

GOSPORT

GBC COMMUNITY FUND

APPLICATION FORM

1 ABOUT YOU AND YOUR ORGANISATION

1.1 ORGANISATION DELIVERING THE PROJECT

Please tell us about the organisation which will be delivering the project.

Name of organisation	
Organisation address and postcode	

1.2 MAIN CONTACT DETAILS

This should be the person with the legal responsibility for the project.

Name of main contact	
Address and postcode	
Tel no. and email	

1.3 SECOND CONTACT DETAILS

This should be a person who is able to discuss the application.

Name of second contact	
Address and postcode	
Tel no. and email	

1.4 FURTHER DETAILS ON YOUR ORGANISATION

Please tell us about the organisation which will be delivering the project.

Structure of organisation	
What does your organisation do?	
In which areas of Gosport does your organisation work?	

Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	
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1.5 ORGANISATION POLICIES

Please tell us if you have the following policies in place.

If your organisation is involved with children, young people or vulnerable persons, please tick if you have a safeguarding policy in place (if applicable)	
Please tick if your organisation has an equalities and diversity policy in place (if applicable)	

1.6 RELEVANT PROPERTY INTEREST

If your project relates to a property, please tell us if you own the freehold, leasehold, have a tenancy or other interest. Please tick the relevant box. If leasehold or tenancy you must have an unexpired term of 5 years or more and a letter of support from the landlord for the project.

Leasehold		Year of expiry	
Tenancy		Year of expiry	
Freehold			
Other (please explain)			
Not applicable			

2. ABOUT YOUR PROJECT

2.1 PROJECT FOR WHICH GRANT IS SOUGHT

Please summarise what your project will do (max 200 words).

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2.2 PLEASE PROVIDE THE NAME OF ANY ARCHITECT / OTHER PROFESSIONAL ADVISERS

Name of architect / adviser	
Address and postcode	
Tel no. and email	

2.3 DELIVERING FUND PRIORITIES

We want to know if your project will help address one or more of the Fund priorities, which are:

1. Enhancing community places and spaces
2. Bringing people together and building stronger communities
3. Improving sustainability and tackling climate change
4. Tackling poverty, deprivation and isolation

In the box below, please outline the wider benefits your project, including how it will address any of the Fund Priorities.

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3. COSTS AND FUNDING

3.1 WHAT IS THE TOTAL ESTIMATED COST OF YOUR PROJECT?

Total cost of the project including any non-recoverable VAT	£
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3.2 HOW HAVE THE PROJECT COSTS BEEN CALCULATED?

Please indicate whether costs are a fixed quote, QS estimate etc. If the project totals £5k or more three quotes will be required. Please provide a breakdown of project costs on a separate sheet including budget lines for fees, contingency and VAT allowances.

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3.3 GRANT REQUEST

Tell us how much grant you are applying to us for.

Grant request	£
Grant request as % of project costs	%

3.4 MATCH FUNDING

Tell us from which source you will be contributing to project costs.

Own resources	£
Other grants	£
Loans	£
In kind	£

3.5 FURTHER DETAILS

Please tell us if any of the following situations would apply to your proposal.

Please confirm if the project would support a statutory activity, and if so, why funding is not available through the usual streams.	
If people benefitting from the project will be required to make any contribution towards the cost, please outline how much and what they will receive.	
Please provide details of any ongoing costs associated with your project and how they would be sustained long-term.	
Please confirm whether your organisation would be willing to allow other groups and individuals to make use of any funded equipment or infrastructure, and if so,	

whether a charge would apply.	
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4. TIMETABLE AND PROJECT MANAGEMENT

**4.1 PLEASE TELL US WHEN YOUR PROJECT WILL START AND FINISH.
We expect projects to be completed within 2 years of a grant award.**

Estimated project start date	
Estimated project completion date	

4.2 PLEASE TELL US WHO WILL BE RESPONSIBLE FOR MANAGING YOUR PROJECT

Name	
Address and postcode	
Tel no. and email	

4.3 CONSENTS

Please tell us if your project requires any additional consents.

Is planning permission or any permits or consents required for your project? If so, what stage are they at?	
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5. SUPPORTING DOCUMENTS CHECKLIST

Please tick to confirm you have attached the following documentation.

Relevant insurance policies for your organisation and project – e.g. Building Insurance, Public Liability (if applicable)	
Relevant ownership documents (if applicable) such as Land Registry ownership documents or lease - If a leasehold, a letter of support from the landlord for the project	
Evidence of any match funding for the project (if applicable)	
Drawings of the proposed works – generally to RIBA Work Stage 4 (if applicable)	

Quotes/tenders and evidence of how these have been identified	
Details of any required planning permission, permits or consents (if applicable)	
Photographs showing the site and relevant areas where work is required (if applicable)	
Details of how you will look after your project in the longer term	
Details of your professional team and the process used for their appointment (if applicable)	

6. YOUR DECLARATION

The completed form must be signed here by the main applicant named at 1.2 above. If the applicant is from two or more individuals, all should sign. If the applicant is a body (organisation), an authorised representative of that body should sign and should name their post in the body.

I confirm that the information on this application form and the supporting information enclosed is true and complete to the best of my/our knowledge.

Name (s)	
Signature (s)	
Date	
Position held (organisations only)	

Please email completed forms to the Grants Officer at gbcgrants@gosport.gov.uk or post to:

Grants Officer
Gosport Borough Council
Town Hall, High Street
Gosport, PO12 1EB

If you need any assistance in completing this form please contact gbcgrants@gosport.gov.uk