**Your information**

Contact details

Title

First name

Surname

Selected Address

Email

Telephone number

Mobile number

What position do you hold in the organisation:

**Organisation details**

Group or organisation name:

Organisation address:

Postcode

Organisation website address:

What type of organisation are you (multiple choice)

State your registered charity number:

What year was your organisation formed:

Provide a brief summary of your organisation, and its main aims and objectives (1000 characters maximum)

Does your organisation hold a UK bank or building society account, with at least two unrelated

signatories:

**About your project**

Name of your project or initiative:

Provide a summary of initiative, project or service, including objective and outcomes (1500 characters)

Who are the key beneficiaries of your project, and how many people will benefit from it? Specify

expected numbers, locations and other relevant demographic details (1500 characters maximum).

Does your project address the needs of a particular group or community (multiple choice)

**IF YES** Explain how your project meets the needs of the particular group (1500 characters maximum)

What activities/interventions are you proposing to deliver using the grant (1500 characters maximum)

Who else will be involved in the delivery of this project or activity (please include any partner organisations):

When will the projects be delivered? Include start dates and finish dates.

**Community Development Priorities**

You must evidence how your project will benefit residents living, working and visiting in the borough. . Your project must address at least one of the priorities.

Focus Area 1: Health and Wellbeing

Focus Area 2: Stronger communities

Focus Area 3: Youth Engagement

**What difference will your project make**

Why is your project or initiative needed, and what evidence supports this need:

Describe the three most important outcomes that his project will deliver for your users and community.

Outcome 1:

Outcome 2:

Outcome 3:

How will you measure the success of your project or initiative? State what data will be used to monitorsuccessful delivery (you will be required to report on these outcomes): 1500 characters maximum

**Advice on measuring your successes**

To measure your successes, consider tracking the total number of referrals to support services, the number of residents who have benefited from the projects, and gather case studies or qualitative data.

How will you promote the projects or initiative? If you need referrals of service users, how will you secure these, and do you have any partnership arrangements in place:

**Financial information**

What is the amount of funding you are requesting:

Is this project funding part or match funded, whole project funded:

What is the breakdown of the costs for the project? Include any other financial assistance that has/is being sought, or is in place:

Detail any other funding secured for the project or initiative (that is grants from other bodies, own funding or match funding, in kind contributions, for example volunteer hours):

*Calculating volunteer hours*

*Volunteer hours can by calculated by: number of volunteers placed, multiplied by the average number of hours a year, multiplied by the average hourly wage (£19.42).*

*For example; 13.6 hours per month for 12 volunteers is 163.2 hours. This figure is multiplied by the hourly rate of £19.42. You can record £3,169.34 towards volunteer hours.*

**Child protection and vulnerable people**

Does your project or activity involve working with any of the following:

* Children or young people under the age of 18
* Victims, survivors or perpetrators of domestic abuse
* Adults in need or care and support
* People who would otherwise be described as vulnerable
* None of the above

**Upload your documents**

Upload all your documents that will support your application:

Supporting documents and information

As part of the grant application process, we ask for a number of policies and documents in order to properly assess your bid.

* Documents you will need to submit are:
* Subsidy Control Declaration Form
* Safeguarding policies (if applicable)
* Public Liability Insurance certificate
* Organisation's constitution
* Employer’s Liability Insurance certificate (if applicable)
* Equality and diversity policies
* Data protection policy
* Information Sharing Protocols/Privacy Notices (as appropriate)
* Your last signed financial accounts
* A copy of your recent bank statement

**Declaration**

**I will ensure the funds are utilized for their intended purpose and plan to:**

Provide receipts detailing the expenditure of the funds

Return any funds that are not allocated

Complete and submit the Project Report Form, including relevant photographs, as required by the Service Level Agreement

The grant recipient is obligated to use the grant exclusively for the activities specified in the application. Any project modifications must be pre-approved in writing through a variation request to Nuneaton and Bedworth Borough Council. This request must outline the changes from the initial application and the intended use of the funds. The request will be reviewed by the shortlisting board to verify alignment with the project's priorities. Notification of the decision will follow accordingly.

A final project report must be submitted to Nuneaton and Bedworth Borough Council by 1 May 2025.

I acknowledge that non-compliance with the above funding conditions may lead to legal proceedings against the grant recipient.

Declaration1: I understand and agree to these conditions

Declaration2: I agree to be legally bound to this agreement

Declaration3: I agree to my data being shared in order to deliver and manage this grant application

Final screen after submission: