Civic Pride Fund priorities does your application meet? | **Priority 1: Building Capacity in our community**  **Priority 2: A borough to be proud of** | | | | | **Priority 3: Town and Neighbourhood Centre Initiatives**  **Priority 4: Sport Initiatives** | | |
| **15** | How will your project contribute to the Civic Pride Fund priorities you have identified? |  | | | | | | | |
| **16** | Explain how you know that people in your community want this project.  What evidence have you collected to demonstrate that there is a need for this project? |  | | | | | | | |
| **17** | How will this project support the Council’s [Climate Change Strategy and Action Plan](https://www.richmond.gov.uk/news/press_office/campaigns_and_events/climate_emergency/how_we_can_tackle_climate_change#strat)? |  | | | | | | | |
| **18** | What is the estimated start and finish date for the project?  Please include the key stages and “milestones” in running this project. |  | | | | | | | |
| **FINANCIAL INFORMATION** | | | | | | | | | |
| **19** | How much is your project going to cost and how much do you need from the Civic Pride Fund?  Please provide a breakdown of costs in the Budget Table below. | | | | | | | | |
| **Expenditure Item**  e.g. sessional playworker £15 per hour x 30 | | **Income** | | | **Expenditure** | | | | |
| **Total Project Income** | | | **Total Project Cost**  (Cost of Item) | **Match funding** including other grants & fundraising (cash) | | **Match funding (in-kind)**  See guidance notes | **Amount requested from the Civic Pride Fund** |
| e.g. ticket sales £10 per ticket x 30 people | | 300 | | |  |  | |  |  |
| e.g. sessional playworker £15 per hour x 30 hours | |  | | | 450 |  | |  | 450 |
|  | |  | | |  |  | |  |  |
|  | |  | | |  |  | |  |  |
|  | |  | | |  |  | |  |  |
|  | |  | | |  |  | |  |  |
| **Total** | |  | | |  |  | |  |  |
| **20** | Does your group have a bank account in the name of the organisation / project with two separate signatories | **Yes**  **No** | | | | | | | |
| **21** | Why do you need funding from the Civic Pride Fund? What other funders have you applied to and what is the response? |  | | | | | | | |
| **22** | If the project will continue beyond the timescale for which you are applying for a grant, how will you fund this? |  | | | | | | | |
| **23** | Where did you find out about the Civic Pride Fund? |  | | | | | | | |
| **CONTACT INFORMATION** | | | | | | | | | |
| **24** | Your full name |  | | | | | | | |
| **25** | Role within your organisation e.g. Chair, Co-ordinator (if applicable) |  | | | | | | | |
| **26** | Address |  | | | | | | | |
| **27** | Telephone number |  | | | | | | | |
| **28** | Email address |  | | | | | | | |
| **29** | **Agreement:**  I confirm that the information given is true and correct and I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose, and to repay to the Council any grant money that I may use for any other purpose on demand.  I enclose the following documents:  **Accounts** - If you are an informal group a copy of your current accounts (no more than 12 months old). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months (if available). (If your application is successful, you will be asked to provide evidence of past income and expenditure e.g. bank statements if available). [tick box]  **Safeguarding** - If your project is working with children and/or young people under the age of 18, or with adults at risk, a policy or statement outlining how they will be kept safe. As well as a description of how you will ensure that people who will benefit from your project will be kept safe or a Health and Safety Policy. [tick box]  **Risk Assessment** - identifying any potential issues and posing possible solutions. [tick box]  **Insurance** - If required for the project a copy of the insurance policy.  If the project involves use of private vehicles please submit evidence of ownership of the vehicle, current MOT and insurance. [tick box]  **References** - If you are an individual, please submit details of two referees who know you in a professional capacity e.g. an employer, teacher, medical professional etc. [tick box]  **Photo ID** – for the person responsible for delivering the project along with confirmation of address. [tick box]  Signature ……………………………………………… Date ……………………………………..  You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application. | | | | | | | | |
|  | **Data Privacy Statement**  The contents of this application are protected under the Data Protection Act 2018. Please tick the appropriate statements to give consent:    [  ] I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).    Should your application be successful, your details may be used by the Council for:   * Publicity purposes. * Processing grant agreements, grant monitoring and evaluation and payment administration.     [  ] I consent that the contact details provided may be stored and shared with other Council departments, associated organisations and individuals with a legitimate interest in learning about your work.    [  ] I consent that contact details provided may be stored and shared with other Council departments, for use for promotions, marketing and consultations of future council initiatives.    *More information about the Council’s* [*privacy practices*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.* | | | | | | | | |
|  | **Keeping in touch**  Richmond Council’s Voluntary Sector Team would like to keep in touch with you and provide you with updates and marketing. If you would like to be added to the mailing list please tick here  *You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at* [*voluntarysector@richmond.gov.uk*](mailto:voluntarysector@richmond.gov.uk)*. We will treat your information with respect. More information about the Council’s* [*privacy practices*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.* | | | | | | | | |
|  | **Monitoring and Evaluation**  If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project.  A copy of the monitoring form can be found on the [Civic Pride Fund pages](https://www.richmond.gov.uk/services/voluntary_and_community_sector/voluntary_and_community_sector_support/grants_and_funding/civic_pride_fund/how_to_apply_for_civic_pride_fund). | | | | | | | | |

*Return to Clarinda Chan, Community Grants Officer, Voluntary Sector Team,*

*Email (preferred):* [*civicpride@richmond.gov.uk*](mailto:civicpride@richmond.gov.uk) *Tel: 020 8487 5112*

*First Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ*