



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

A better place for supporting communities

# North Norfolk Sustainable Communities Fund



Application Form  
Grants £1,000 to £15,000

1. **Name of Organisation**

2. **Contact Details**

a.	b.
<b>Name of Main Contact (signature on application)</b>	<b>Name of Second Contact</b>
<input type="text"/>	<input type="text"/>
<b>Position in Organisation</b>	<b>Position in Organisation</b>
<input type="text"/>	<input type="text"/>
<b>Telephone Number</b>	<b>Telephone Number</b>
<input type="text"/>	<input type="text"/>
<b>Email Address</b>	<b>Email Address</b>
<input type="text"/>	<input type="text"/>
<b>Postal Address</b>	<b>Postal Address</b>
<input type="text"/>	<input type="text"/>
<b>Postcode</b>	<b>Postcode</b>
<input type="text"/>	<input type="text"/>

**Preferred method of Contact**

**Email**
 **Phone**
 **Post**
 **No Preference**

3. **Tell us about your organisation, is it a**

a.

<b>Local Charity</b>	<b>Charity Number</b>	<input type="text"/>
<b>National Charity</b>	<b>Charity Number</b>	<input type="text"/>

b. **If the organisation is part of a larger regional or national charity please tell us which one**

<b>Does the local organisation have independent control of its finances?</b>	<b>Yes</b>	<b>No</b>
<b>Can the organisation make decisions locally?</b>	<b>Yes</b>	<b>No</b>

**Town or Parish Council**       **Parochial Church Council**

**Voluntary Organisation**       **Community Group / Club**

**Village Hall**       **Sports Club**

**Community Interest Group**      **Registration Number**

**Social Enterprise Company**      **Registration Number**

**c. What are the organisations aims and how is it run?**

--

**d. How many members do you have?**

--

**e. What does the organisation do?**

--

**f. What geographical area does the Organisation cover?**

--

**4. Previous Grants Received from North Norfolk District Council**

**a. Have you received any previous grants from North Norfolk District Council?**

<b>Yes</b>		<b>No</b>	
------------	--	-----------	--

**b. Name of Fund**

--

**c. How much was the grant for?**

--

**d. When did you receive the grant?**

--

**e. What was the grant used for?**

--

**5. The Project**

**a. Which priority area in the North Norfolk District Council Corporate Plan does the project relate to:**

Climate, Coast & the Environment

Quality of Life

**b. What is the name of the project, please describe the project you need funding for?**

**c. How do you know the project is needed?**

**d. What will the project achieve?**

--

**e. What will change as a result of the project?**

--

**f. Who will benefit from the project?**

--

**g. How many people will benefit from the project?**

--

**h. How will they benefit from the project?**

--

<b>i.</b>	<b>When will the project start?</b>	
	<b>Is this date Fixed</b>	<input type="checkbox"/> <b>Flexible</b>
	<b>If the start date is fixed please give the reason</b>	
<b>j.</b>	<b>Where will the project take place?</b>	

**6. Project Costs**

<b>a.</b>	<b>What specifically would a North Norfolk Sustainable Communities Fund grant be used for?</b>	
<b>b.</b>	<b>What is the total cost of the project?</b>	
<b>c.</b>	<b>How much are you applying to the North Norfolk Sustainable Communities Fund for?</b>	

**d. How do you intend to secure the other funding?**

**7. Sustainability**

**a. How will the project help build strong and sustainable communities?**

**b. Will the project continue once the funding ends?**

**Yes**

**No**

**c. How will the project be funded in the future?**

--

**8. Measuring and Monitoring your Project**

**a. Describe how you plan to measure your project outcomes and the difference the project will make.**

--

**b. Describe how you plan to monitor your project outcomes and the difference the project will make.**

--

**9. Publicising and Promoting your Project**

**a. How will you publicise the project?**

--



**b. How will you promote the project?**

--

**10. Have you discussed your application with someone from North Norfolk District Councils Sustainable Communities Fund?  
If Yes please tell us their name,  
if No please contact 01263 516173 or 01263 516248.**

<b>Yes</b>		<b>Name of person spoken to</b>	
<b>No</b>			

## BANK DETAILS.

The Bank account must be in the name of the organisation and not an individual.

The Organisation's account must have signatories from two unrelated people for all transactions

Name of Organisation as appears on Bank Account

Name of Bank / Building Society where account is held

Local Branch Address of Bank / Building Society

Sort Code

		-			-		
--	--	---	--	--	---	--	--

Account Number

--	--	--	--	--	--	--	--	--

## Supporting Documentation Checklist

Applications can only be processed when all of the required documentation has been received. **This must include 2 or 3 photos of the venue, facility or project for which you are seeking funding.**

Please tick to confirm which documents are enclosed with the application. If you are unable to provide any of the required documentation, need any additional support or you have any questions please contact

Sonia Shuter on 01263 516173 or email [sonia.shuter@north-norfolk.gov.uk](mailto:sonia.shuter@north-norfolk.gov.uk)

Document	Yes
Completed Application form hand signed by main contact	
Completed and hand signed Independent Referee form	
Copy of Organisations Constitution / Governing document	
Copy of most recent annual accounts that are independently examined or audited	
Latest bank statement or copy of building society book clearly showing name of account, sort code and account number	
Copy of Equality and Diversity Policy	
Copy of Equal Opportunities Policy	
Copies of any other Policies or Procedures relevant to the project e.g. Safeguarding Vulnerable Adults, Child Protection, Volunteer <b>Please state which policies and procedures are enclosed.</b>	
2 itemised quotes for goods, materials or services on company headed paper (email/web quotes accepted but only if logo and company address is included)	
Evidence of community consultation / support for project	
Evidence of match or other funding	
Copies of planning permission or lease agreement (if relevant)	
Photos of the venue, facility or project requiring funding	

## DECLARATION

Please ensure that you have answered all the questions on the application form and attached all supporting documentation require on the checklist otherwise your application cannot be considered.

- I, as the main contact named in question one of this application form, am authorised to apply for a grant from the North Norfolk Sustainable Communities Grant Fund on behalf of the organisation.
- I understand that if I make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and the organisation could be liable to repay any funding which they may already have received.
- I confirm that the organisation has the legal power to set up and deliver the project described in this application.
- I understand that part or all of the information provided may be held electronically. This information will be used for the administration of applications and grants and for statistical analysis. This information may be shared with individuals or organisations that may be consulted when assessing applications, verifying data and monitoring grants.
- I understand that if information about this application is requested under the Freedom of Information Act that North Norfolk District Council may release it.

<b>Signature</b>	
------------------	--

<b>Print Name</b>	
-------------------	--

<b>Date</b>	
-------------	--

<b>Position</b>	
-----------------	--

### For Office Use Only

<b>Date Received</b>	
<b>File No.</b>	