

North Norfolk Sustainable Communities Fund



Application Form Grants Under £1,000

July 2020

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1. **Name of Organisation**

2. **Contact detail of lead applicant**

Name				
Address				
Postcode				
Telephone				
Email				
Preferred Method of Contact	<input type="checkbox"/> Post	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> No Preference

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

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

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

Does the local organisation have independent control of its finances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can it make decisions locally?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<input type="checkbox"/> Town or Parish Council	<input type="checkbox"/> Parochial Church Council
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<input type="checkbox"/> Voluntary Organisation	<input type="checkbox"/> Community Group / Club
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<input type="checkbox"/> Village Hall	<input type="checkbox"/> Sports Club
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<input type="checkbox"/> Community Interest Group	Registration Number	<input type="text"/>
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<input type="checkbox"/> Social Enterprise Company	Registration Number	<input type="text"/>
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c. What are the organisations aims and how is it run?

**4. Have you received any previous grants from North Norfolk District Council?
(If yes, please tell us from which fund, how much, when and what it was for)**

a.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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. Which priority area in the North Norfolk District Council Corporate Plan does the project relate to:

a.

Climate, Coast & the Environment	<input type="checkbox"/>	Quality of Life	<input type="checkbox"/>
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b. What is the name of the project and what will the funding be used for?

c. How do you know the project is needed?

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6. Project Costs

a. What is the total cost of the project?

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b. How much are you applying to the North Norfolk Sustainable Communities Fund for

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c. How is other funding being secured

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7. Sustainability

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

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b. Will the project continue once the funding ends? Yes No

c. How will it be funded?

8. Please describe how you plan to measure and monitor the difference that your project makes.

9. Please explain how you will publicise and 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 516248.

Yes		Name of person spoken to	
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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

		-			-		
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Account Number

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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

Sharon Garth on 01263 516248 or email supporting.communities@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	
Copies of any relevant Policies or Procedures e.g. Equality and Diversity, Equal Opportunities, Safeguarding Vulnerable Adults, Child Protection, Volunteer Please state which policies and procedures are enclosed.	
Evidence of community consultation / support for project	
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

Signature:	
Print Name	
Date	
Position	
Additional Comments	