

**SPECIAL GRANTS PROGRAMME 2008/09  
ENVIRONMENTAL GRANTS**



**A. CONTACT DETAILS**

1. Name of Organisation \_\_\_\_\_
2. Contact Name Mr / Mrs / Miss / Ms \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_
4. Telephone Day \_\_\_\_\_ Eve \_\_\_\_\_
5. E-mail: \_\_\_\_\_ website \_\_\_\_\_

**B. ORGANISATION DETAILS**

1. Is your organisation a registered charity? NO YES (charity number \_\_\_\_\_ )
2. Is your organisation part of, or affiliated to, a larger - national or regional - organisation?  
NO YES (if YES please state which): \_\_\_\_\_  
\_\_\_\_\_
3. In what year was your (local) organisation formed? \_\_\_\_\_
4. How often does your Management Committee meet? \_\_\_\_\_
5. How many volunteers do you have (excluding Management Committee)? \_\_\_\_\_
6. What are the main activities/services of your organisation?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Where do the activities take place? \_\_\_\_\_
8. Which other organisations do you work closely with? \_\_\_\_\_  
\_\_\_\_\_

**C. MEMBERS AND USERS**

1. How many members/users does your organisation have? \_\_\_\_\_
2. What is their approximate age range? \_\_\_\_\_
3. What fees are charged to members/users (include details of concessions)?  
\_\_\_\_\_
4. How many members/users come from outside Kingston Borough? \_\_\_\_\_

**D. GRANT REQUEST**

1. How much is your organisation applying for? £  
\_\_\_\_\_
2. What do you require the grant for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If the grant is for a specific activity or event please give details and state when it is taking place: \_\_\_\_\_  
\_\_\_\_\_
4. What difference will this funding make and who will directly benefit (please include approximate numbers)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Which of the Council's environmental priorities does your application fit (see guidelines)? \_\_\_\_\_  
\_\_\_\_\_

**E. BUDGET**

1. What is the total budget for the project/activity for which funding is requested:  
(if you are requesting core funding this will be your organisation's projected income/expenditure for the year)

PROJECTED INCOME	£
Fees/subscriptions/charges	
Donations	
Fund-raising	
Grants (excluding RBK grants)	
Sponsorship	
In-Kind donations	
Other (please specify)	

PROJECTED EXPENDITURE	£
Staffing	
Premises hire/rent	
Heating/lighting/telephone/post	
Volunteers expenses	
Publicity	
Equipment purchase / hire	
Other (please specify e.g. insurance, refreshments, training)	

TOTAL	
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TOTAL	
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Please feel free to use your own budget headings and attach an additional page if necessary

2. Please give details about other sources of funding you are pursuing (i.e. funding bids submitted, fundraising events planned, sponsorship possibilities) \_\_\_\_\_

\_\_\_\_\_

3. Tell us about any reserves your organisation has as well as whether these are being held for a particular purpose: \_\_\_\_\_

\_\_\_\_\_

**F. INVOLVEMENT OF USERS AND MEMBERS**

1. How were users / members involved in the planning of this grant request? \_\_\_\_\_

\_\_\_\_\_

2. How does your organisation collect feedback about its activities from members/users?

\_\_\_\_\_

**G. EQUAL OPPORTUNITIES**

1. What will you do to publicise the activity for which funding is requested to ensure everyone who could benefit will find out about it? \_\_\_\_\_

\_\_\_\_\_

2. How else do you ensure your activities are open to everyone? \_\_\_\_\_

\_\_\_\_\_

3. Does your organisation meet in accessible venues? NO YES (if NO give details)

\_\_\_\_\_

## H. CHECKLIST FOR ENCLOSURES

We need the following information about your organisation. Please tick to confirm that you have enclosed all the items.

**You do not need to re-send any information already supplied as part of any other recent funding application submitted**

1. a full set of accounts or a record of income and expenditure and a balance sheet for your last financial year \_\_\_\_\_
2. a copy of your organisation's Constitution or set of rules \_\_\_\_\_
3. a list of your Management Committee members  
(names and positions held) \_\_\_\_\_
4. A list of any staff (stating job titles and hours per week worked) \_\_\_\_\_
5. a copy of your Child Protection Policy  
(if your project will involve working with children) \_\_\_\_\_
6. confirmation - e.g. price lists - of the costs of items costing £100 or more in total  
(if your grant request is for equipment items) \_\_\_\_\_
7. copies of at least two quotations  
(if your grant request is for building works) \_\_\_\_\_
8. a photocopy of your application form \_\_\_\_\_

## I. DECLARATION

Please ensure that your application is signed by two people from your organisation.

We declare that we are authorised to make this grant application on behalf of the above organisation and that the information given in it and in the enclosures is correct.

- |    |          |       |      |                |
|----|----------|-------|------|----------------|
| 1. | Signed   | _____ | Name | _____          |
|    | Position | _____ |      | (Please print) |
|    |          | _____ | Date | _____          |
| 2. | Signed   | _____ | Name | _____          |
|    | Position | _____ |      | (Please print) |
|    |          | _____ | Date | _____          |

## J. RETURNING YOUR APPLICATION

**Deadline for receipt of applications: 18<sup>th</sup> April 2008**

Please return this form and enclosures to:

Voluntary Sector Unit  
Royal Borough of Kingston  
Guildhall, Kingston

SURREY, KT1 1EU