

Applicant's details

Please read the guidance notes before completing this application form.

* 1. Contact details

Name of organisation

Contact name

Position

Address 1

Address 2

Address 3

Address 4

Postcode

Telephone number

Email address

Website address

2. What type of organisation are you? (Select as many as appropriate)

- A registered charity
- Company Limited by Guarantee
- Local Council
- Voluntary organisation

Other (please specify)

3. Please state the aims of the organisation

4. Please state the main activities of the organisation

5. What geographical area do you cover?

6. How many members/clients are involved with your organisation each year? How many of these are from East Cambridgeshire? Please specify whether these are organisations or individuals.

7. How many staff does your organisation have?

Full time

Part time

Volunteers

Management
committee/other

Details of proposed project

8. Project name

9. Is this project a:

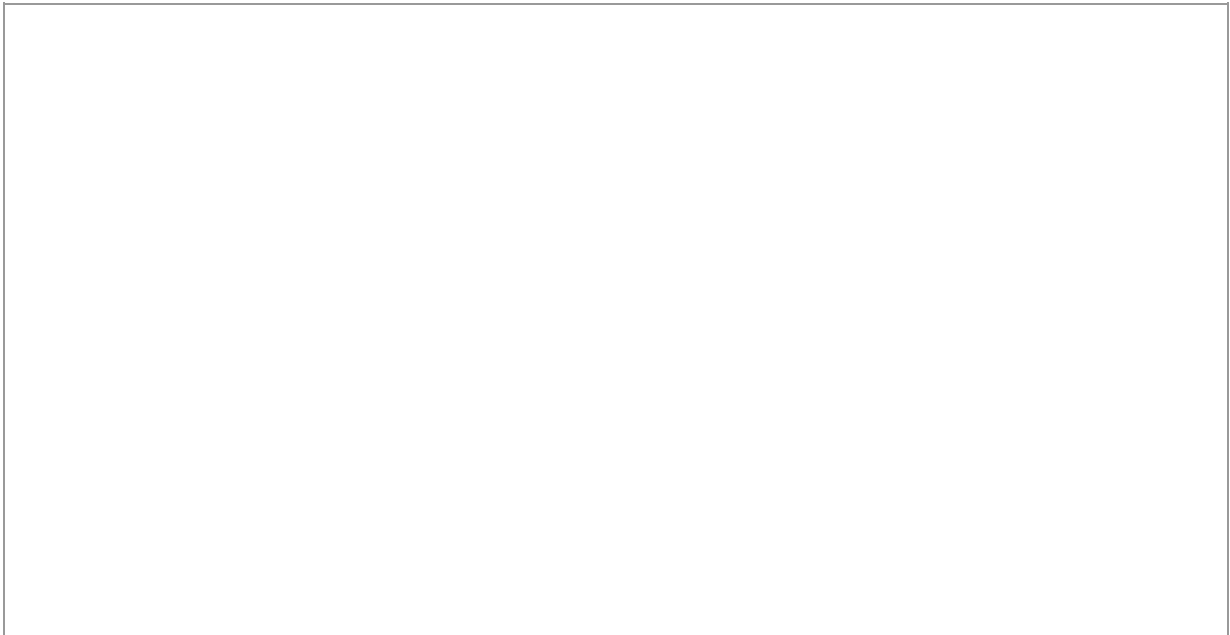
- New project
- Enhancement of an existing service

10. Please give a brief description of the project for which you are seeking funding (i.e. what you are planning to do, how the project will operate?)

11. What evidence do you have that there is a need for the service/project and who has been involved in determining that need?



12. Once the funding has been spent how will the project/service be sustained?



Who will benefit?

13. Which areas of East Cambridgeshire will benefit from your service/project? (Please list all settlements to be served and any specific destinations)

14. How many individuals/organisations will benefit from the grant? Please explain how you arrive at these figures.

15. How many of these people fit into the following groups?

Children (0-17 years)

Young people (18-25 years)

Older people (60+ years)

People experiencing rural isolation

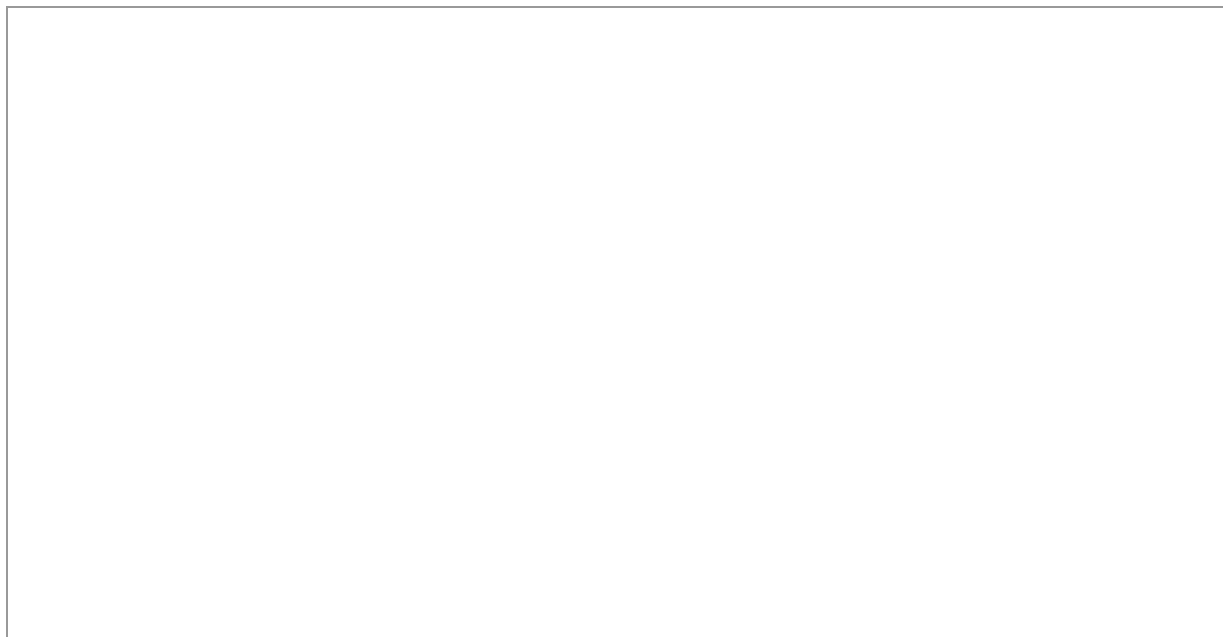
Minority ethnic groups

People with a disability

Other (please specify)

16. Please outline the benefits and outcomes that you expect to achieve as a result of the funding

17. How will you measure the difference the funding makes? (e.g. passenger figures, user satisfaction survey, project evaluation)



Project budget

18. How much money are you applying for?

19. Budget breakdown summary (including VAT). Please provide a breakdown of costs; this should include staff, volunteers, expenses, publicity and activity costs.

20. Please indicate the level of match funding you have in place (if any) and where this funding is coming from:

Total project cost

Match funding

Match funding provider

Amount requested from
ECDC

Your financial information

21. Please provide the following information about the finances of your organisation:

Total income in last
financial year (£)

Total expenditure in last
financial year (£)

Date of year end
(dd/mm/yyyy)

Current unrestricted
reserves or savings

Current restricted
reserves or savings

22. Where does your organisation get its funding from? Please give the name of the funder(s) and the amount of funding received.

Additional information

23. Please use the space below to provide any relevant supporting information that you would like to be taken into account when considering your application.

Declaration

I apply on behalf of the organisation above for a grant as proposed in this application in respect of expenditure to be incurred in the financial year 2019/2020, as shown above on the activities described. I certify that to the best of my knowledge and belief, the statements made by me in the application are true and the information provided is correct.

I agree to let East Cambridgeshire District Council know if any of the information provided changes at any time during the application process and, if successful, during the funding period.

DATA PROTECTION

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council, who are running this survey, are fully committed to protect the privacy of the respondents. Officers at East Cambridgeshire District Council will be able to view the data you input, but will only use this in relation to this specific survey and your responses will be deleted once the consultation period has closed.

I give permission for East Cambridgeshire District Council to record this information in electronic form and to publish details in the local press and web-based locations if my application is successful.

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore the information provided by you may have to be disclosed by the District Council in response to a request unless the District Council considers that a statutory exemption applies.

Applications submitted electronically are taken as signed upon receipt.

24. Signature

25. Name

26. Date

Application checklist

Please return this form to Sally Bonnett, Infrastructure and Strategy Manager, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE or email it to sally.bonnett@eastcambs.gov.uk by 5pm on Tuesday 30th April 2019.

27. Application checklist:

- All questions have been answered as fully as possible (do not leave any questions blank - write none or n/a in the space provided)
- Any proposed supporting information is attached to the application or emailed to sally.bonnett@eastcambs.gov.uk
- Proposed expenditure summary is complete
- Source(s) of funding have been identified and total grant requested is clearly stated
- The declaration has been signed and dated

28. To be submitted with your application

- Details of the management of the organisation
- A copy of your organisation's constitution
- A statement of financial activity showing profit and loss and including details of unrestricted reserves
- Evidence of a bank account with 2 cheque signatories
- Details confirming other sources of funding
- Quotations for any equipment or services you intend to fund through this grant
- A copy of your Child and Vulnerable Adults Policy
- A copy of your Equal Opportunities Policy
- A copy of your Health and Safety Policy
- A copy of your Volunteer's Policy