



East Grinstead in Bloom

Community Grant Application

Process for Local Groups

Application Form (Maximum of £500 per grant)

Please apply for an application form to:

chairman@eastgrinsteadinbloom.org.uk

To be successful the applicant must be a group acting for the wider benefit of the local community Of East Grinstead.



Community Grant Application Form

Please ensure that you have **read the application forms, terms, and criteria** at the back of this booklet before completing the following form.

Please use **BLOCK CAPITALS** when completing the application.

Section 1 - Contact Information

Sections 1 - 3 & 5 to be completed by all applicants.

1a Applicant name / group name

1b Contact name.

(if applying on behalf of a group)

1c Contact address.

1d Contact email address

1e Registered address.

(if applying on behalf of a group)

1f Your position in the group

1g Daytime telephone number

FOR OFFICE USE ONLY

Ward

No

Section 2 - Tell us about your group.

2a What category does your project fall into? (please tick)

Children/Education

Arts & Culture

Homeless/Poverty

Health

Elderly

Fair Trade

Environment

Active Lifestyles

Other (Please specify)

2b Please provide a brief description of the activities you/your group undertake.

2c in what year was the group founded?

2d Are you a registered charity? Yes No

If yes, please provide the registered number.

2e Are you getting a grant from any other Organisations? Yes No

2f If your application relates to sport -
Is the team a member of/or affiliated to a recognized sporting body? Yes No

if yes, which one

2g If the application relates to a children's group,
Have all the relevant child disclosure certificates been received? Yes No

Section 3 - Tell us about the community. activity you wish to support.

3a How much are you applying for?

(Maximum Of £500.00 per Grant) £

3b Are you applying for, or receiving funding from another source?

Yes

No

if so, from where and how much?

3c Please explain what the community grant support will be used for

3d How will your project benefit your local community?

Section 4 - Independent reference details

to be completed for all applications over £500.00 (If promoted).

4a Please give the name of someone who can provide an independent reference on behalf of you/your group.

4b Job title/occupation of referee

4c Referee contact address

4d Referee daytime telephone number

4e Referee email address

4f Relationship to the group (if any)

Section 5 to be completed for all applications.

Data Protection Statement

East Grinstead in Bloom may use the information you have provided to enable us to tell you about products, services, offers, news, and events. We may also use electronic methods such as email to keep you informed. Please tick here if you would prefer not to receive this information. Please tick

here to confirm that you read and accepted the Grant Selection Criteria

Signed on behalf of (if you are applying on behalf of a group)

Signature

Date

Please supply Bank Details: Name. Sort Code. Account Number.

Grant selection criteria

Please read this section carefully before completing your application

To be successful, the applicant must:

- Be a group or individual acting for the wider benefit of the local community
 - Live within the geographic boundaries of East Grinstead
- And a project must:
- Address a community issue or support a local community initiative
 - Provide benefits to the local community

SUCCESSFUL APPLICATIONS

1. Applications are welcomed from groups including local community, self-help or voluntary groups and charities (including local branches of national charities) or individuals acting for the benefit of the local community, whose primary focus falls easily into one of the following categories:
 - a. Children/Education e.g. schools' groups
 - b. Health e.g. promotion of healthy eating
 - c. Fairtrade
 - d. Homeless/Poverty
 - e. Arts & Culture e.g. Community musical festivals
 - f. Environment e.g. promoting a clean/healthy environment.
 - g. Elderly
 - h. Active Lifestyles e.g. encouraging exercise/fitness/sport

Note: Each Regional Committee is limited to the amount of support which it can provide for sporting activities and equipment.
2. The applicant's home or registered address must be within the geographic boundaries of one of Scotmid's Regional Committees.
3. An independent reference will be required for applications of £500.00 or more (if promoted.) We strongly advise that you obtain permission from your chosen referee before passing their details to us.

EXCLUSIONS

The following list sets out the type of groups and activities excluded by East Grinstead in Bloom

Excluded Groups:

1. Groups other than community, self-help, and voluntary groups –Groups which use their surplus for the benefit of an individual or business are excluded from the Grant.
2. Auxiliary groups or members of East Grinstead in bloom, are generally excluded.
3. Overseas charities – East Grinstead in Bloom aims to support local communities and therefore overseas charities are excluded.

Excluded Activities:

1. Non-community projects – A group does not have to be a charity to apply, however, any project supported must benefit a local community within the geographic boundaries of East Grinstead.
2. Overseas activities – East Grinstead in bloom will not support projects for the benefit of communities overseas.

3. Religious worship – Applications from religious bodies will only be considered if there is a wider benefit for the local community.
4. Core activities of statutory services – Statutory services seeking grants for core activities such as a school library or essential hospital equipment are excluded. However, applications relating to special projects for the benefit of local communities will be considered.
5. Party political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
6. Individual sponsorship – Applications to support individuals will not be accepted.
7. Travel and Accommodation – Requests to assist with travel and accommodation costs are excluded.
8. Multiple applications – Only one application for the same event or one application per person/organization may be supported in a calendar year.
9. Ongoing Running Costs – Grants will not be awarded for generic ongoing running costs. Applications must be for one-off investments, purchases or events covered by the categories detailed on point 1 of the Successful Applications section.

GRANT TERMS & CONDITIONS

The terms and conditions below set out the relationship between East Grinstead in Bloom and you as an individual or your group. If you have any questions or would like help to fully understand the terms & conditions, contact the Team on 07813691360 or email us at chairman@eastgrinsteadinbloom.org.uk.

- East Grinstead in Bloom can ask you for extra information to support your application.
- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- If you do not spend all the grant provided, you must return any unspent money to us within six months of receipt of the grant.
- East Grinstead in Bloom will not be responsible for any expenditure (on assets, equipment, or your project) you have incurred before you receive our letter confirming details of the grant provided.
- From time to time, East Grinstead In Bloom may use your name and address in any publicity about the grant. We may also choose to advertise the award of community grants on our website or in the press, please advise if you are unwilling to agree to this.
- Subject to our approval you may have the opportunity to promote the grant in all publicity relating to your project.
- If requested, successful applicants must agree to provide a report on how their community grant was used and the benefits experienced by the local community as a result.
- Projects being carried out with help from East Grinstead In Bloom may be required to be verified.
- You must agree to co-operate with us on any follow-up visits.

continues.

Grant selection criteria+

continued from previous page.

- East Grinstead in Bloom can ask you to return the grant in full if we find that you have used it for a purpose other than that set out in your application.
- If any of the Society's assets (such as marketing banners or props) have been provided you must return them and confirm to East Grinstead in Bloom that you have done so.
- The Committee's decision on your application is final and they may choose not to answer any of your questions about the decision.
- East Grinstead in Bloom may withhold all or part of the grant, or recover all or part of any payment from you, if we discover that:
 - you have broken any part in this agreement.
 - any information in the application form or a supporting document was incorrect or misleading.
 - your group or the project ends for any reason.

The total amount of this grant will be £5,000.00 for the period of this allocation.

GUIDELINES FOR A SUCCESSFUL APPLICATION

Please read the following carefully before completing and submitting your application. Your application will be considered by the Committee.

1. Applications must be made at least eight weeks prior to when the grant is required. This time scale allows your application to be submitted to the relevant Committee and for their decision to be actioned if a grant is to be awarded.
2. If you require any guidance or assistance in completing this form, please contact a member of East Grinstead In Bloom, who will be delighted to help (please see contact details below).
3. Please feel free to supply any additional information which you feel is relevant to and will support your application.
4. If your application is unsuccessful, you may be advised why and, if appropriate, whether you should consider re-applying at a different time.

You can hand write your application or download a copy of the form from <https://www.eastgrinsteadinbloom.org.uk> Please return completed forms by email to:

chairman@eastgrinsteadinbloom.org.uk

Telephone 07813691360.

Thank you for taking the time to read through these guidelines - good luck with your application.



At the heart of
communities

<https://www.eastgrinsteadinbloom.org.uk>