

Annual Community Grants application questions

We recommend you use the questions below to prepare and save your answers elsewhere so that you can copy and paste them into the online form when you come to complete it.

About the organisation

Name of organisation:

Name of contact:

Position within organisation:

Address of organisation:

Phone number of lead contact:

Email address of lead contact:

If your organisation is a charity, please provide the charity number:

Company number or registration number:

Project details

Project name:

Address of project (If different from organisation):

What category does your project/initiative fall into?

(Pick a maximum of 2)

- Young people
- Health
- Arts and culture
- Homelessness/social inclusion
- Older people
- Fair trade
- Environment
- Active lifestyle
- Disability
- Education

- Community safety
- Vulnerable groups
- Other

If other, please specify

Outline and overall aim of your project:

What will the funding be used for? (This directly relates to Council funding, not the overall project)

Please specify the time period in which the funding will be used:

If successful, payments are usually paid in two instalments (subject to a six month review on receipt of a completed monitoring form). First payment in May and final payment in October.

Further project details

Welwyn Hatfield Borough Council's current priorities are:

- Attractive and accessible green spaces
- Evolving, vibrant town centres and a growing economy
- Quality homes through managed growth
- A sense of community where people feel safe

Please explain how your application for funding relates to one or more of Welwyn Hatfield Borough Council's priorities:

Tell us how you have identified the need for the project/service either within your group or the community?

(Please highlight how you have consulted with service users to justify the need)

How do you think your project will meet this need?

What outcomes for the community would be achieved through this project and how would you measure this?

What are the main risks for the success of the project/service and how will these risks be managed?

How many Welwyn Hatfield residents should this project/service impact? (Please give a number, an estimate is fine)

Project funding

How much funding are you seeking in this application?

What is the total cost of the project?

Please breakdown the project budget by item: (List each project item cost and % requested to be covered by our funding)

Welwyn Hatfield Borough Council is unlikely to provide 100% funding, therefore how are you proposing to fund the difference?

If you are seeking alternative funding from other sources please give details of applications made/to be made: (Who have you submitted an application to, was it successful, how much funding was awarded, if waiting for a response when do you expect to know by)

If you were not successful in receiving the other funding applied for, could the project/service continue? If yes, how and if no please explain why.

If you were not offered the full amount you have applied for, could the project/service continue? If yes, how and if no please explain why.

Funding is only agreed for one year, and is normally paid in two parts (subject to a six month review on receipt of a completed monitoring form). Please tell us how you intend to make the project sustainable after this period?

Have you received any other grant funding from Welwyn Hatfield Council?

If yes, please supply details of the project/service, the amount of grant received and the date awarded:

Payment details

Bank name:

Name of organisation (as it appears on the bank statement):

Branch:

Sort code:

Account number:

Equality and Diversity Monitoring

Organisation name:

What % of your users/members are female/male/other?

What % of your users/members have a disability?

What % of your users/members are:

- Under 10
- 11-21
- 22-59
- 60 and over

Where do the majority of your users/members live?

What is the ethnic diversity % of your users/members?

White

Asian/British Asian

Mixed/Multiple Ethnic Groups

Black/African/Caribbean/Black British

Other Ethnic Group

Documents required

You will be asked to upload a copy of the following of your organisation's documents:

- Annual accounts which have been audited or independently reviewed and signed (if your organisation has gross income over £25,000)
- Last 3 months' bank statements
- Any additional information required related to the project budget
- Constitution or memorandum of articles
- Equality and Diversity statement/policy (unless exempt)
- Safeguarding policy/statement