

Community Grants Application Form – Do not complete**Apply via the link on the website www.woodsmithfoundation.org.uk****1. Name of Organisation/Group****2. Address**

Street Address

Street Address Line 2

City/Town/Village

Postcode

Website/social media

3. Details of contact person

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Title

Name

Position

4. Main contact number**5. Second contact number****6. Email****7. Do you have any communication needs (e.g. BSL, large print)**

By entering information in the box above you give your consent for Woodsmith Foundation to hold this information. See Privacy Notice for more information.

8. Please select your organisational structure

- ☐ Informal group/community group
- ☐ Registered Charity
- ☐ Charitable Company Limited by Guarantee
- ☐ Community Interest Company (CIC) Limited by Guarantee
- ☐ Charitable Incorporated Organisation (CIO)
- ☐ Community Benefit Society
- ☐ Other

9. If you selected other, please describe

10. Please provide registered number(s) (charity / company etc)

11. Tell us briefly what this funding request is for (up to 20 words) *

12. Please briefly tell us the aims of your organisation and what you do (between 0 - 300 words)

13. Please tell us the number of:

Trustees / directors / committee / governing body members	
Full-time and part-time equivalent staff	
Volunteers (excluding those listed above)	

14. Please describe the project, service or activity you are asking us to fund (between 0 - 500 words)

For reference only

15. Why is this project, service or activity needed (between 0 - 300 words)

16. Who will benefit from this project, service or activity (between 0 - 100 words)

17. How many people do you think will benefit from your project, service or activity?

18. Where will your project, service or activity take place: region, local authority, city, village, ward?

**19. What difference will your project, service or activity make to the lives of those who take part?
(between 0 - 300 words)**

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20. Tell us how you will ensure your activities will have minimal impact on the environment

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21. When do you expect the project, service or activity we are funding to start?

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Day Month Year

22. When do you expect the project, service or activity we are funding to end?

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Day Month Year

23. About Money – please tell us what your project, service or activity will cost

Total project/service/activity cost	£
How much are you asking for?	£

24. If you are asking for less than the total project/service/activity cost, please tell us where the rest of the funding is coming from and when you hope that it will be secured

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25. Budget for project/service/activity

Item	Amount	Description
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26. Please tell us what you think your income will be for the current financial year

27. Please tell us what you think you will spend in the current financial year

28. Is there anything else you want to tell us about your finances going forward?

29. Amount of current unrestricted/free reserves

30. Does your organisation have a bank account

☐ Yes

☐ No (please describe below who will hold the funds you have requested)

31. If your organisation does not have a bank account, please explain who will hold the funds you are requesting

32. Do you have two unrelated bank signatories?

- ☐ No
- ☐ Yes (Please name the approved signatories for your organisation's bank account below)

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33. Have you applied to our organisation before?

- ☐ Yes ☐ No ☐ Don't know

34. Where did you hear about our organisation?

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Declaration

Please sign the application form (an electronic copy of your signature is acceptable) in order to confirm that:

- you are authorised to make this application on behalf of your organisation.
- the information provided is accurate and true (if it is not it may result in the application being delayed or declined)
- your application has been authorised by the governing body of your organisation (the board or committee that runs your organisation). Please keep an email record or meeting minute that shows this approval was obtained.
- you will comply with our terms and conditions, which will include a requirement to report back to us on how the funds were used

Title	
Name	
Job title/role/position	
Signed	
Date	

Application Checklist

Please check that the following documents have been included in your submission:

- **Accounts**
 - If your organisation is required to have an audited/examined statement of accounts please send us your most recent version. If your most recent accounts do not cover the last financial year, please also send your organisation's income and expenditure for the last financial year and a copy of your most recent bank statement.
 - If you are not required to have an audited/examined statement of accounts please send us your income and expenditure accounts and a copy of your most recent bank statement.
 - If you are a new group and do not have either accounts or financial information for last year then please send a brief note about your financial position and your most recent bank statement.
- **Quotes for any significant items/activities over £1,000.**
- **Your organisation's terms of reference or constitution or governing document.**
- **CICs will need to send a statement signed by all Directors stating they agree to the application being submitted along with a detailed breakdown of your last 12 months income. Showing which is income is from trading and which is grants income, including who any grants are from.**
- **If you are applying for a capital build project we require photographs of the building**

If you are unable to complete the application on our online portal please give us a call.