| Please use the small grant application form for applications up to £300 |
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| **Section A: Project Details** | | | | |
| --- | --- | --- | --- | --- |
| 1 | Name of project |  | | |
| 2 | Project description: aims of your project |  | | |
| 3 | Expanding on what your project will deliver, what are the project's 3 main objectives? What will it achieve? |  | | |
| 4 | Which of the priority areas does your project contribute to?  Please use the space below if you wish to provide more information | ☐ Improve health and wellbeing on the  estate  ☐ Invest in the estates communities  ☐ Support employment, education and skills  of CRE residents  ☐ Create opportunities for young people  living on CRE  ☐ Other — please state: | | |
| 5 | When will your project run (start and end date)? |  | | |
| 6 | Location of project |  | | |
| 7 | How many people will benefit?  *Please state if this is an estimate* |  | Numbers | % that will be CRE residents |
| Direct beneficiaries (i.e. project participants) |  |  |
| Indirect beneficiaries (i.e. audience) |  |  |
| Total |  |  |
| 8 | Will your project be open to all CRE residents or is this targeted? If it is targeted, please explain who the project will be open to, and why this is necessary. |  | | |
| 9 | What is the need for this project and how can this be shown? |  | | |
| 10 | What involvement have CRE residents had in this project? Please outline the engagement that you have undertaken to ensure that this project has resident support and involvement. |  | | |
| 11 | What opportunities will this project create for CRE residents? |  | | |
| 12 | Is there another organisation providing a similar project? If so, please explain how your project is different |  | | |
| **Section B: Organisation Details** | | | | |
| 13 | Organisation name |  | | |
| 14 | Address and postcode |  | | |
| 15 | Telephone number |  | | |
| 16 | Email address |  | | |
| 17 | Website address  (if applicable) |  | | |
| 18 | Applicants name, position and contact details |  | | |
| 19 | What type of organisation are you? | ☐ Not For Profit  ☐ Charity (registered with Charities   Commission) number:  ☐ Voluntary/Community group  ☐ Resident association  ☐ Social Enterprise number:  ☐ School  ☐ Unincorporated club  ☐ Community Interest Company number:  ☐ Other (please state) | | |
| 20 | Organisational description (aims and activities) |  | | |
| 21 | Is the organisation affiliated with a regional or national organisation | ☐ Yes, specify:  ☐ No | | |
| 22 | Organisations annual income | ☐ Less than £50,000  ☐ £50,000 to £250,000  ☐ More than £250,000 | | |
| 23 | Have you applied to the CRE Community Chest before?  If yes, did you return unspent funds/complete and send monitoring and evaluation information? |  | | |
| 24 | Are you re-applying for funding to deliver the same project/s or deliver a related project? If you are delivering the same project again, please explain why there is a need to continue and what you have learnt from your previous project? |  | | |
| **Section C: Project costs** | | | | |
| 25 | Overall project costs (total cost of the project) |  | | |
| 26 | Amount requested from CRE Community Chest (max £5,000) . For grants of £300 or less please use the small grants form. |  | | |
| 27 | What will the funding be spent on (itemised)  Include VAT. A table can be submitted separately or you can add to this table. | Item | Cost | Cost breakdown (e.g. £10 per hour x 5 hours x 5 sessions) |
| Rent/venue hire |  |  |
| Staff |  |  |
| Volunteer expenses |  |  |
| Equipment and materials |  |  |
| Insurance |  |  |
| Training |  |  |
| Other costs |  |  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Total |  |  |
| 28 | Will you be using or securing any other funding to support this project? | Source | Amount | Expected/Secured/ applied |
| 1. | £ |  |
| 2. | £ |  |
| 3. | £ |  |
| 4. | £ |  |
| 29 | How does the project demonstrate good value for money? |  | | |
| 30 | Will all staff be paid the London living wage? If no, please explain why. |  | | |
| 31 | If the organisation has reserves that are in excess of 6 months’ running costs, please explain why these reserves cannot be used to fund this project. |  | | |
| **Section D: Project Management** | | | | |
| 32 | Does your organisation have appropriate financial procedures in place to ensure that income and expenditure is properly accounted for? Please briefly explain the procedures in place. |  | | |
| 33 | What skills and experience do your volunteers and staff have to deliver this project? |  | | |
| 34 | How will you recruit participants and/or promote this project to your target audience? Please include why you think this approach will be successful. |  | | |
| 35 | Have you taken into account any particular barriers for participants to ensure the project is accessible? |  | | |
| 36 | Are you working with any partners to deliver this project? If so, please outline the partner/s and their role or contribution to the project or explain why partnership working is not needed. |  | | |
| 37 | Outline the main risks for this project and how these will be managed? |  | | |
| 38 | If the project involves children, young people or vulnerable adults, please outline how they will be safeguarded. |  | | |
| 39 | How will you evaluate the project to understand who took part and what the benefits were?  If the project takes place over a specific period of time, please state how you will monitor the project. |  | | |
| 40 | What are your plans when the project ends? If it continues, how will you fund this? If it stops, how will you manage this? |  | | |
| 41 | If your project includes the purchase of equipment, please outline what equipment you will purchase and what will happen to this equipment when the project ends. |  | | |
| 42 | **Reference 1**  Name and contact details of someone internal to the organisation (trustee)/ CRE resident that supports your project |  | | |
| 43 | **Reference 2**  Name and contact details of someone external to the organisation |  | | |
| 44 | Document checklist. Please tick that your organisation has the following which we may check | ☐ Governing documents (e.g. constitution)  ☐ Health and safety policy (including Covid)  ☐ Data protection laws  ☐ Equal opportunities policy/statement  ☐ Safeguarding children and safeguarding  adults policy (if applicable)  ☐ Sight of Disclosure and Barring Service   (DBS) for staff and volunteers (if   applicable)  ☐ Public indemnity insurance  ☐ Employers Liability insurance  ☐ Audited accounts or if new, submit the last   bank statement and a 12 month financial   projection  ☐ Planning permission, licence or other   approval | | |
| 45 | Please let us know if you would be willing to come and talk about your project if the board wanted to find out more. |  | | |
| 46 | Declaration: I confirm that the information that I have submitted is true and correct to the best of my knowledge and I undertake to inform the Community Chest, as soon as possible, if there are any material changes to the information submitted:  Signature  Print name  Date | | | |

| Privacy Statement |
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| The details that you share in this application form will be shared with the CRE Community Board who will be assessing (scoring) the application. This will include council officers, CRE residents, Chair of CRERA, CREst and One Norbiton, and local ward councillors.  The Council's privacy notice can be viewed on the [website](https://www.kingston.gov.uk/council-democracy/privacy-notice-data-protection/1) |

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