

**APPLICATION FOR GRANT AID 2008/09
STRATEGIC & DEVELOPMENT 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 Council Officers are most familiar with your organisation's activity/work (if any)?

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. YOUR GRANT REQUEST FOR CORE RUNNING COSTS

1. How much is your organisation applying for? £ _____
2. What aspect/s of your core running costs will be covered by the grant?

3. What other applications have you made for funding and when will you hear the outcome?

4. How else do you expect to raise funds?

E. STRATEGIC GRANT CRITERIA

1. Explain how the activities of your organisation match or complement the objectives of the Council and are meeting an identified need. (see guidelines)

2. How does your organisation ensure that its activities/services are available to all those who might benefit? _____

3. Give examples as to how your organisation demonstrates a commitment to Equal Opportunities for its users, workers and volunteers?

4. How are users'/members' views taken into account when planning activities?

5. How are users represented on your Management Committee? _____

6. Have you produced a three year Business or Development Plan? YES NO
If YES please attach a copy. If NO do you have plans to produce a Plan? Please give details of the timescale.

7. Has your organisation achieved or are you working towards meeting any quality standards? (see guidelines) YES NO
If YES, please give details.

8. How do you ensure you meet Health and Safety standards for your employees, volunteers and users? _____

9. Does your organisation have a fundraising plan/strategy? YES NO
If YES, please attach a copy and/or give details below

10. Which agencies or organisations do you regard as your key partners in the local community?

11. How can your organisation demonstrate a commitment to good environmental practice in the office and/or the way services/activities are carried out (Please give examples e.g. use of recycled paper):

F. MONITORING YOUR ORGANISATION'S WORK

1. How does your organisation collect feedback about its activities from staff/volunteers and members/users? _____

2. What statistical information does your organisation collect? _____

3. How else do you know whether your organisation's work is effective or successful?

G. FINANCIAL INFORMATION

1. What is the name of your organisation's bank account?

2. At which bank or building society is your account held (name and branch)?

3. How many signatures are required to withdraw money from your account? _____

Please set out your organisation's projected total income and expenditure **for the period 1/4/2008 to 31/3/2009**. Do not include grants that you anticipate receiving from the Borough.

(Please feel free to use your own budget headings on a separate attached sheet)

PROJECTED INCOME	£	PROJECTED EXPENDITURE	£
Membership fees/subscriptions		Staffing	
Income from hire/use of premises		Training	
Donations		Volunteers expenses	
Fund-raising		Premises Hire/rent	
Grants from other sources		Rates	
(please specify)		Maintenance including cleaning	
		Heating/lighting/other services	
		Telephone	
		Postage	
		Printing/stationery	
Business / sponsorship		Publicity	
Income/interest from investments		Accountancy/bank charges	
Other (please specify)		Insurance	
		Membership fees/ subscriptions to other bodies	
		Equipment	
		Vehicle maintenance	
		Vehicle replacement	
		Other (Please specify)	
TOTAL		TOTAL	

1. If a shortfall is projected, please give details as to how you will fund this:

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

H. CHECKLIST FOR ENCLOSURES

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

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
(if this is the first time your organisation has applied for a grant or if your Constitution or set of rules has changed since your last application) _____
3. a list of your Management Committee members
(to show names and positions held) _____
4. a list of any staff *(stating job titles and hours per week worked)* _____
5. a copy of your Equal Opportunities Policy
(if your organisation has adopted one) _____
6. a copy of your Child Protection Policy
(if your organisation has one) _____
7. a copy of your Business or Development Plan and an Annual Report
(if your organisation has one) _____
8. a copy of your fundraising plan/strategy *(if your organisation has one)* _____
9. 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

Please return this form and enclosures
no later than **31st October 2007** to:

Voluntary Sector Unit
Royal Borough of Kingston
Guildhall, Kingston
SURREY, KT1 1EU