

# The Renewal Trust Community Grant Fund

## Application Form for £500



### 1. About your group

<b>Name of Organisation/ Delivery Group</b> (the name of your group as written in your governing document)	
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<b>Name of activity/project</b>	
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<b>Name of main contact</b> (the main contact should be someone who can talk about your application as we may need further information)	
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<b>Position in group</b>	
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<b>Contact number</b>	
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<b>Email</b>	
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<b>Address for correspondence</b>	
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<b>Website</b>	
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<b>Twitter</b>		<b>Facebook</b>	
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<b>Where did you hear about the Community Grant?</b>	
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<b>Have you discussed your application with someone from The Renewal Trust?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>If yes, who have you spoken to?</b>	
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### What type of organisation are you?

<b>Voluntary organisation / community group with constitution / formal rules</b>	<input type="checkbox"/>
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<b>Registered charity</b>	<input type="checkbox"/>	<b>Charity registration number</b>	
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<b>Other (please specify)</b>	
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<b>When was your organisation set up?</b>	
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### Which areas or neighbourhoods of Nottingham does your group work in?

<b>St Ann's</b>	<input type="checkbox"/>	<b>Sneinton</b>	<input type="checkbox"/>	<b>Mapperley</b>	<input type="checkbox"/>
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**2. About your project / activity**

**Please provide a brief description of your organisation / group?**

**Please describe the project you are applying for funding for**

**What do you want to use the funding to do?**

Who will benefit, what you will do, where and when it will take place

**How do you know there is a need for your project /activity?**

What consultation have you undertaken, or what evidence do you have available

**How will you know your project / activity has made a difference?**

What difference will this make to your community?

**How will you evidence the impact your project has had?**

We may ask to see the evidence

**Where will the project / activity take place?**

**When will the project / activity take place?**

**3. About your budget**

How much grant do you want from the Community Grant Scheme (£500 max) £

Are you applying for funding anywhere else for this project / activity Yes  No

If you have applied for other funds – are they secured / in place Yes  No

If yes please give the names of the other funders

**Please provide an itemised breakdown for the project/activity**

You must provide quotes or evidence for individual items that you will buy with our funding that cost more than £250. We may need to see receipts

item	Amount (£)	Item	Amount (£)

#### 4. Charitable Objectives of The Renewal Trust

**Which of these Charitable Objectives of The Renewal Trust does your project/activity support?**  
(Please tick – it must support at least one)

- |   |                          |
|---|--------------------------|
| 1. To improve the social and living conditions in The Renewal Trust area and enhance community safety, confidence and health                            | <input type="checkbox"/> |
| 2. To attract funding and investment into The Renewal Trust area in order to stimulate, promote and continue economic regeneration                      | <input type="checkbox"/> |
| 3. To encourage and empower local people to become involved with the Renewal Trust and take responsibility for the development of their own communities | <input type="checkbox"/> |

#### 5. Grant Agreement

**By submitting this application, the organisation acknowledges that any grant is subject to the following conditions:**

1. The grant must be spent in accordance with the request as approved by The Renewal Trust (TRT) within 12 months of the date of payment.
2. The monitoring form (in respect of all expenditure from this grant) must be submitted to TRT within 12 months of the date of payment, or 4 weeks after the end of the funded activity (whichever is the sooner).
3. Any unspent grants money must be repaid to TRT.
4. The Organisation must follow the financial procedures set out by TRT.
5. The Organisation must maintain a properly constituted management committee or equivalent. This management committee must meet regularly and ensure that these meetings are adequately publicised.
6. The Grant will not be used for salaries or wages.
7. The grant must only be used by voluntary organisations and community groups operating in TRT area.
8. The Organisation must be able to show local support and involvement in their work.
9. The Organisation must take reasonable steps to ensure that good equality and diversity practices are followed in relation to their management, volunteers, service delivery and employment practices.
10. The Organisation must undertake suitable and sufficient risk assessment for their project, seeking professional guidance where appropriate from a competent person.
11. The Organisation must comply with, and maintain throughout the period of TRT funding, all legal requirements and duties relevant to work with children.
12. If the Organisation disbands any items of equipment or furniture purchased with the grant must be returned to TRT.
13. The Organisation must maintain a record of all expenditure from the grant and these records must be made available for inspection by TRT if requested.
14. The Organisation must submit details of other funding received if requested to do so by TRT.
15. Payment of this grant does not constitute any guarantee or commitment to provide further grant aid in subsequent years.
16. If any of the conditions specified above are not fulfilled TRT may withhold part of the grant and may also require all or part of the grant to be repaid.
17. All events and publications must display The Renewal Trust logo.
18. If the grant is agreed, 75% of the grant will be paid with the remaining 25% paid once we have received your monitoring report.
19. Grants are available up to a maximum of £500 for any one project in a 12 month period.
20. Applications must be submitted by 25<sup>th</sup> of the month.
21. The decision of the panel is final. There is no appeal process.

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Role in group** \_\_\_\_\_

## Appendix 1 - Checklist

To be considered for funding we must ensure your organisation is eligible to receive funding from The Renewal Trust. To do this we look at your supporting documents which tell us how your organisation is managed.

**Please read this carefully so your application is not delayed or returned**

We need to see the following	Tick
<b>A Governing Document</b> - such as Constitution Memorandum & Articles of Association Rules	<input type="checkbox"/>
<b>Equalities and Diversity Policy</b> This should be on a level appropriate to your organisation. If you are a small community group it might be a statement in your governing document, if you are a large organisation it should be a full policy.	<input type="checkbox"/>
<b>Safeguarding Children, Young People &amp; Vulnerable Adults Policy</b> If your funding request involves working with children, young people & vulnerable adults, you must submit a Safeguarding Policy. We will not support any requests for this activity without this. We understand the style of document will depend on the size of your organisation.	<input type="checkbox"/>
<b>DBS (previously CRB)</b> Are Volunteers/employed workers subject to a DBS check at the appropriate level?	<input type="checkbox"/>

You should also check that	Tick
<b>All questions have been fully answered</b> Each question is included for a purpose and should be answered. Applications where questions are not answered and have 'Please see attached' will not be accepted.	<input type="checkbox"/>
<b>You have taken a copy of your application for your records</b> We will usually ring you to discuss your request, please ensure you keep a copy so you can talk about your application with us.	<input type="checkbox"/>

## Appendix 2 – Equalities Monitoring

We would like to know who is benefitting from our funding so that we can ensure we reach as many people in Nottingham as possible and to identify where there are gaps in support. You must complete the table to show us what groups of people your project / activity helped.

**Please tick all that apply.**

Ethnic origin of beneficiaries		Are most of your beneficiaries	Are some of your beneficiaries
White	British	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>
	Other White	<input type="checkbox"/>	<input type="checkbox"/>
Asian / Asian British	Indian	<input type="checkbox"/>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>	<input type="checkbox"/>
Black / Black British	Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	Black African	<input type="checkbox"/>	<input type="checkbox"/>
	Other Black	<input type="checkbox"/>	<input type="checkbox"/>
Mixed / Dual Heritage	White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)		
		<input type="checkbox"/>	<input type="checkbox"/>
Gypsy, Roma or Traveller		<input type="checkbox"/>	<input type="checkbox"/>
Other Racial Group (please specify)		<input type="checkbox"/>	<input type="checkbox"/>

Age of Beneficiaries	Are most of your beneficiaries	Are some of your beneficiaries
Under 5 years	<input type="checkbox"/>	<input type="checkbox"/>
5 – 13 years	<input type="checkbox"/>	<input type="checkbox"/>
14 – 19 years	<input type="checkbox"/>	<input type="checkbox"/>
Young adults 20 – 25 years	<input type="checkbox"/>	<input type="checkbox"/>
Adults 26 – 50 years	<input type="checkbox"/>	<input type="checkbox"/>
Older people over 50 years	<input type="checkbox"/>	<input type="checkbox"/>

Types of Beneficiaries	Are most of your beneficiaries	Are some of your beneficiaries
Men / Boys	<input type="checkbox"/>	<input type="checkbox"/>
Women / Girls	<input type="checkbox"/>	<input type="checkbox"/>
People who have a physical, learning or mental disability	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay & Bisexual	<input type="checkbox"/>	<input type="checkbox"/>
People whose gender is different to that assigned at birth	<input type="checkbox"/>	<input type="checkbox"/>
Families	<input type="checkbox"/>	<input type="checkbox"/>
Lone Parents	<input type="checkbox"/>	<input type="checkbox"/>
People on a low income	<input type="checkbox"/>	<input type="checkbox"/>
Refugees & Asylum Seekers	<input type="checkbox"/>	<input type="checkbox"/>
Long term unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Migrant workers	<input type="checkbox"/>	<input type="checkbox"/>
Young people not in education, employment or training	<input type="checkbox"/>	<input type="checkbox"/>
Ex-offenders	<input type="checkbox"/>	<input type="checkbox"/>
Homeless people	<input type="checkbox"/>	<input type="checkbox"/>
People with alcohol / drug addiction issues	<input type="checkbox"/>	<input type="checkbox"/>

### Appendix 3 - Bank Details

- Grants are paid by BACS Transfer, direct in to your organisation bank account. Please ensure the details you give below are correct or payment of your grant may be affected.
- If another organisation is holding your grant for you, please include a letter from them agreeing to do this.
- The Renewal Trust can act as an accountable body if you have no bank account for the grant to be paid into. If you choose this option a 10% admin fee will be taken from the grant.
- We cannot pay grants into the bank accounts of individuals.

<b>Name of organisation</b> (as reads on your constitution)								
<b>Name of bank</b>								
<b>Bank address</b>								
<b>Account name to be credited</b>								
<b>Account number to be credited</b>								
<b>Bank sort code</b>								

If you are asking The Renewal Trust to act as an accountable body please tick here

Please return your completed application form to:

The Renewal Trust  
 27 – 31 Carlton Road  
 Nottingham  
 NG3 2DG

Office use only		
<b>Additional Information requested</b>	<input type="checkbox"/>	
<b>Notes</b>		
<b>Agreed</b>	<input type="checkbox"/>	
<b>Declined</b>	<input type="checkbox"/>	