

# Section 1 - Eligibility

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**Are you applying for a building or non-building project grant?**

- Building
- Non-building

**1. Are you a not for profit organisation?**

- Yes
- No

**2. What type of organisation are you?**

- Registered charity
- Community Group
- Parish/Town Council
- Not for profit ie. CIO, CIC, Social Enterprise
- Other

**What is your registered charity number?**

*No Response*

**3. Does your organisation have a constitution or statement of aims and how you make decisions?**

- Yes
- No

**4.a) Does your organisation provide facilities for community/public use?**

- Yes
- No

**4.b) Do you have the necessary permissions (planning or building regulations) in place in order to proceed with your building project?**

- Yes
- No

**4. Is this grant required for a one off expenditure i.e. a piece of equipment, set up costs for a new group, or a oneoff project or event?**

- Yes
- No

**5. Are you able to provide copies of estimates or evidence of expenditure?**

- Yes
- No

**6. Do you have the relevant policies and insurance in place?**

- Yes
- No

**7. Do you have a bank account for the organisation with 2 signatories?**

- Yes
- No

8. Can you provide evidence of need for a project i.e. neighbourhood plans, consultations, current gap in service provision?

Yes

No

9. Does your project demonstrate community engagement?

Yes

No

10. Does your project support a wide range of people within the Winchester district?

Yes

No

## Section 2 - Contact Details

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### PRIMARY APPLICANT DETAILS

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Title

Name

Surname

Organisation

Tel

Email (Work)

Address

### GMS ORGANISATION

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Type

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Name

Phone (Work)

Email (Work)

Address

## Section 3 - Project Details

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Are you applying for a building or non-building project grant?

Building

Non-building

1. Please outline the project/scheme for which funding is sought, including the aims and objectives for your project and a description of who will benefit?

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Please upload any drawings or plans if they exist (building projects only). *No Response*

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## 2. What is the evidence of need for the project?

What evidence do you have that demonstrates your project is needed? Have you consulted the people who will directly benefit?

(Types of evidence may be a project that supports local or national strategies, is there a lack of service/activity in the local area, have you got a waiting list of people wishing to participate? Have you surveyed people who are likely to use the service or attend the activity?) No

## 3. Delivery of strategic priorities

Applicants should note that priority is likely to be given to those organisations that can demonstrate that their project is linked to the delivery of one or more of the council's Funding Priorities and Outcomes. Please tick all the outcomes that you believe your project will genuinely help to deliver.

### a) Dealing with peoples and communities' needs:

- Isolation
  - Low income
  - Mental health
  - Homelessness
  - Physical inactivity
- 

Please explain how your project will support the dealing with peoples and communities' needs priority. How will you measure the success of your project in meeting this priority.

### b) Striving for positive change:

- Digital application, services and products
  - Sustainability, environmental quality, green technologies
  - Creative and innovative
  - Business growth
- 

Please explain how your project will support the striving for positive change priorities. How will you measure the success of your project in meeting this priority.

## 4. What is the proposed start and completion date for your project?

Please note that the start date for projects should be after 01/04/2023 and should be complete by 31/03/2024

Start date

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End date

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**5. Service user details**

How many unique people (from within the Winchester District) are likely to benefit from this project? To view the Winchester Ward map click [here](#).

**Total unique beneficiaries in 2023/2024**

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**Please breakdown these beneficiaries by location below:**

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**% of total beneficiaries living in Winchester District** *No Response*

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**% of beneficiaries living in Winchester Town**

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**How will you make people aware of your project?**

Please describe how you will make people aware of your project so that as many and as broad a demographic as possible can benefit?

*No Response*

**6. Please give the following information relating to your organisation:**

**Annual subscription / membership fee**

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**Number of members belonging to organisation**

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**Details of area served**

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**Note: You only need to answer Questions 7 to 15 if you are applying for a Building Project Grant**

**7. Are the premises owned or leased?**  Owned

Leased

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**If leased what date does the tenancy expire?**

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**8. Is your facility a listed building?**  Yes

No

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**9. Do you share the management / use of facility with other community organisations**  Yes

No

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**Please provide details**

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**10. What facilities/services do you provide?**

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**11. Please list any other community buildings (e.g. Village Halls, Community Centres) which are located within 4 miles of your building**

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**12. Is planning permission required for this project?**  Yes

No

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**13. If planning permission is required, has it been granted?**  Yes

No

N/A

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14 . Is Building Regulation approval required for this project?  Yes  No

Yes

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15. Has Building Regulation approval been granted?  No

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If the answer to any of the above is no please explain why and when consents will be obtained

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## Section 4 - Finance/Budget

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Are you applying for a Building or Non-building project grant?

Building

Non-building

### 1.a) Project cost breakdown

Please provide a breakdown of costs for the overall project. For each item please indicate where it is intended to obtain the item from and enclose one estimate/quote. You may submit a previous invoice as evidence of cost.

Item	Cost	Estimate included?
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*No Response*

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**Total project cost**

Is your Organisation VAT registered?

Yes

No

### 1.a) Project cost breakdown

Item or Activity

Indicate below the estimated cost for each stage of your project: (applicants must secure a minimum of 25% of the total project cost). Please provide relevant estimates/quotes to demonstrate project cost. Please include VAT and contingencies where applicable.

Item or Activity	Cost	Please upload evidence of cost (quotes/estimates)
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Acquisition of Land

Acquisition of Buildings

Adaptations of existing buildings

Erection of new buildings

Architects / Professional Fees

Other expenses (please specify e.g. Cost of preparation & layout, fencing etc)

Architects / Professional Fees

VAT

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Contingencies

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Total project cost

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Is your organisation VAT registered?  Yes  No

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1.b) Please confirm the following values in the table below

Total project cost *No Response*

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Amount of grant requested from City Council. This must be no more than 75% of your total project cost:

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2.a) Other funding

Name	Amount
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Confirmed Grants

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Grants awaiting decision

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Fundraising and other income

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Total other funding amount

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Shortfall

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2.b) Please explain how the shortfall would be met *No Response*

3.a) What level of unrestricted reserves do you hold? *No Response*

3.b) How adequate do you consider the reserves to be? *No Response*

3.c) Please indicate how much (if any) of these reserves are ring fenced, or designated for other projects.

Ring fenced

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Designated for other projects

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4. What would happen if we partially awarded the grant or if you were unsuccessful?

5. Please list any previous grants received in the last FIVE years for work on this building:

Grant funder	Date of Award	Sum awarded
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## Section 5 - Supporting Information

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Have you submitted an application within the last 6-12 months?

Yes

No

1. Please upload the following documentation

Constitution/statement of aims

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Recent accounts (Made up to date within the last 12 months)

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Cash flow forecast for 2022/23

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Forecast position for the current year end (both Profit/Loss Statement & Balance Sheet)

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(BUILDING APPLICANTS ONLY) Lettings Policy for Hall

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Recent bank statement

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2. Please tick to confirm that you have the following documentation

Public liability insurance

Indemnity insurance

Adults safeguarding policy

Volunteer policy

Child protection policy

Health and safety policy

Equality and diversity policy

Environmental policy

3. Please indicate whether your organisation specifically targets within one or more of the protected characteristics listed below:

a) Sex

Male

Female

Transgender

All groups

Not targeted

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b) Age

Young people (under 25)

People (25-65)

Older people (65+)

All groups

Not targeted

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c) Disability

- People with disabilities  
(physical/emotional/mental)
- Not targeted

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d) Sexual orientation

- Gay
- Lesbian
- Bisexual
- Heterosexual
- All groups
- Not targeted

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e) Race

- Race (including ethnic or national origins, colour or nationality)
- Not targeted

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Please specify if targeted:

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f) Religion or belief

- Specific religion or belief
- Not targeted

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Please specify if targeted:

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g) Marriage and Civil Partnership

- Targeted
- Not targeted

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Please specify if targeted:

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h) Pregnancy and maternity

- Targeted
- Not targeted

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Please specify if targeted:

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## Section 6 - Ward

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2. Please select the ward your project is based in.

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## Section 7 - Declaration

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I confirm that I have read the policies and criteria for the Project Grant Scheme 2022-23 currently in force.

I understand that the receipt of this application by Winchester City Council does not in any way signify that the City Council has agreed the project is eligible for or will receive grant funding.

I declare that to the best of my knowledge and belief the information supplied on this application and in any supporting material whether supplied now or subsequently is correct or will be correct. I confirm I have the authority to sign on behalf of the organisation making this application.

By checking this box you are signing this form electronically. In doing so you confirm that your electronic signature is the legal equivalent of your manual signature on this form.

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Date of signature

No Response



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Name of signature

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Position of signatory

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### Data Protection Statement

Any personal data you supply on this application form will only be used for purposes in connection with the Winchester City Council Grant Scheme.

In line with our transparency reporting procedures, we would however, publish a list on our website (<http://www.winchester.gov.uk/grants/voluntary-and-community-grants-awarded>) of organisations to which we have awarded grants.

*The Council's data protection and privacy policy was detailed upon registration of this system. Should you require a refresh of this information please see links below:*

- Winchester City Council - Privacy Policy
- Winchester City Council - Data Protection and Privacy protocol

## Section 8 - Completion

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This is the final page of the application form.

Please press the "**Save current page**" button below.

If the progress bar at the top of the page is marked as "**100% complete**" you may now submit your application form using the "**Submit Application**" button located towards the top right of the page, beneath the % complete bar.

If the application is **not marked a 100%** complete please press the '**return to summary**' button above and it will show you which section is incomplete.

Your application will not be reviewed until you click to submit it.