



Local Trust | Big Local



North West Ipswich Big Local Trust Grant Award Scheme Application Form

1. About Your Organisation	
Contact Name:	Organisation Name:
Position:	
Address:	Email Address:
	Website:
Postcode:	Telephone Number:
1. What is the legal status of your organisation? Please tick below	
<input type="checkbox"/> Unincorporated Association (a group with a set of rules)	
<input type="checkbox"/> Charity Company Limited by Guarantee (please provide us with your company registration number):	
<input type="checkbox"/> Local branch of a National Organisation	
<input type="checkbox"/> Social Enterprise	
<input type="checkbox"/> Registered Charity/CIO/Trust (please provide us with your registration number):	
2. Please tell us about your organisation:	
Charity Number (if applicable):	
Company Number (if applicable):	
When did your organisation start? Month: Year:	
How many people are on your organisations Governing Body or Board of Directors?	
Are you a branch of a larger organisation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

If yes, what is the name of the larger organisation?

3. Bank Account details:

Account name (this should be the same as the name of your organisation):

Sort code:

Account No:

Name of bank/ building society:

Bank address:

What amount of cover is provided by your public liability insurance:

£

Please provide a summary from your most recent accounts:

Are the figures given

- Information from your most recent accounts approved by your organisation?

Or

- A projection because your organisation has been running for less than 15 months?

Account year ending:

/ /

Total income for the year (A)

£

Total expenditure for the year (B)

£

Surplus or deficit for the year (A-B)

£

Total savings or reserves at the year end

£

Please tell us about the aims and purpose of your organisation or group:

2. About the Project/Activity

Please give details

Project Title:

Project site address:

What project or activities do you want NW Ipswich Big Local Trust to fund? (Maximum 300 words):

When will your project take place?

Start Date

End Date

Is your start date

Fixed

Flexible

Project Costs:

How much will each item or activity cost and how much are you applying for from NW Ipswich Big Local Trust?

Activity	A. Total Cost	B. Amount requested from BLT
Total	£	£

PLEASE INDICATE THE **TOTAL** AMOUNT OF FUNDING REQUESTED FROM NW IPSWICH BIG LOCAL TRUST:

- A) BETWEEN £501 - £5,000
- B) BETWEEN £5,001 - £10,000

Please note:

There is a **5% match funding** requirement for projects seeking between £5,001 - £10,000 – see guidance for further information

How much funding has been secured towards the overall cost of the project and where has it come from?

NONE SECURED

£.....FROM:

£.....FROM:

£.....FROM:

£.....TOTAL SECURED

Have you applied for any funding from other sources on which a decision is pending and if so, how much and where from?

NO YES

£.....FROM:

£.....FROM:

£.....FROM:

£.....TOTAL ON DECISION PENDING

Is the project intended to benefit any particular group?

- Age
- Gender
- Ethnicity
- Religion
- Sexual orientation
- Other
- Not specific

- Please give details:

3. The difference your project will make

Please tell us how you know your project is needed and how it meets the North West Ipswich Big Local Trust priorities.

What is the difference your project will make? Who will benefit and how?

Target Numbers

How many people (e.g. clients, service users, volunteers, members) do you anticipate will directly benefit from your project/activity/purchase?

- Please give an idea of numbers:

- Young People (0 – 25years)

- Older People (65+)

- Other (Please give details)

- Total (all ages)

How many people from each of the three wards (in total) will benefit from this grant:

Whitton	
Whitehouse	
Castle Hill	
Specifically from the ' Pink Area ' – Please see map on our website for details.	

How will you promote the Project / North West Ipswich Big Local Trust?

Community Involvement/ Development

How will you involve the community of north west Ipswich? Use of volunteers
How will you develop this work with the North West Ipswich Big Local Trust?

4. Reporting / The Future

Finally, we will require the following information from you at the end of your project. Please read through and be sure that you will be able to provide us with this detail.

- Total numbers engaged with across Whitton, Whitehouse and Castle Hill.
- Total numbers engaged with in our 'pink area' – map and road names available on website.
- Impact made. Photos, case studies and testimonials.
- Breakdown of how the money was spent.

We are keen to support projects that can demonstrate a level of **sustainability** after this funding has been spent. You might also like to indicate if your project will leave behind any form of **legacy**. Please describe the measures you will take to ensure that your project will be able to continue and any legacy left behind.

5. DECLARATION

You **must tick** all the boxes below to confirm that:

- You have answered all the relevant questions in this application form.
- You are authorised to apply for a grant from the NW Ipswich Big Local Trust on behalf of your organisation.
- You certify that the information contained in this application is true and correct.
- You will notify NW Ipswich Big Local Trust immediately if the information changes in any way.
- You 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 it's activities or funding opportunities
- You confirm that your 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 organisation's accounting records.

- You acknowledge that the group or organisation will also have to repay any money you don't spend.
- You understand that the NW Ipswich BLT Partnership's decision is final.
- You understand that your organisation is required to report back on the way the grant has been used and its impact.
- Unless you notify the NWIBLT Project Officer to the contrary, you give consent for the NWI BLT to use photographic images or film footage for publicity and promotional purposes.

Signature:

Full Name:

Position:

Date:

SENDING US YOUR APPLICATION

We prefer to receive applications by e-mail, but we will also accept them by post. When you application is complete, please e-mail it to:

faye.smith@communityactionsuffolk.org.uk

Please put the name of your organisation in the subject field of your e-mail. You will receive an acknowledgement to confirm that we have received your application.

Or send your application to:

**Faye Smith
Big Local Trust Officer
Brightspace
c/o Community Action Suffolk
160 Hadleigh Road
Ipswich IP2 0HH**

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
If we need more information we will ask you for it during our assessment.**

Documentation

Please email / enclose a copy of the following documents and tick the relevant box/es

- Constitution / set of rules
- Health and safety policy
- Child protection policy (if working with people 18 or under)
- Vulnerable adults policy
- Equal opportunities and diversity policy
- Data protection policy
- Most recent Annual Accounts or bank statement if a new group

For office use only

Amount Requested					
Application Reference Number					
Checklist Complete					
Notes					
Reviewing Officer					
Grant Accepted		Grant Declined		Further Information	