

**COMMUNITY DEVELOPMENT FUNDING 2022-23
 GRANT APPLICATION**

Please complete this Application Form in conjunction with the accompanying Guidance Notes.

SECTION 1 – ABOUT YOUR GROUP/ORGANISATION - Must be completed by ALL APPLICANTS

1. Name of Group/Organisation: _____

Address for Correspondence: _____

_____ Postcode: _____

Main Contact Name: _____ Position: _____

Telephone: _____ Email: _____

Legal Status:	Constituted Group/Organisation	<input type="checkbox"/>	Company Ltd by Guarantee	<input type="checkbox"/>
	Charitable Group/Organisation	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

2. Main aim(s) and activities of Group/Organisation:

3. What type of funding is your group/organisation applying for?

Running Costs (Please detail in Section 2)	<input type="checkbox"/>	Project Costs (Please detail in Section 3)	<input type="checkbox"/>
---	--------------------------	---	--------------------------

SECTION 2 – RUNNING COSTS

Questions in this section are **only** to be completed if you are applying for **running costs** for your group / organisation

4. When was your Group / Organisation formed?

Number of Members on your
Committee

Number of Volunteer /
Members

How many people does your group / organisation support?

4.b If you have a community base or hall please answer the following –

What is the approximate footfall through the base/hall for the last 12 months?

What are the opening hours of your base/hall?

5. Please detail what running costs that your group / organisation is applying for and why they are essential for the group.

6. What location is the main catchment area for your group? Please include postcode of area.

7. How does the Community benefit from your group and what do you plan to achieve this year?

8. Please explain what steps your group / organisation will take to be more sustainable in the future.

NOTE: PLEASE ENSURE THAT YOU ALSO COMPLETE SECTIONS 4 and 5

SECTION 3 – ABOUT YOUR PROJECT

Questions in this section are **only** to be completed if you are applying for **project costs**

Please provide the title of your project:

Where will the project be based? (Address incl. postcode)

Project Start Date

Project End Date

9. To help us understand your project, outline the main aims of the project and how you plan to deliver it.

10.What geographic area will benefit from this project (include postcode) and who is your target audience?

11.Please outline the needs within your community for this project and how it will be delivered.

12.What are your expected outcomes and how will this Project benefit the community? (e.g. learn something, bring people together, community cohesion)

NOTE: PLEASE ENSURE THAT YOU ALSO COMPLETE SECTIONS 4 and 5

SECTION 4 – OBJECTIVES OF THE COMMUNITY DEVELOPMENT FUND

Questions in this section are to be completed by **ALL APPLICANTS**.

13. Does your group target poverty and social exclusion?

Yes

No

In what way will your group encourage people to attend and ensure that it is available to everyone?

14. Does your group promote health and wellbeing?

Yes

No

Please outline how your group will encourage and promote health and wellbeing within the community.

15. Does your group promote equality and good relations (Section 75 Legislation)?

Yes

No

How will you ensure the group is open and accessible for everyone to attend and compliant with Section 75 Legislation?

SECTION 5 – COSTS

Questions in this section are to be completed by **ALL APPLICANTS**

16. Please give a detailed breakdown of your projected costs, including details of any other funding you have applied for or secured (costs should incl. VAT where applicable and continue on a separate page if necessary)

ITEM / ELEMENT TO BE FUNDED	Income from other sources – e.g. grants or fund raising	Amount applied from ANDBC (£)
RUNNING COSTS		
e.g. Insurance		
TOTAL AMOUNT		

Total amount requested from Ards and North Down Borough Council for Running Costs

PROJECT COSTS Detail the costs for the project	Income from other sources – e.g. grants or fund raising	Amount applied from ANDBC (£)
e.g. room hire		
TOTAL AMOUNT		

Total amount requested from Ards and North Down Borough Council for Project Costs

17.Please describe any contribution your group/organisation is making towards the running costs / project (financial or in-kind e/g/ money, how many people volunteered and how many hours, materials)?

18.Please explain how value for money will be achieved? (Running Costs and/or project costs)

GOVERNMENT FUNDING DATABASE –

This is a requirement from the Department for Communities.

Have you previously uploaded the following on the Funders Passport? If yes please provide your Unique Reference Number (URN) and ensure your most recent documents have been uploaded to the GFD. _____

However, we do require all applicants to please enclose the following documents with your application.

Essential documentation

- Copy of Constitution or Memorandum of Association
- Most recent AGM Minutes
- List of Office Bearers
- Copy of most recent audited Annual Accounts
- Most recent Bank Statement

Additional documentation

- Details of relevant Insurance relating to the project (where appropriate)
- Child Protection Policy/ Statement (for those Group/Organisations working with children)

We hereby agree that the above documents will be:

- (i) held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period; **Y/N**
- (ii) We agree these documents may be made available to other public sector funders via the GFD. **Y/N**

Applicants need to be aware that Applications will not be reviewed by the Grants Team until after the closing date and time.

We declare that this application is made with the authority and consent of the above organisation and that the information provided is true, accurate and complete.

Please note: **Late or Incomplete applications will not be considered**

Name (in capitals): _____
Position held: _____
Signature (on behalf of the applicant): _____
Date: _____

Name (in capitals): _____
Position held: _____
Signature (on behalf of the applicant): _____
Date: _____

Completed application forms and supporting documentation should be forwarded by no later than: **4.00pm** on **21st FEBRUARY 2022**.

Community Development Manager
Ards and North Down Borough Council
16 South Street
Unit 5 Conway Building
Newtownards
BT23 4JT

Tel no: 0300 013 3333

E-mail – communitygrants@ardsandnorthdown.gov.uk

Freedom of Information

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

Data Protection

Ards and North Down Borough Council values your right to personal privacy. We collect this information solely for the purposes of this application and do not share it with anyone. We comply with the The DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation), ensuring that information is collected fairly and lawfully, is accurate, adequate, secure, up to date and not held any longer than necessary.

For further information our Privacy Statement can be viewed at <https://www.ardsandnorthdown.gov.uk/privacy-and-cookies>

Equality of Opportunity, Section 75 and Good Relations.

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation

- men and women generally
- persons with a disability or without
- persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment and procurement)

CHECKLIST –

Please ensure you have completed all the relevant sections in the above application.

That you have enclosed the essential documentation requested as well as updating the Government Funding Database where the documents can also be viewed –

- Copy of Constitution/Memorandum of Association
- List of Office Bearers
- Copy of most recent annual accounts
- Most recent Bank Statement
- Copy of most recent AGM minutes

Also include if relevant –

- Relevant insurance relating to the project (where appropriate)
- Child protection policy if working with Children