

Everyone Active Grant 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**
You must have a constitution and management committee in place.
- (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 a copy of your organisation's most recent accounts**
The organisations financial situation, including free reserves and capacity to generate income, will be taken into consideration and evidence may be required as to why the grant is needed.
- (5) Provide a copy of your organisation's most recent bank statement**
- (6) 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.

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1. The Grant		
Total cost of project:		
Amount you would like from us (max £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 Everyone Active'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?	
5. Budget – If you have more than £25k in your bank account you must explain <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	
<i>Expenditure</i> 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>

	£	
	£	
	£	
	£	
	£	
Total	£	
<i>Income</i> 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>	
	£	£
	£	£
	£	£
	£	£
	£	£
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

Name

Date

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**