



Managed by the Community Development Foundation  
Funded by the Office of the Third Sector



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## Grassroots Grants programme 2009 – 2011

### Application form (version 1A) for grants up to £900

Grassroots Grants is funded by the Office of the Third Sector

Please read the Guidance Notes before and during completion of this form. Do not use this form if you are applying for more than £900. If we can't read your application easily, it may not be considered. Please write clearly and use black ink. If you need help and advice, please contact your local CVS or Thames Community Foundation.

<b>1. Name of organisation:</b>
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<b>2. Address for correspondence:</b>
Postcode: _____ Website: _____

3. Contact details:		Main contact		Second contact	
Name & title		Name & title		Name & title	
Position in group		Position in group		Position in group	
Telephone:		Telephone:		Telephone:	
Best time to contact		Best time to contact		Best time to contact	
Mobile phone:		Mobile phone:		Mobile phone:	
E-mail:		E-mail:		E-mail:	

<b>4. Please describe the main activities of your organisation</b>

<b>5. When did your organisation start? Month.....Year.....</b>
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<b>6a.</b> Does your organisation have a set of rules/terms of reference or constitution?	Yes/No	<b>6b.</b> Are you a part of a larger regional or national organisation?	Yes/No
<b>6c.</b> Is your organisation a registered charity?	Yes/No	Charity Number:	
<b>6d.</b> What was your organisation's income for the last three years:			
£	£	£	

<b>7. What geographical area (e.g. Borough and ward) are you working in?</b>	
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**8. About Your Project**

Please give a brief description of the project or activity to be paid for by the grant. If you are applying for a grant to buy equipment, please say what it will be used for and how it will help meet your group's objectives:

**9. Project timescale**

Please give us timescale of your project	Start date	Finish date
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**10. Beneficiaries**

**10a.** Who will benefit from your project?

Please give the age range for most of the participants /beneficiaries:

Please give the ethnic group for most of the participants/beneficiaries:

**10b.** Approximately how many people will benefit from this project?

**11. Finance and bank details**

<b>11a.</b> Have you ever received grant funding before from Thames Community Foundation or any other funder?	Yes / No
<b>11b.</b> Do you have a bank account in the organisation's name?	Yes / No
<b>11c.</b> Account Name:	
Bank / Building Society:	
Bank / Building Society address:	
Sort Code:	Account No:
How many cheque signatories are required:	

**12. Other applications to Grassroots Grants**

Have you applied or are you applying to more than one Local Funder (this means an organisation such as Thames Community Foundation) for a Grassroots Grant? Please note that you cannot receive more than £5,000 from Grassroots Grants in total. If you receive more than £5,000 from one or more Local Funders you will have to return all Grassroots Grants funding over £5,000 to the relevant Local Funder(s).	Yes / No
If yes, please provide details.	

### 13. Your Budget

13a. How much money are you applying for? (maximum £900)		
13b. Is this money for new work or to continue existing work?		New      Existing
13c. Please provide a breakdown of costs for your project. <b>Items of expenditure</b>		<b>Total cost £ (incl. VAT)</b>
<b>Total (must not exceed £900)</b>		

### 14. Declaration

We confirm that the information we have given is correct. We agree to abide by the terms and conditions of the grant as they are set out in this application form and in the accompanying Guidance Notes and understand that any offer of a grant will be subject to our proposed work remaining within grant criteria. We agree to participate in monitoring, auditing and evaluation related to any Grassroots Grant we receive.

#### Signatures of applicants (two different signatories required):

##### Applicant (person filling in this form)

Signature <i>please sign</i>		
Name <i>please print</i>		Date signed:

##### Committee member (Chair/Secretary/Treasurer) please delete as appropriate

Signature <i>please sign</i>		
Name <i>please print</i>		Date signed:

### 15. Checklist: do you have the following documents ready to send in?

This signed application form with <b>all</b> sections completed	
Your organisation's set of rules/terms of reference/constitution	
Your last set of annual accounts plus proof of income and expenditure for last three years (or since your group was set up if than three years ago)	
Child Protection or Vulnerable Adults Policy (essential if you are working with these groups)	
Bank Statements from last three months	
Equal Opportunities Policy	
If you are <b>not</b> enclosing any of the above, please give reasons:	

**16. Would your group benefit from any training or additional support?**

If training were available locally, either free of charge or at nominal cost to your organisation, would members of your group be interested in attending workshops or other training sessions on any of the following topics:

- Application writing
- Bookkeeping
- Project management
- Fundraising
- Full-cost recovery
- Governance (constitutions etc)
- Monitoring project outcomes and evaluation
- Safeguarding Policies (Child Protection/Vulnerable Adults)
- Other (please specify).....

Thank you for completing this form.

We won't be able to consider an incomplete application so please do make sure that you have completed all sections of the form, that it has two signatures for the Declaration and that you are sending us all the documents required.

Please return this form to:

Grassroots Grants  
Thames Community Foundation  
NPL Building 1 – Room 201  
Hampton Road  
Teddington  
Middlesex  
TW11 0LW

Tel: 020 8943 6039    Email: [grassrootstcf@btconnect.com](mailto:grassrootstcf@btconnect.com)

[www.thamescommunityfoundation.org.uk](http://www.thamescommunityfoundation.org.uk)

Please remember to put correct **postage** on your envelope. Incorrect postage may mean a delay in receiving your application or it may not arrive at all. If in any doubt, please check postage rates with Royal Mail. Please note that proof of posting by you is not proof of receipt by us. You must ensure that we receive the application no later than 12 noon on the closing date you choose.

Don't forget to take a copy of the completed application form as you'll need to refer to it if we have any queries and for monitoring purposes.

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