

# Application form – Town Forum Small Grants scheme

## Section 1 - Eligibility

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### IMPORTANT NOTE:

If your grant is deemed eligible and suitable for funding, where possible we would like you to attend a virtual panel meeting in order for us to have a brief discussion with regards to your application. You will be advised shortly afterwards if your organisation will receive the funding you requested. Panel meetings will be held on a quarterly basis.

#### 1.1 Are you a not-for-profit organisation?

☐ Yes

☐ No

#### 1.2 What type of organisation are you?

☐ Registered Charity

☐ Community Group

☐ Not for profit i.e. CIO, CIC limited by guarantee, Social Enterprise

☐ Parish/Town Council

☐ Other

#### 1.3 Please provide your Company number *No*

#### 1.4 Please supply your registered charity number *No*

#### 1.5 Does your organisation have a constitution or a statement of aims and how you make decisions?

☐ Yes

☐ No

#### 1.6 Is this grant required for a one-off expenditure i.e. piece of equipment, set up costs for a new group or a one off event or activity.

☐ Yes

☐ No

#### 1.7 Are you able to provide copies of estimates or evidence of expenditure?

☐ Yes

☐ No

#### 1.8 Do you have the relevant policies and insurance in place?

☐ Yes

☐ No

#### 1.9 Do you have a bank account for the organisation with 2 signatories?

☐ Yes

☐ No

1.10 Does your activity benefit the residents of the Town area i.e., St Barnabas, St Bartholomew, St Luke, St Michael or St Paul Ward

☐ Yes

☐ No

1.11 Are you or someone from your organisation free to attend our informal grant panel meeting, which will be held virtually via MS Teams? (Held on a 6-week rolling basis)

☐ Yes

☐ No

If you have ticked NO to any of the questions above, you will not be able to submit an application form. If this is the case, you may not be eligible to apply to this scheme.

## Section 2 - Contact Details

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### PRIMARY APPLICANT DETAILS

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Title  
Name  
Surname  
Email (Work)  
Address

### GMS ORGANISATION

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## Section 3 - Project Details

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3.1 In no more than 200 words please provide a clear explanation of what you require the funding for. Describe the project/activity and how the beneficiaries will benefit from your community activity.

3.2 What ward is your project based in?

3.3 What age group will your project engage? Please indicate the amount of people that will benefit in each age group.

Age range	Number of users
0-11	
11-16	
16-25	
25-65	

65+	
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**3.4 How do you promote your services/activities to people from all sections of the community to ensure that as many people as possible can benefit?**

We are particularly interested in ensuring that those with protected characteristics are not excluded. Protected characteristics include age, disability, race, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion, or belief (or lack of belief), sex orientation.

### 3.5 When will the project commence?

### 3.6 How much are you applying for?

## Section 4 - Finance/ Budget

#### 4.1 Project Cost Breakdown

Item or Activity	Cost
Total Project Cost	£

#### 4.2 Other funding

Name	Amount
Confirmed grants	
Grants awaiting decision	
Fundraising and other income	

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**Total other  
funding amount**

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**Shortfall**

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**4.3 What would happen if your application was only partially awarded or unsuccessful?**

## **Section 5 - Supporting Information**

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**5.1 Have you submitted an application under this scheme within the last 6-12 months?**

☐ Yes

☐ No

**5.2 To upload your documentation, please click the 'Choose your file(s)' button on the upload box below and navigate to the relevant document. Alternatively, drag and drop your file into the respective box below. You may upload multiple files:**

**Information type**

**Upload**

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**Constitution/statement of aims**

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**Recent bank statement**

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**Projected Budget**

*If you are a new applicant to this grant scheme, please provide  
a basic budget forecast for this financial year 2023/24*

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**Copy of estimates**

*To upload your documentation, please click the 'Choose your  
file(s)' button on the upload box below and navigate to the  
relevant document. Alternatively, drag and drop your file into  
the respective box below. You may upload multiple files:*

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**5.3 Please tick to confirm that you have the following documentation (those which apply)**

☐ Public liability insurance

☐ Child protection policy

☐ Indemnity insurance

☐ Health and safety policy

☐ Adults safeguarding policy

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☐ Equality and diversity policy

☐ Environmental policy

## Section 6 - Declaration

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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.

Date of signature

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Name of signatory

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Position of signatory

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### Privacy Notice

Any personal information that you supply in the application form will only be used to enable us to administer the Winchester City Council Community Grant Scheme. Further information about how Winchester City Council uses personal information can be found on our website:

[Data Protection and Privacy protocol](#)

[Privacy Policy](#)

We will not share your details with any third parties however, in line with our transparency reporting requirement, we will publish a list on our website of the names of organisations and the amount of grant that has been awarded. <http://www.winchester.gov.uk/grants/voluntary-and-community-grants-awarded>

## Section - Submission page

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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. Thank you.