



WARWICK DISTRICT COUNCIL GRANT APPLICATION FORM 2018-19

We recommend that you talk to someone for advice before you complete the application form.

For advice on **Sports Development Grants** contact Manoj Sonecha on 01926 456221, manoj.sonecha@warwickdc.gov.uk

For advice on **Arts Development** grants contact Mair Evans on 01926 456231, mair.evans@warwickdc.gov.uk

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your group has got a bank account (we cannot pay money into individual's accounts). Ensure you submit your latest statement with your application form
- Your group is non-profit making, i.e. a registered charity, a voluntary or community group, or a club or society and a Constitution and/or Articles of Association/ terms of reference
- Your project/event/purchase will benefit a group of people in Warwick district
- Your project/event/purchase requires a one-off payment (we cannot provide ongoing funding support)
- Your project/event/purchase has not already started or been completed
- You have got or will have in place the correct level of insurance, to deliver the activity your are applying for funding for.
- Your application is not Capital costs such as care, repair, enhancement of a building or purchase of assets
- Latest bank statement showing account balance
- Your application **either**:
 - requires a maximum grant of **£1,500** to support an original, high quality **arts project**, **or**
 - requires a maximum grant of **£500** to support a **sports project**.

Please see below the deadline dates for each Grant Scheme:

Sports Development Grants 2018-19:

24th May 2018, 26th July 2018, 24th Sept 2018, 29th Nov 2018, 23rd Jan 2019 & 13th March 2019

Please return application forms & documentation before the deadline to:
Manoj Sonecha, WDC Active Communities Officer, Riverside House, Milverton Hill, Leamington Spa, CV32 5HZ.

manoj.sonecha@warwickdc.gov.uk, 01926 456221

Arts Development Grants 2018-19:

Mon 14th May 2018, Mon 2nd August 2018 & Mon 12th Nov 2018

Please return application forms & documentation before the deadline to:
Mair Evans, WDC Arts Development Officer, Leamington Spa Art Gallery & Museum, Royal Pump Rooms, The Parade, Leamington Spa, CV32 4AA

mair.evans@warwickdc.gov.uk, 01926 456231

Please note:

1. Please submit any other information in support of your application as necessary
2. Warwick District Council grant funds are competitive. Submitting an application form does not guarantee success.
3. We will contact you to confirm receipt of your application form and to confirm the process for considering this.
4. We may share your application with other local funders.
5. If a grant is offered, you will be required to complete a Monitoring Form detailing outcomes and a breakdown of income and expenditure for the project/activity/event detailed in this application form.



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Office use only. Application ref. no.

Please read the guidance notes before completing. Please type or use black ink.

Section 1: Contact Details	
Name of group/organisation applying	
Contact details of person completing the application form Please note - this person is responsible for: <ul style="list-style-type: none"> providing extra information if requested the grant money signing the grant agreement providing evaluation/feedback 	Name
	Email address
	Telephone number
	Postal address

Section 2: Group/Organisation Details	
Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	
Please provide the charity & VAT number for your group, if applicable	
If a sports club, do you have your National Governing Body Club Mark Accreditation?	<input type="checkbox"/> Yes. Date awarded _____ <input type="checkbox"/> No If no, are you working towards accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many people are currently involved in your group /organisation?	<div style="background-color: black; color: white; text-align: center; padding: 2px;">Members / service users</div> Women (18+) = _____ Men (18+) = _____ Girls (0-17) = _____ Boys (0-17) = _____ <div style="background-color: black; color: white; text-align: center; padding: 2px;">Staffing</div> Paid staff = _____ Volunteers = _____

Section 3: Project Information	
Name of proposed project	
Which geographical area will the project focus on? e.g. town, parish, ward, neighbourhood etc. If you are going to operate from a building, please tell us where it is?	
What is the planned timescales for the project, including when you expect it to start, dates of key activities, and when the grant will be spent by?	
Tell us about your project/event/purchase requirement. (This should describe what you want to do with the money) Continue on a separate sheet if needed, and also attach any evidence you feel supports your application.	
Please tell us how you know there is a need for the project/event/purchase. Attach any evidence you have collected.	
Please provide details of any other groups/organisations who will be working with you on the project and what they will bring to it.	

<p>What age group(s) will benefit from the project?</p>	<p>Tick/indicate all that apply:</p> <p><input type="checkbox"/> 0-8 <input type="checkbox"/> 9-14 <input type="checkbox"/> 15-24 <input type="checkbox"/> 25-35</p> <p><input type="checkbox"/> 36-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 66+</p>
<p>How would you describe the people who will benefit from the project?</p>	<p>Tick/indicate all that apply:</p> <p><input type="checkbox"/> People living in rural areas <input type="checkbox"/> People living in urban areas</p> <p><input type="checkbox"/> Disabled people <input type="checkbox"/> Unemployed people</p> <p><input type="checkbox"/> Women and girls <input type="checkbox"/> Ethnic minority groups</p> <p><input type="checkbox"/> Older people <input type="checkbox"/> Children and young people</p> <p><input type="checkbox"/> Other - please describe</p>
<p>How will you ensure that your project is open to all or, if you are targeting a specific group or community, your target audience?</p>	
<p>How will you know whether the project/event/purchase has been successful?</p> <p>Please include any targets that can be measured as part of the end of grant monitoring process (e.g. attendance numbers, sessions run, purchase made).</p>	

Section 4: Financial Details

How much money are you requesting from the fund?

Please provide a simple breakdown of what you will spend the grant money on.

Please attach estimates or other information where possible to justify costs and show value for money.

ITEM	COST
TOTAL:	

Is this the total cost of the project?

Yes No

If no, please give details of how you will find the balance stating details of any other grants you have applied for or use of your own resources.

Please also state what any additional funding will be used to pay for.

Other funds applied for/secured (including amount):

Funding Source	Purpose of funding	Amount	Status
<i>(e.g. Lottery)</i>	<i>(e.g. Fund equipment)</i>	<i>(£5,000)</i>	<i>(Awaiting decision)</i>

Proposed use of additional funding:

Section 5: Declarations

Signature of main contact person

Date form completed

For all projects, please ensure that you have the support of a local ward Warwick District Councillor

Councillor's Name

Councillor's Signature

Date: _____