Community Grants (Application Form)

Community Grants of up to £3,000 per application, are available to fund projects/ activities/ services to benefit communities in each of the four neighbourhood areas. Each Neighbourhood is awarded £20,000 per annum, which is reduced as Neighbourhood Community Grants are awarded throughout the financial year.

Eligible groups are: not-for-profit organisations; voluntary or community sector organisations or faith groups.

The guidelines for both the Neighbourhood Community Grants programme, as well as the Borough-wide Community Grants programmes, can be found on the following links on the Council's website as well as the templates for the additional forms.

https://www.kingston.gov.uk/downloads/download/976/neighbourhood_grant_and_borough_wide_grant_guidelines

Please note, after submitting this application form, you will receive a request to submit the following forms. Please ensure these are ready before completing the application form:

- Details of constitutional arrangements/governance
- Breakdown of your project's budget
- A completed Risk Assessment (If ad)
- Appropriate safeguarding Policy (If required)

If you have any questions about the application process please email grants@kingston.gov.uk

*Required

1. Are you applying for a Neighbourhood Community Grant or a Borough Wide Grant *

   Mark only one oval.

   - □ Borough-wide Community Grant
   - □ Neighbourhood Community Grant

   Skip to question 2.

Neighbourhood Community Grants

If you are applying for a Neighbourhood Community Grant please indicate the Neighbourhood where your project/ activity will take place.

2. Neighbourhood area:

   Mark only one oval.

   - □ Kingston Town
   - □ Surbiton
   - □ Maldens and Coombe
   - □ South of the Borough

Your organisation

3. Name of organisation: *
4. Name of the person we should contact within the organisation in relation to this application: *

5. Postal address: *

6. Postcode: *

7. Email address: *

8. Website address:

9. Telephone number: *

10. Mobile telephone number:

**Your project**

Note: you may be asked to complete a risk assessment template for your project activity

11. Project name: *

12. Project start date: *

   *Example: 15 December 2012*

13. Is the service you provide, or for which the grant is sought, duplicated by another organisation in the Borough? *

   *Mark only one oval.

   - [ ] Yes
   - [ ] No

14. If so, have you discussed working together?
15. If not, what makes your work different from theirs?

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16. How will your organisation review the project/activities and evaluate how successful your project/activities have been and the difference they have made to your users? *
   For example: statistical information, feedback from staff/volunteers/users. Please see - First Steps in Monitoring and Evaluation - Charities Evaluation Services. [https://issuu.com/make-it-happen-now/docs/firststepsinmonitoringandevaluation-738-746](https://issuu.com/make-it-happen-now/docs/firststepsinmonitoringandevaluation-738-746). Please note this will form as part of your end of year evaluation and report to RBK.

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17. Does your organisation have appropriate financial procedures in place to ensure that income and expenditure is properly accounted for? *
   *Mark only one oval.*
   - [ ] Yes
   - [ ] No

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18. How many people can withdraw money from your organisation’s account or carry out financial transaction on the organisation’s behalf? *
   Signatories should not be related to each other

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**Your grant request**

Please note that you will be expected to submit your budget breakdown shortly after making this application, please have prepared before submitting the application.

19. How much is your organisation applying for? *

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20. Why is your project/activity needed? Do you have the evidence to justify the need? *
21. Please indicate the top three areas does your project/activity will target *

Note: If you are working with vulnerable adults/young people, your assessor will request and assess the relevant safeguarding policies from you.

Tick all that apply.

- Mental Health
- Communication
- Physical wellbeing
- Reducing isolation
- Improving employment or volunteering opportunities
- Reducing inequalities
- Socially excluded groups
- Other

22. If you indicated "Other" please state the area below

________________________________________________________________________

23. Please briefly describe the project/activities/event/service/location your grant request is for. *

By activities we mean services, products or facilities you plan to deliver. Try to be specific. For example: 30 ESOL classes for women. 20 training sessions for volunteers to support older people. 10 new trees planted in your neighbourhood. Mentoring for 10 young people.

________________________________________________________________________

24. When is the project/activity due to start and end? *

________________________________________________________________________

25. What 3 main differences or outcomes do you want to achieve through your funding proposal. By differences and outcomes, we mean the changes, benefits, learning, or other effects that result from the work your project would deliver? *

These might be for individuals, families, communities or the environment for example: 10 women who attended ESOL level 1 classes have progressed to level 2. Local residents are happier because of improvements to their park. Local residents report their area is much safer. Young people report they have improved self esteem.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
26. Please state which Kingston Community Outcome your project/activity relates to. *
   Mark only one oval.
   - Healthy, independent and resilient residents with effective support to those who need it most.
   - A safe borough which celebrates our diverse and vibrant communities with local priorities shaped through participatory democracy.
   - A sustainable approach to new homes, development and infrastructure which benefits our communities, in a well maintained borough.

27. How many people will benefit from the Council's Community Outcome? *

28. Please give one example of how you will embed one environmental and one equality practice within your project. *

29. Is the activity to continue beyond the period for which funding is requested? *
   Mark only one oval.
   - Yes
   - No

30. If so, how do you intend to fund it?

31. If not what is your exit strategy? *

Other sources of funding
32. Are you, or any other part of your organisation, applying for any other Royal Borough of Kingston funding in this financial year? *
   
   *Mark only one oval.

   - Yes
   - No

33. If yes, what is the funding for?

   
   
   
   
   
   

34. How else do you expect to raise funds? *

   
   
   
   
   
   

35. Have you discussed your application with any Council Officers? *

   *Mark only one oval.

   - Yes
   - No

36. If so, who?

   
   

Your organisation

37. What type of organisation best applies to your organisation? *

   *Mark only one oval.

   - Not-for-profit

38. Is your organisation part of, or affiliated to, a larger - national or regional - organisation? *

   *Mark only one oval.

   - Yes
   - No
39. If yes, what is your relationship with this organisation and do you have autonomy over your own finances?


40. What are your organisation’s main aims and activities/services? *


41. Is your organisation registered with the Charities Commission? *
   Mark only one oval.
   ☐ Yes  Skip to question 42.
   ☐ No  Skip to question 43.

Charities Commission

42. Charity No: *


Companies House

43. Is your organisation a registered company? *
   Mark only one oval.
   ☐ Yes  Skip to question 44.
   ☐ No

Company Number

44. Please include your Company Number if you have one.

Your Application
Thank you for your application. You will now

45. Please confirm the following: *
   Tick all that apply.
   ☐ I confirm that the Council can retain the contact details provided within this form so that the Council can contact me about its Grant Programmes.
46. Please confirm that the information that you are submitting is true and correct to the best of your knowledge and that you undertake to inform the Council, as soon as possible, if there are any material changes to the information submitted. *

Mark only one oval.

☐ 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 Council, as soon as possible, if there are any material changes to the information submitted.