

Grassroots Grants Application Form

Please answer every question in this application. There are advice notes available for each question, but please contact us if there is anything you do not understand, or contact the Outreach Partner for your area.

Checklist

Before you begin you must be able to answer YES to the following questions for us to be able to consider your application.

1. Does your group have a constitution or set of rules?
2. Has your group been in existence for at least 12 months?
3. Does your group have signed accounts for a full year?
4. Is the average of your group's annual income over the last 3 years less than £20,000?
5. Are you based in one of these areas?
Please put a cross in the appropriate box. If your organisation works across two areas, put a cross where the grant would primarily be spent.
 Northumberland South Tyneside North Tyneside
 Sunderland Gateshead Newcastle upon Tyne
6. Do you have a bank account with at least two signatories, who are unrelated?
7. Do you have all the following to send with your application?
 - Latest annual accounts
 - Constitution or set of rules
 - List of Committee members
 - Child Protection or Vulnerable Adult Policy (if applicable)
 - Copies of written estimates or catalogue pages if you want a grant for equipment or capital items

If you cannot answer YES, please contact the Community Foundation or an Outreach Partner before continuing.

Your contacts

Q1 Contact details

Name of organisation
Address
Post code

Q2 First contact person

The first contact person should be someone from your organisation who can discuss the application, and who we can contact during office hours.

Name	
Position in group	
Daytime phone number	Evening phone number
Email address	

Q3 Alternative contact person

Please give an alternative person in case the first person is not available

Name	
Position in group	
Daytime phone number	Evening phone number
Email address	

Your group or organisation

Q4 What type of group are you?

Unregistered community group/club/society Registered charity

Charity No: _____

Other (please state):

Q5 Does your group employ any staff?

Yes No

Q6 How many people are involved in running your group?

Management Committee
members

Volunteers (not including
management committee)

Q7 When did your group start?

Q8 In which town, city or village does your group do all or most of your work?

Q9 What does your group or organisation do, and how many people take part in your group's activities each year?

Q10 What was your organisation's income/expenditure in the last three years?

Financial year	£ Income	£ Expenditure

Q11 Have you ever received grant funding from Grassroots Grants or any other funder?

Yes No

Q12 Have you applied, or are you applying to more than one Local Funder for a Grassroots Grant?

Yes No

Please note you cannot receive more than £5,000 from Grassroots Grants. If you receive more than £5,000 from one or more local funders you will have to return all Grassroots Grants funding over £5,000 to the relevant local funder(s).

The project you are applying for

Q13 Is this application for new work or to continue funding existing work?

New work Existing work

Q14 If you are successful when will the grant be used?

Start date

End date

Q15 Describe the project or activity you want the grant for

Q16 Why is the project needed, and how many people will benefit?

Q17 How will you know if the grant has been a success?

Cost of the project

Q18 How much will the project or activity cost in total?

Q19 Breakdown of the costs

Please list any capital expenditure items (equipment/goods over £1,000) separately.

Item	Total cost £	Request to Grassroots Grants £
Grand totals		

Q20 If you are not applying for the total cost from Grassroots Grants where will the other funding come from? *Please include fees charged to those taking part.*

Funding source	Amount £	Is this funding confirmed?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Things we need to know

Q21 Your bank account

Account name

Bank/Building Society name

Bank/Building Society address
Post code

Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Q22 Please show the ethnic origins of users who will benefit from your project

Please tick all the boxes that apply and also state the percentage of total users that the ethnic groups make up. The total percentage for all ethnic groups should be 100 percent.

Asian or Asian British	<input checked="" type="checkbox"/>	%
Bangladeshi	<input type="checkbox"/>	<input type="text"/>
Indian	<input type="checkbox"/>	<input type="text"/>
Pakistani	<input type="checkbox"/>	<input type="text"/>
Other Asian <i>Please state</i>	<input type="checkbox"/>	<input type="text"/>

Black or Black British	<input checked="" type="checkbox"/>	%
African	<input type="checkbox"/>	<input type="text"/>
Caribbean	<input type="checkbox"/>	<input type="text"/>
Other Black <i>Please state</i>	<input type="checkbox"/>	<input type="text"/>

Dual Ethnicity	<input checked="" type="checkbox"/>	%
Asian and White	<input type="checkbox"/>	<input type="text"/>
Black African and White	<input type="checkbox"/>	<input type="text"/>
Black Caribbean and White	<input type="checkbox"/>	<input type="text"/>
Other Dual Ethnicity <i>Please state</i>	<input type="checkbox"/>	<input type="text"/>

White	<input checked="" type="checkbox"/>	%
British	<input type="checkbox"/>	<input type="text"/>
Irish	<input type="checkbox"/>	<input type="text"/>
European	<input type="checkbox"/>	<input type="text"/>
Other White <i>Please state</i>	<input type="checkbox"/>	<input type="text"/>

	<input checked="" type="checkbox"/>	%
Gypsies and Travellers	<input type="checkbox"/>	<input type="text"/>

If you wish to describe your main beneficiaries' ethnic origin in another way, please do so below, giving the details of the percentage(s) of the total users that the ethnic group(s) make up.

Q23 May we give your group's contact details to the press, TV and radio?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Q24 Where did you learn about Grassroots Grants?
(tick all that apply)

<input type="checkbox"/> Local Press	<input type="checkbox"/> National Press	<input type="checkbox"/> Magazine	<input type="checkbox"/> Leaflet
<input type="checkbox"/> Meeting	<input type="checkbox"/> Radio or TV	<input type="checkbox"/> Word of Mouth	
<input type="checkbox"/> Community Foundation	<input type="checkbox"/> Funding Fair		
<input type="checkbox"/> Community Foundation website	<input type="checkbox"/> Outreach Partner	<input type="checkbox"/> Other	

Q25 Contact details for someone who is willing to be an independent referee for your application if we wish to contact them

Name	
Address	
	Post code
Telephone	Email

Q26 Did an Outreach Partner help you with this application?

Yes No

Declaration

1. I am authorised to make the application on behalf of the organisation
2. I certify that the information in this application is correct
3. If the information in the application changes in any way I will inform the Community Foundation
4. I give permission for the Community Foundation to record details of my organisation electronically *and to share this with the Community Development Fund, the Office of the Third Sector and any organisation who work with us to assess applications and to monitor and support projects*, and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.

Signed	Date
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**Send your completed application with the documents to:
Grassroots Grants,
Community Foundation,
Cale Cross,
156 Pilgrim Street,
Newcastle upon Tyne
NE1 6SU.**

Tel: 0191 222 0945

**You can email your application to:
grassrootsgrants@communityfoundation.org.uk
as long as you can attach all the relevant documents.**

PLEASE KEEP A COPY OF THIS APPLICATION