**Civic Pride Fund Application Form**

**Constituted Organisations**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABOUT YOUR ORGANISATION** | | | | | | | | | | |
| **1** | Name of organisation | |  | | | | | | | |
| **2** | What is the legal status of your organisation? | |  | Registered Charity | | | Registered Charity No. | | | |
|  | Company limited by guarantee | | | Company Number | | | |
|  | Voluntary Organisation | | | Other (please specify) | | | |
| **3** | Please tell us about the aims and activities of your organisation | |  | | | | | | | |
| **4** | Please state the date of your most recent audited accounts or management accounts | |  | | | | | | | |
| **5** | Please state your income and expenditure for your last financial year | | Income: £  Expenditure: £  Surplus/ - deficit £ | | | | | | | |
| **6** | What reserves does your organisation hold? | | Restricted Funds: £  Unrestricted Funds: £  How many months expenditure do the unrestricted reserves represent? | | | | | | | |
| **7** | If your unrestricted reserves are over 6 months of your running costs please state if you will be making a contribution towards the cost of this project? If you are not able to contribute, please tell us why? | |  | | | | | | | |
| **ABOUT YOUR PROJECT** | | | | | | | | | | |
| **8** | Name of the project |  | | | | | | | | |
| **9** | Is this a new project or an existing project? |  | | | | | | | | |
| **10** | Describe your project |  | | | | | | | | |
| **11** | Who will manage and be involved in the delivery of your project? |  | | | | | | | | |
| **12** | Where will your project take place and who will benefit from it? |  | | | | | | | | |
| **13** | Does your project require permission from a third party and if so, has this been obtained? |  | | | | | | | | |
| **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 organisation 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 |  | | | | | | | | |
| **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:  A copy of my organisation’s constitution or group’s set of rules [tick box]  A copy of my organisation’s audited or management accounts (no more than 12 months old)/ income and expenditure sheet for the past 12 months (if I do not have audited accounts). [tick box]  A safeguarding policy/ statement outlining how children, young people and adults with care and support needs will be kept safe [[1]](#endnote-2) [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 contact details of my organisation 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 of my organisation 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*

1. If your project is working with children and/or young people under the age of 18, or with adults with care and support needs, you will need to supply a policy or statement outlining how they will be kept safe [↑](#endnote-ref-2)