

Please complete this form in **black ink or type**

The Community Grants Scheme is run subject to Council budget approval,  
East Lindsey District Council retain the right to withdraw the scheme at any point.

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**1** Project Title

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**2** Organisation name

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**3** Main Contact

Name

Position in organisation

Address (please include postcode)

Daytime telephone number

Mobile telephone number

Email address

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**4** Location of your project

5. Explain the purpose of your organisation and what it actually does.

Please refer to specific activities.

Your answer needs to relate to your organisation as a whole rather than just a planned project/service.

If you are a new or small group and the project/service will be the start or all of your activities, please explain this here.

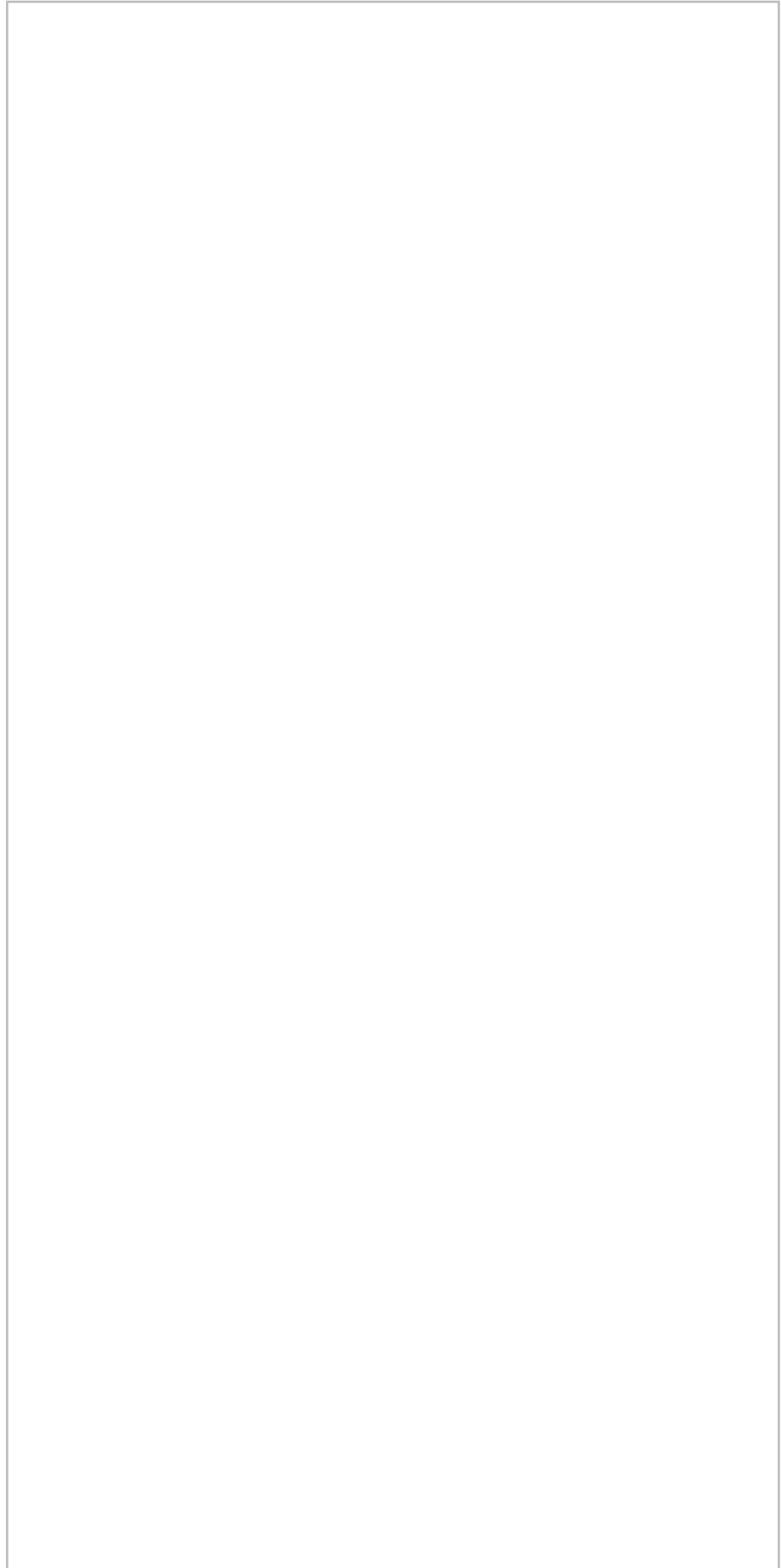
Clearly describe the overall purpose and main activities of your project/service.

Please tell us whether our grant would be for specific items or a contribution to the total project/service costs.

You may wish to include photographs, diagrams or drawings with your application to illustrate your project.

## 5 Description of project

(Please include proposed starting date and duration)



**6** Every application to the Community Grant Scheme must support the delivery of at least one of our 'Funding Outcomes'. Please select one of the following four outcomes and then explain HOW your project supports the delivery of this outcome.

- "Active, strong and resilient communities with the skills and capacity to improve wellbeing in their own community" .....
- "Inequalities are reduced in East Lindsey's communities" .....
- "A high quality clean local environment .....
- "A diverse district that is celebrated by residents, businesses and visitors" .....

How?

**7** How many people are involved in the running of your organisation?

Management Committee .....	<input type="text"/>	Paid staff.....	<input type="text"/>
Volunteers .....	<input type="text"/>	Others .....	<input type="text"/>

**8** How often does your organisation meet? How often are your activities held?

Weekly       Monthly       Quarterly       Yearly

Comments

**9** Do people need to pay a membership fee, subscriptions or participation fees? If so please provide details including amounts.

Annual Memberships .....	<input type="text"/>
Participation or attendance fees/subscriptions per session.....	<input type="text"/>

**10** Are the activities of the group generally aimed at and/or restricted to people from a particular background?

Please provide brief details as appropriate or if they are not aimed at any particular group then please simply state 'No'.

Gender.....	<input type="text"/>
Age .....	<input type="text"/>
Ethnic background.....	<input type="text"/>
Faith or religion.....	<input type="text"/>
Sexual orientation.....	<input type="text"/>
Other - please specify .....	<input type="text"/>

13. State how many people currently benefit from your project/service. If it is new then leave the 'current' boxes blank. Then specify how many you anticipate will benefit in the 'planned' boxes.

**11** How many people do you expect to benefit directly from your project/service?

State how many people currently benefit from your project/service. If it is new then leave the 'current' boxes blank. Then specify how many you anticipate will benefit in the 'planned' boxes.

Current  Planned

What ages are the people who will benefit?

Current

0 – 11  12-16  17-24   
 25-64  65+

Planned

0 – 11  12-16  17-24   
 25-64  65+

14. Please fill in the table, giving the total cost of each item.

**12** Finances - Itemised cost(s) of project

List costs	Total cost of item
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<b>Total Project Cost</b>	£ <input type="text"/>

15. Please show all the funding you have either applied for or already secured.

Grant must not exceed £250.

Please remember that the total cost line must equal that of question 12.

### 13 Funding

	Amount	
Grant required from ELDC		£ <input type="text"/>
Other funds secured or anticipated (list source)	Amount	
<input type="text"/>		£ <input type="text"/>
<input type="text"/>		£ <input type="text"/>
<input type="text"/>		£ <input type="text"/>
<input type="text"/>		£ <input type="text"/>
<input type="text"/>		£ <input type="text"/>
Total Cost of Project		£ <input type="text"/>

16. Community Grants are prioritised and awarded to groups that are considered as 'financially in need'. This level of need is assessed during the scoring process. If your organisation holds more than one year's 'adjusted running expenses' in 'free reserves' then you **may not** actually qualify for grant support.

Please attach your most recent set of annual accounts and your most recent bank statement. Your application cannot be processed unless this information is provided.

### 14 Financial Need

Please provide the following financial information using your latest set of annual accounts. If you are a new organisation or do not have any accounts then please contact the Community Grants Team for guidance.

Total income for the last financial year.....	£ <input type="text"/>
Total expenditure for the last financial year .....	£ <input type="text"/>
Total cash and bank balances at the end of the last year .....	£ <input type="text"/>

17. Please state if you are VAT registered. We are unable to give you a grant for recoverable VAT.

18. We pay grants directly into your bank account. Please complete all details and send us the original and latest bank statement or photocopy of passbook. (The statement will be returned).

19. We will only support projects where at least two people are needed to sign each cheque.

Grants cannot be awarded to organisations where two closely related parties, for example husband and wife, can authorise the release of funds.

20. Explain what would happen after any grant from us has been used. Would the project continue, if so how, or if it stops how would this happen?

Would the benefits of the project continue after funding?

**15** Are you VAT registered?  Yes  No

If yes, please state registration number

**16** Your bank details (please include an original, recent bank statement)

Name of account

Name of bank or building society

Sort code

 -  - 

Account number

Building society roll number (if applicable)

**17** How many people must sign each cheque?

Please list everyone who is entitled to sign cheques (including very low value cheques) drawn from this account.

Name

Position

**18** Will your project continue after the period which you have asked for funding?  Yes  No

How will completing this project improve the sustainability of your organisation and have a lasting benefit to the local community?

Please give further information

Your application must be supported by your East Lindsey District Ward Councillor. They must complete this section of the form.

The details of your East Lindsey Councillor can be obtained from our website [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk), or alternatively please telephone our Community Grants Team on 01507 601111.

Please ask your District Council Ward member to complete this section

### Local Ward Member

I confirm that I do / do not\* support this application for grant aid.

Full name

Signed

Date

Capacity in which signed

Comments

*\*Please delete as appropriate*

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise. We may ask you to provide more information before we make a final decision about your application.

Main Contact

Date

*Signature*

Please ensure you submit your constitution, annual accounts and bank statement along with any other information to support your application (quotations, community support etc).

Return this form to: East Lindsey District Council, Tedder Hall, Manby, Louth, Lincolnshire, LN11 8UP. For further assistance please contact the Community Grants Team - details overleaf.



## **Small Grants up to £250**

Application Form 2012/13

Community Grants, East Lindsey District Council,  
Tedder Hall, Manby, Louth, Lincolnshire, LN11 8UP

Tel: 01507 601111

[www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)