



## Church Hill Big Local Partnership Community Grant Application Form 2018/19

Welcome to the Church Hill Big Local Community Grant form. Church Hill Big Local is a £1m 10-year resident led project to make Church Hill an even better place to live now and in the future. The Community Grant Scheme is a small pot of money for local groups, residents or organisations to apply for.

### The aims of the Church Hill Big Local Community Grant Scheme are:

- To make Church Hill an even better place to live
- To provide more opportunities to those people living or working in Church Hill
- Support the work of Church Hill Big Local and other local organisations who are working for the benefit of the Church Hill community
- Support Church Hill Big Local in delivering on its five priority areas

### Who can apply?

- Residents who live within Church Hill (supported by a local organisation)
- Community groups that operate in Church Hill and who benefit the local community
- Organisations that provide services and activities for residents of Church Hill

### How much can be applied for?

Grant Fund Available	Funding Priorities (our five priority areas)
<b><u>Maximum Grant of up to <span style="color: red;">£250.00</span> for each project</u></b>	<ul style="list-style-type: none"> <li>• Improving the environment</li> <li>• Raising Community Spirit</li> <li>• Supporting Older People</li> <li>• Developing Opportunities for Young People</li> <li>• Developing Opportunities for Children</li> </ul>

### How to apply:

Please complete this form and send back (with any requested supporting documents) via post to **Grant Applications, Church Hill Big Local, Willow Trees Community Centre, Loxley Close, Church Hill, Redditch, B98 9JL**. Alternatively, completed forms can be emailed to [chris@churchhillbiglocal.org.uk](mailto:chris@churchhillbiglocal.org.uk)

**All forms must be received by us no later than 12noon on 12<sup>th</sup> December 2018. We regret any applications received after this date are unlikely to be considered.**



### How decisions are made:

- Once the deadline has passed, all completed applications will be submitted to a panel of CHBLP Board members for consideration.
- A shortlist of successful applications will be drawn up.
- Shortlisted applicants may be invited to meet the panel to discuss their application in more detail.
- Applicants who are unsuccessful will be contacted and offered feedback on how to strengthen future applications.
- We aim to contact **all** applicants within 4 weeks of the Grant Scheme deadline with a decision on the outcome of their application.
- All successful applicants will be subject to monitoring and submission of some evidence of how the grant has been spent. This will be explained further in the reward letter.

### How to find out more information:

- Not sure if your project qualifies to receive a grant?
- Need help filling in the form?
- Have any questions about the application process?

If you have any of the above questions or any other queries please do not hesitate to contact Chris Thomas on 07577 475331/(01527) 962800 or [chris@churchhillbiglocal.org.uk](mailto:chris@churchhillbiglocal.org.uk)

## CHBLP Community Grant Form 2018/19

1. Applicant Details	
Name of group/organisation/individual applying	
Contact Name (if different from above)	
Address (including post code)	
Telephone Number	
Email Address	
Website (if you have one)	

2. What type of group/organisation is yours? (please tick all that apply)		
Registered Charity	<input type="checkbox"/>	Charity Number:
Company Limited by Guarantee	<input type="checkbox"/>	Company Number:
Community Group	<input type="checkbox"/>	Constituted Voluntary Organisation <input type="checkbox"/>
Other	<input type="checkbox"/>	Please explain:

3. Briefly, what does your group/organisation do and who does it benefit? (Must be Church Hill residents)

4. How much are you applying for? (Maximum of £250 for each project)	
£	Project Name:

5. What do you need the grant money for? Please briefly explain the project you are applying for? (If you are purchasing equipment, please include quotes of costs etc.)

**6. Which of Church Hill Big Local's five priority areas do you think your application covers?  
(Please tick all that apply)**

Improving the Environment	<input type="checkbox"/>
Raising Community Spirit	<input type="checkbox"/>
Supporting Older People	<input type="checkbox"/>
Developing Opportunities for Young People	<input type="checkbox"/>
Developing Opportunities for Children	<input type="checkbox"/>

**7. Including the priorities in question 6, please explain further on how you feel the project you are applying for meets our priorities. Please include any additional benefits you feel our priorities have missed.**

**8. What benefits will this grant money bring to you/the group and the wider community?**

**9. How will we know the grant has made a difference? It is a condition of the award that you report to us on what has been achieved. Please choose at least one of the methods below:**

A short-written story	<input type="checkbox"/>
A short verbal presentation at an event	<input type="checkbox"/>
A short film, video clip or photos to visually show project	<input type="checkbox"/>

**10. How will you keep track of the money?** Who will hold the money and how will expenditure be kept track of? If you are successful, we will ask you to sign an agreement with us that you will use the money as agreed in this application. We expect you to keep receipts and we will request to see these.

**11. To receive a grant from Church Hill Big Local Partnership, your organisation (or supporting organisation) must have its own bank or building society account in the name of that organisation and have at least 2 signatures for the account. Can you confirm you meet this requirement?**

Yes  No

If no, please explain, as this may affect your application (if in doubt, please contact us):

**12. Anything else you would like to add?**

**13. How did you hear about the Church Hill Big Local Grant Scheme?**

Press	<input type="checkbox"/>	'Check Out Church Hill'	<input type="checkbox"/>
CHBL Website	<input type="checkbox"/>	CHBL Facebook Page	<input type="checkbox"/>
Through a CHBL representative	<input type="checkbox"/>	Poster/Leaflet	<input type="checkbox"/>
Other <input type="checkbox"/> Please specify:			

## 14. Terms and Conditions

- I certify that the information contained in this application, and in any documentation submitted in support of the application, is truthful and accurate to the best of my knowledge. I understand that any misleading statements (whether deliberate or accidental) in this form will make this application invalid and may make the organisation, group or individual named as the lead in this application ineligible to receive funding.
- I acknowledge that the grant of any funding in relation to this programme is conditional upon signing a grant agreement with Church Hill Big Local Partnership.
- I certify that, if funding is provided, it will only be used for the purposes specified in this application.
- I will immediately inform the Church Hill Big Local Community Development Worker if my organisation and/or partners foresee difficulties in carrying out the work which the funding will support.
- In line with Church Hill Big Local Partnership practice we will be publishing successful grant applications on our website and in Check Out Church Hill Newsletter and social media outlets.

I confirm that the person/organisation/group/partnership named in this form has authorised me to sign this application on their behalf.

Signed (by person completing this application):		Date:	
Name (in block capitals):			
Position within the group/organisation:			
Signed (by second person within group or organisation):		Date:	
Name (in block capitals):			
Position within the group/organisation:			
If applying as a resident, you will need to have your application supported by a local supporting organisation. Please provide the details of the main contact from the organisation below.			
Name of supporting organisation:			
Name of contact within supporting organisation:			
Contact tel no.			
Contact Email:			

### Admin Use Only

Date received:	
Received by:	
Acknowledged on:	