



**NW Ipswich Big Local Trust
Community Chest
Application Form**



SECTION 1 – ABOUT YOUR GROUP/ORGANISATION

- 1. **Name of Organisation:**
- 2. **Address (including postcode):**.....
- 3. **Main Contact Name and Telephone Number:**
- 4. **Address of Main Contact (including postcode):**.....
- 5. **E-mail Address:**
- 6. **Name and Address of Bank/Building Society:**
- 7. **Account Name:**
- 8. **Sort Code and Account Number:**.....

SECTION 2 – ABOUT YOUR PROPOSAL

**9. Please tell us about the aims and purpose of your organisation or group
(maximum 200 words)**

10. Please describe what you would like to use the grant for (maximum 200 words):

11. How many people in total will benefit from your proposal?

12. How many people from the NW Ipswich area will benefit from your proposal?

13. Is your project/activity intended to benefit any particular age group or sector of the community or is it 'for all'?

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14. Will any volunteers be involved in your proposal. If so how many and in what capacity? (Please also tell us if volunteers will be from a specific age group or sector of the community)

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15. Which objective(s) from the Big Local Plan does your application meet? Please list in order of priority.

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16. How do you feel the grant will make a difference to your group and to the local community? Maximum 200 words:

17. Please tell us how you will publicise your project to engage with participants. Maximum 200 words:

18. Please tell us how you intend to publicise the NWI Big Local Trust within your project/activity.

SECTION 3 - FINANCIAL INFORMATION

19. What is the estimated total cost of your proposal?.....

20. How much Community Chest funding are you applying for?
(Max £500).....

21. Are you providing any match funding towards the cost of your project and if so how has this been raised? (i.e. Grant from another source, fundraising activity, reserves, etc)
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22. Please provide a breakdown of project costs, in relation to the grant funding you are applying for:

Item	Amount
Total £	

23. Where no match funding is available, how do you intend to raise the remainder of the funding for the proposal or has this already been secured?
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24. Is there anything else you would like to tell us about your proposal or your organisation?
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SECTION 4 – DECLARATION

- ⌚ I am authorised to make this application on behalf of this group or organisation
- ⌚ I certify that the information contained in this application is true and correct
- ⌚ If the information changes in any way, I will notify NW Ipswich Big Local Trust immediately
- ⌚ I give permission for NW Ipswich Big Local Trust to record the information in this application electronically and to contact the organisation by telephone, post or e-mail to discuss its activities or funding opportunities
- ⌚ The organisation will only use the grant for the reason given in this application. If it is used for anything else, NW Ipswich Big Local Trust may ask the group or organisation to repay it, and may want to see your accounting records. I acknowledge that the group or organisation will also have to repay any money we don't spend.
- ⌚ I understand that the NW Ipswich BLT Partnership's decision is final.
- ⌚ I understand that we are required to report back on the way the grant has been used and its impact.
- ⌚ Unless I notify the NWIBLT Project Officer to the contrary, I give consent for the NWIBLT to use photographic images or film footage for publicity and promotional purposes.

Signature:

Full Name:

Position:

Date:

Please send your completed Application Form and supporting documents to:

Faye Smith
Big Local Trust Officer
Community Action Suffolk
Brightspace, 160 Hadleigh Road
Ipswich
IP2 0HH

Or e-mail to: faye.smith@communityactionsuffolk.org.uk

Have you remembered to include the following documents in support of your application?:

A copy of your Constitution or Terms of Reference

A copy of your last set of Accounts, or if a new organisation, your Forward Forecast and Bank Statement.

N.B Supporting documents must be enclosed with all applications