



# Cullingworth Village Council

## Community Grant Application Form

Date:

Name of applicant/organisation:

### **Contact details**

Contact name/position:

E mail:

Telephone number:

### **Grant details**

Amount of grant applied for (max £400)  £

Details of purpose of grant


Please attach quotation (if available)

Please note that Cullingworth Village Council reserve the right to request a written quotation for grant funding, especially where it refers to capital items

Date(s) and venue(s) of event(s) (where applicable) – enclosing programme if available


Detailed breakdown of costs for the event or project which is the subject of this application:  
(please supply at least two quotes)


Detailed estimated income (including other grants, admission charges, fund-raising, subscriptions etc.) for this project:


How many people from the village do you expect to attend or benefit from the event or project?


What grants have been obtained in the last three years? (e.g. Community Chest grants, Sports Council, Arts Council, Urban Aid, Local Authority etc.)


Have you applied to other funding bodies regarding this current application? (If yes, please specify).


### **CRITERIA AND NOTES FOR APPLICANTS**

1. Grants awarded will be to a maximum of £400.
2. Applications are particularly welcome from new projects, innovative scheme and from previously unfunded groups.
3. Successful applicants must recognise and acknowledge the support of Cullingworth Village Council in publicity materials, where appropriate (for example on your website, in leaflets, programmes and minutes). An electronic copy of our logo is available on request.
4. Failure to fully complete the application form with all the relevant information will result in the application being rejected or deferred to the next meeting.
5. A copy of the group's constitution must be provided and most recently independently examined accounts (except for applications for start up grants). Two quotations should be provided for each item to be purchased.
6. Grants will not normally be provided for ICT-related equipment or websites.
7. Applications will not usually be considered for trips except in exceptional circumstances.
8. Small Grants can be awarded to individuals who live in the Cullingworth area and are engaged in exceptional sporting, artistic or voluntary work.
9. Applications are welcome from groups where other funding/fundraising has been secured.
10. Groups/organisations should not expect to receive more than one grant per two year period.
11. Applications can be received at any time.

12. The organisation should be a non-profit making voluntary organisation where membership is open. Grants will not usually be awarded to organisations that have paid staff.
13. Projects should not contravene Bradford Council's Equality Policy.
14. Grants cannot be used to fund political activities.
15. Applications from pre-school groups must enclose a letter of support from the Shipley Pre-School Learning Alliance.
16. If you are applying for activities for children or vulnerable adults you must include a copy of your organisation's child/vulnerable adult safeguarding policy and enhanced CRB/DBS ID number(s) and expiry date(s) as evidence that checks have been completed.
17. Grants cannot be awarded for events/purchases that have already taken place, ie retrospective payments.
18. Applications for school curricular activities will not be funded.

Please note that some of the data collected as part of this funding bid is shared with internal and external partners as well as the funded projects being publicised electronically, in funding reports, in the media and other methods of distributing the information. It is also possible that this information may be released in accordance with a Freedom of Information request.

**Please attach the following information where applicable:**

1.	Constitution	
2.	Most recent independently checked accounts	
3.	Copies of at least two quotations per item	
4.	Child or vulnerable adult safeguarding policy (if applicable)	
5.	Evidence of enhanced CRB/DBS checks (if applicable)	

Please sign and date to confirm you have read and agree with the Criteria and Notes for Applicants

**Signature of Applicant:**

**Date**