| **Note to applicant:**  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)  *If you need help to complete the form, we have provided an example of the answers on our website. Alternatively, please get in touch with the regeneration for any other support.* |
| --- |

| **Section A: About you** | | |
| --- | --- | --- |
| **1** | **Your name and address:**  This must be a CRE resident.  If a not for profit organisation is applying, you will need to state below that you have CRE residents directly involved in and support the project |  |
| **2** | **Your telephone number** |  |
| **3** | **Your Email address:** |  |
| **4** | **Name/s and address/es of other residents involved in designing and delivering the project:** |  |
| **Section B: About your project** | | |
| **5** | **Name of the project** |  |
| **6** | **What do you want to do?**  Let us know what you are doing and where |  |
| **7** | **Why do you think this project is a good idea?**  Tell us about why this project is needed or a good idea and how this will help residents |  |
| **8** | **When will this take place?**  Let us know when it will start and end |  |
| **9** | **Which of these priority areas do you think your project will meet - please tick** | ☐ Improve health and wellbeing   on the estate  ☐ Invest in communities living on  the estate  ☐ Support employment,   education and skills of CRE  residents YES if they haven’t  done gardening before  ☐ Create opportunities for young  people living on CRE  ☐ Other - (please explain): |
| **10** | **Tell us about the CRE residents who will benefit from the project or which part of the estate** |  |
| **Section C: About the cost of your project** | | |
| **11** | **How much money do you need?** |  |
| **12** | **What will you spend the money on?**  Please list all the items you need to buy for the whole project and make sure this includes all costs such as VAT and delivery if this is required |  |
| **13** | **Name, address, email and phone number of the financial lead** **(if different from the project lead/applicant):**  This is the person or organisation who will be responsible for receiving the money and spending it as described. They will need to provide a bank account in their name if your application is successful.  Receiving these funds can affect you **if you are on benefits**, in particular Universal credit and other means tested or income based benefits. It is important that you check with your Universal Credit (UC) work coach via journal messaging service in your UC account or the Department for Work and Pensions before applying.  If this grant affects your benefits, you can use this section to nominate someone else to receive and manage the money for your project.  **If you are under 18**, then please use this section to say who will be financially responsible (e.g. youth worker or parent) |  |
| **14** | **Who will take part in this project and how will you make sure people know about this project?** |  |
| **Section D: Delivering your project** | | |
| **15** | **Have you considered the following** |  |
|  | Health and safety: |  |
|  | Safeguarding young people and vulnerable: |  |
|  | Insurance: |  |
|  | Data protection: |  |
| **16** | **How will you know if your project was successful?**   * What might change? * How will you know about what people felt about the project? * What changes might you see that you will record? |  |
| **17** | **Will your project need money afterwards?** |  |
| **18** | **We understand that you may not be used to filling in these forms for grants and would like to talk about your idea. Please let us know if you would like to come and talk to the Community Board about your project** |  |
| **19** | **Please use this box to tell the Community Board anything else about your project:** |  |
| **20** | **Declaration statement**  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 changes to the information submitted.  Signature  Print name  Date | |

Version: Autumn 2022