

Capital Grants Application Form 2018/19

**PLEASE CHECK THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION.
TO BE ELIGIBLE FOR A GRANT YOU MUST: -**

- (1) Provide a copy of your organisation's constitution or formal set of rules (appropriate to the legal status of the organisation)**
- (2) Provide a copy of your organisation's Equality Policy/Statement**
Your organisation must adhere to equalities principles and non-discriminatory practice (this may already be within your constitution.)
- (3) Provide a copy of your organisation's Child Protection Policy and/or Vulnerable Adults Policy**
If your project involves young people or vulnerable adults your organisation must operate a child protection policy and/or vulnerable adult's policy and comply with current legislation and good practice concerning Disclosure & Barring Services checks.
- (4) Provide evidence of planning permission/building regulations (If required)**
- Planning permission must already have been agreed by the relevant authority. We will ask to see all necessary consents.
 - Building regulation approval must be sought from the relevant authority. All necessary consents must be received within 4 weeks of the panel's decision.
 - Where a scheme involves alterations to land or buildings, the applicant must be the owner of the land or building or a tenant with a written agreement/lease which will not expire within the next five years. If your request is supported we will ask to see a copy of your title to the property (title deeds or lease).
 - Where the land is owned by Blaby District Council but leased to the applicant, the lease must not expire within the next five years.
- (5) Provide a copy of three recent quotations for all purchases and works –(this may be negotiable depending on the type of work being carried out)**
- (6) Provide a copy of your organisation's most recent accounts**
Organisations with more than £25k in their bank account will be asked to demonstrate why community grant funding is needed. The availability of other funding sources, which may be more appropriate or available, such as developer's contributions (s106) will be taken into account when applications are considered.
- (7) Provide a copy of your organisation's most recent bank statement**
- (8) Provide confirmation that the project is properly covered for insurance**
We may ask to see a copy of your insurance policy which should cover the period of the project.
- (9) Schedule a site-visit for Blaby District Council to come and view your premises or the location of your project**
Comply with a site visit from Blaby District Council prior to submitting your application. To arrange a visit prior to the application deadline call 0116 272 7718.

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1. The Grant		
Total cost of project (N.B – we cannot support applications where the project cost is more than £25k)		
Amount you would like from us (50% match funding required if over £500):		
2. Your Organisation		
Name of Organisation (as it appears on your bank account):		
Address of organisation (as it appears on your bank account):		
Your name:		
Telephone:		
Email:		
Address for correspondence:		
Name of others in organisation:		
Chair:		
Treasurer:		
Secretary:		
Geographical area covered:		
Main aim of your organisation:		
Does your organisation involve people under the age of 18 years?	Yes	No
If yes you must provide a copy of your child protection policy		

Does your organisation provide services to vulnerable adults?	Yes	No
If yes you must provide a copy of your vulnerable adults policy		
Has your organisation received a Blaby District Council Grant in the last 12 months?	Yes	No
Details of previous grant:		
3. Membership		
Does your organisation run a membership scheme?	Yes	No
If yes what are the: Annual fees		
Does your organisation charge per session for attendance?	Yes	No
If yes, please give details below		
Does your organisation offer reduced rates for any specific groups?	Yes	No
If yes, please give details below		
Is your membership open to all?	Yes	No
If no please explain why not		
Are all applications for membership automatically approved?	Yes	No
If no please explain why not		
4. Your Application		
What are you requesting funding for? Project detail:		
How have you identified a need for this project?		
How will the project be advertised?		

What will be the outcomes of your project?			
Do you have local support for your project?			
Which of Blaby District Council's key priorities do you feel your project addresses?			
Approx. how many people living in Blaby District will benefit?			
Will your project be open to all on an equal basis?			
Have you taken accessibility issues into consideration?			
Does your project involve any alterations to land or buildings?	Yes	No	
N.B - If your project does not require any alterations to land/buildings and does not require planning or building control permissions please go straight to section 5			
Please describe briefly the works involved			
What rights do you have to the property?	Freehold	Leasehold	Rental
Do you have a formal written lease or rental agreement which assures your tenancy for a period of at least 5 years?			

Do you have permission from the freeholder for works to take place?	
If no, please state what permissions you require and when you expect to receive permission	
Does your project require you to obtain planning permission?	
Have you applied for planning permission from Blaby District Council?	
If yes, please write your planning reference number	
Does the work proposed under your project require Building Regulations approval?	
Have you applied for building regulation approval to Blaby District Council?	
If yes, please write your planning regulation reference number	
5. Budget – If you have more than £25k in your bank account you must explain below <u>why</u> the grant is needed.	
Have you sought funding or support from any other sources for your proposed project?	
If you were turned down for funding or support from any other sources please provide details	
Expenditure All Items (please highlight which items are to be covered by the grant)	<i>Please give the total costs of all the items you will be paying for as part of your project. This includes costs that are not going to be met by the grant. Please include VAT.</i>
Description	Item
	Amount covered by the grant
	£
	£
	£
	£
	£
Total	£
	£
Income All income, which is contributing towards the cost of the project.	<i>Please give amounts of income already brought in or anticipated for your project</i>
Description	Anticipated
	Confirmed
	£
	£

	£	£
	£	£
	£	£
	£	£
Total	£	£
If income is less than the full project cost, please explain where the balance will be found		
Please state how you will meet the ongoing running costs of your project after it is completed		

I confirm that, the information in this application is true and correct. I understand that if the grant is not spent in accordance with the guidelines and for the approved purpose Blaby District Council have the right to ask for the funds to be returned. I have, read acknowledge and agree to the Conditions of the grant as set out in the guidance notes.

Your signature	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

**Please send your application to:
Beth Colbert, Blaby District Council, Council Offices, Desford Road, Narborough, Leics.
LE19 2EP or email to beth.colbert@blaby.gov.uk**