

Section 1 - Eligibility

If you are unable to answer 'Yes' to the following questions you may not be eligible for this grant scheme. Please contact the Funding and Development Officer to discuss your application further (grants@winchester.gov.uk).

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.

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

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

- ☐ 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 one off 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) Do you have the necessary licences and/or permissions (e.g. landlord permission, planning permission) in place in order to proceed with your project?

- ☐ Yes
- ☐ No

9. Does your project benefit people who live in the Winchester district?

Please check the ward map to ensure your application fits within this criteria. If you have any questions around eligibility, please email grants@winchester.gov.uk.

- ☐ Yes
- ☐ No

10. Panel meeting attendance

Will you or someone from your organisation be able to attend the MS Teams panel meeting?

- ☐ Yes
- ☐ No

Section 2 - Contact Details

PRIMARY APPLICANT DETAILS

Title	Mrs
Name	Jane
Surname	Chuhan
Tel	01962 848 256
Email (Work)	jchuhan@winchester.gov.uk
Address	Winchester City Council Colebrook Street Winchester Hampshire SO23 9LJ United Kingdom of Great Britain and Northern Ireland (the)

GMS ORGANISATION

No Response

Section 3 - Project Details

Grant size

What size of grant are you applying for?

- ☐ Up to £1,000
- ☐ £1,001-£3,000

Project Explanation

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 they will benefit.

No Response

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 Response

Community plan

Does this appear within the community plan developed for your Parish or neighbourhood? Please refer to our website to see if your local area has a Community plan.

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

Project ward

Please select the place where you will carry out your project or activity. You can view a ward map on our website here: [ward map](#)

No Response

Funding themes

Please tick the outcome that you believe best describes what your project will help to achieve. For further information please refer to the funding priorities published on our website.

- ☐ Support for those most affected by the increased cost of living
- ☐ Improved health and wellbeing in our most deprived communities.
- ☐ Increasing participation in physical activity for all ages and abilities, including active travel
- ☐ Access to public facilities, green and natural spaces with space to play and gather
- ☐ Thriving local voluntary, and community sector – tackling isolation & building community cohesion

Please explain how your project will support the funding theme selected above. How will you measure the success of your project in meeting this priority.

No Response

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

Please note that the start date for projects should be after 01/6/2025 and should be complete by 31/01/2026

Start date	No Response
End date	No Response

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	No Response
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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. 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.

No Response

Charge for services or activities

Do you charge for your activities or services?

- ☐ Yes
- ☐ No

Licences or permissions needed

Please tell us about any licences or permissions that have been granted in relation to your project. For example landlord permission for work, planning permission, event licences. You can upload documents to support this at the end of the form.

If these are not required please state Not Applicable.

No Response

Section 4 - Finance/Budget

Grant Requested

No Response

Project cost breakdown

Please provide a breakdown of costs for the overall project. You can use the '+' symbol to add more lines as required. For each item please indicate where you intend to obtain the item from and enclose one estimate/quote. We do need to see evidence for the costs you are outlining so please do not just submit a list of costs - you could submit a previous invoice, website links or quotations as evidence.

Item	Cost	Estimate included?
No Response	No Response	No Response
Total project cost	No Response	
Is your Organisation VAT registered?	☐ Yes ☐ No	

Other funding

Please detail the other sources of funding for the project. Include here where your match funding is coming from.

If you are applying for over £1,000 please use this section to tell us about your match funding.

	Name	Amount
Confirmed Grants	No Response	No Response
Grants awaiting decision	No Response	No Response
Fundraising and other income	No Response	No Response
Total other funding amount		No Response

Please explain how any shortfall would be met

No Response

Reduced funding

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

No Response

Section 5 - Supporting Information

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

- ☐ Yes
- ☐ No

1. Please upload the following documentation

Constitution/statement of aims	No Response
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Projected budget <i>If you are a new applicant to this grant scheme please provide a basic budget forecast for this financial year 2025/26</i>	<i>No Response</i>
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Please upload copies of any permissions or licences granted if applicable to your project	<i>No Response</i>
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Recent bank statement	<i>No Response</i>
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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 people with one or more of the protected characteristics listed below:

a) Sex	☐ Male ☐ Female ☐ Transgender ☐ All groups ☐ Not targeted
b) Age	☐ Young people (under 25) ☐ People (25-65) ☐ Older people (65+) ☐ All groups ☐ Not targeted
c) Disability	☐ People with disabilities (physical/emotional/mental) ☐ Not targeted
d) Sexual orientation	☐ Gay ☐ Lesbian ☐ Bisexual ☐ Heterosexual ☐ All groups ☐ Not targeted
e) Race	☐ Race (including ethnic or national origins, colour or nationality) ☐ Not targeted

Please specify if targeted:	<i>No Response</i>
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f) Religion or belief	☐ Specific religion or belief ☐ Not targeted
Please specify if targeted:	<i>No Response</i>
g) Marriage and Civil Partnership	☐ Targeted ☐ Not targeted
Please specify if targeted:	<i>No Response</i>
h) Pregnancy and maternity	☐ Targeted ☐ Not targeted
Please specify if targeted:	<i>No Response</i>

Section 7 - Declaration

I confirm that I have read the policies and criteria for the District Small Grant Scheme 2025-26.

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.

Unchecked

Date of signature
<i>No Response</i>
Name of signature
<i>No Response</i>
Position of signatory
<i>No Response</i>

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

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.