



Supporting projects that deliver wide community benefit in South Kesteven

Application Form

Small Grant

For office use only

Date received:

Date acknowledged:

Reference:

For Community Projects/Events - Maximum Grant Funding: £2,000

Please note there is a separate form for Community Events

Please ensure you have read and understood the Community Fund Criteria for grants up to £2,000 before completing this form.

Important, please note:

- **Your group must have its own bank account**
- **You may be required to provide the Council with additional evidence of the project/event (for example, copies of quotes and receipts of expenditure)**
- **Grants are paid 75% in advance and 25% on completion**

All sections must be completed

If you require help completing this form (especially if you are a small group) or a copy in an alternative format or language, please contact Lincolnshire CVS on **01205 510888** (select option 4 – Grantham office) or email: skcommunitygrants@lincolnshirecvs.org.uk

Section 1. Contact Details

Please give details of your organisation

This should include your name and contact details including address, email and telephone number plus a brief description of your organization, including website address *(if you have one)*



Section 2. Your Project/Event Proposal

<p>Please provide a brief summary of what the project is and how it will benefit the local community or what you hope to achieve. Explain what you will spend the grant on. <i>(The location of your project must be within SKDC district and for the benefit of SKDC residents)</i></p>	
<p>What evidence do you have to show that your project is needed and will contribute to local priorities in your area? For example: Neighbourhood Plans, questionnaires or letters of support.</p>	
<p>Project/activity start and finish date:</p>	
<p>If your project requires permissions before it can start, please provide details, e.g. premises, equipment, etc.</p>	

Section 3. Financing Your Project/Event

<p>3a. What is the total cost of your project? (including VAT)</p>	£
<p>3b. How much funding are you applying for from the SKDC Community Fund? <i>There is a minimum grant level of £500 and a maximum of £2,000</i></p>	£
<p>3c. Please provide details of any match funding available</p>	£



Section 4. Declaration

In signing this declaration I agree that:

1. I have full authority on behalf of the group/organisation to make this application.
2. I have read and understood the 'Criteria, Application Process and Conditions of Funding' and agree to the conditions of funding.
3. The information contained in this application is correct at the time of submission.
4. If a grant is awarded, it will only be used for the purposes as stated in this application.
5. I will complete and return a Project Completion Form within three months of completion of the project in order to draw down the final 25% grant payment.

For and on behalf of: (insert name of group/organisation)		
Signed*	Print name	Position in group (chair, etc)
Date		

*Lincolnshire CVS can accept a typed signature if the person signing is the same person who submits the application by email. If the person signing the application form is not identifiable by their email address a signed hard copy will be required.

Section 5. Returning Your Application

Please **make sure that you have enclosed all required supporting documentation** and then return your completed form to:

email: skcommunitygrants@lincolnshirecvs.org.uk

Lincolnshire CVS
c/o South Kesteven District Council
St Peter's Hill
Grantham
NG31 6PZ

Tel: **01205 510888** (select option 4 – Grantham office)

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Application deadline	SKDC Community Partnership to assess applications	Decision date (Community Fund Panel)	Date Grants awarded