

# Application form – District 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 Will you or someone from your organisation be able to attend the MS Teams panel meeting?

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  
Tel  
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.**

Please describe the project/activity you will carry out, who will benefit and how, and where the beneficiaries come from.

**3.2 Does this appear within the community plan developed for your Parish or neighbourhood?**

- Yes  
 No  
 Don't know  
 We don't have a community plan

**3.3 What ward is your project based in?**

Please pick the place where you will carry out your project or activity.

**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), sexual orientation.

**3.5 Please tick all the outcomes below that you believe your project will genuinely help to deliver.**

**Funding themes and priority outcomes - Dealing with peoples and communities' needs.**

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 Councils outcomes.

Isolation



**Total Project cost**

£

**4.2 Other funding**

Please list other funding applied for or confirmed

Name	Amount
<b>Confirmed grants</b>	
<b>Grants awaiting decision</b>	
<b>Fundraising and other income</b>	
<b>Total other funding amount</b>	
<b>Shortfall</b>	

**4.3 What would happen if your application was only partially awarded or unsuccessful?****Section 5 - Supporting Information****5.1 Have you submitted a grant 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
<b>Constitution/statement of aims</b>	
<b>Recent bank statement</b>	
<b>Projected budget</b>	

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

**Copy of estimates**

*Please provide evidence of costings including any links to items on websites that you have reviewed for No Response purchasing. Examples of estimates include a quotation, an email from a supplier, a link to a website of an item to be purchased etc. Please do not just provide a list of expenditure.*

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

- Public liability insurance
- Indemnity insurance
- Health and safety policy
- Child protection policy
- Adults safeguarding policy
- Equality and diversity policy
- Environmental Policy

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## Section 6 - Declaration

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

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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 this 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.

<https://www.winchester.gov.uk/grants-for-not-for-profit-organisations/voluntary-and-community-grants-awarded>

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## Section - Submission page

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.