



Please read these notes before completing the application form. If you fail to provide evidence where stated, your application may be rejected.

Section (1): Project name and contact details

Proposed project name	Insert the full name of the project or activity.
Name of organisation	Insert the name of your group or organisation. Spell out any acronyms or abbreviations.
Name of lead contact	This should be the name and position of the person dealing with the application for the group or organisation.
Address of organisation	Insert the organisation's address. Remember that the group or organisation must benefit our residents on the Isle of Dogs.
Contact number and email address	Provide a daytime telephone, mobile contact number and an email address if available.
Referee	Please provide details of an independent person who can be contacted for a reference about your group or organisation's work and activities. References will be taken up before any funding is agreed.
Evidence	Please ensure that you include all requested documents with your application. If you fail to do so your application may be delayed or not approved. If you cannot provide any of the documents, please tell us why.
Copy of constitution or rules	Attach a copy of the constitution or rules for your group or organisation.
Annual report	Attach a copy of the group or organisation's most recent annual report, if available.
Audited accounts, spending plan	You need to give us a copy of your most recent annual accounts. This should show the income and expenditure for the group or organisation for the year and the level of reserves available to the organisation. If you cannot provide this please explain why and provide alternative documentation to verify the organisation's financial status.
Recent bank statement	You will need to attach a recent copy of the group or organisation's bank or building society statement. This verifies the group or organisation's bank details and current financial position.
Equal opportunities statement or policy	All applicants will be expected to provide and ensure that the project or activity, if approved, will be accessible to all members of the community without discrimination. Please attach a copy of the group or organisation's equal opportunity statement.
Safeguarding policy for working with young people and vulnerable adults	<p>If your project involves working with children or vulnerable adults your group or organisation will need to have relevant safeguarding procedures in place and all of your staff or volunteers will need to have a current Disclosure and Barring Service check (DBS).</p> <p>If any of your staff or volunteers needs to have a DBS check, please contact our Volunteering & Partnerships Team on 0300 123 9966 for help and assistance.</p>
Estimates or quotes	Attach estimates for each item you wish to purchase. This can be from a price list, a catalogue or a quotation invoice.
Declaration statement	The application should be signed and dated by the person who will be the main contact for the project. Unsigned forms will not be processed.

Section (2) About your group or organisation

Aims and objectives of your group or organisation	Give a brief outline of the main aims and objectives of your group or organisation and the date the group or organisation was set up. Please also include a copy of your constitution or rules.
Registered charity or company	If your group or organisation is a registered charity or registered company please give the registration number.
Status of organisation	If your group or organisation is not a registered charity or a formalised or constituted group, describe how your group or organisation works and makes decisions.
Committee and staff structure	State how your group or organisation is staffed and managed. Also include the name and home address of each member of your management committee. We won't be able to consider your application without this information.
Primary users	Please tick the appropriate boxes to indicate which users or age groups your group or organisation primarily represents.
Disclosure and Barring Service (DBS)	You will need to sign the declaration statement if your group or organisation works with children or vulnerable adults. All volunteers and staff will need to have passed a DBS check. If any of your staff needs to have a DBS check, please contact the Volunteering & Partnerships Team on 0300 123 9966. We will need to see copies of all DBS forms as well as a copy of your group or organisation's safeguarding policy for working with young people and vulnerable adults.

Section (3): About your project proposal

Funding information	If this is not the first application or the application is to fund an existing project please give details.
Project theme	Please tick which themes your project or activity falls under.
When will the project start?	Tell us when you expect the project or activity to start and how long it will last for (month and year). This is particularly important where the application is for social events and activities. Please remember that retrospective applications are not eligible and you should not start the project until you receive written confirmation of grant approval.
When will the project finish?	Approved funding must be spent within a year of the grant being approved. Any underspent grant will have to be paid back to One Housing.
Purpose and benefit	Say why the project or activity is needed, why it's a priority and which users, estates or locality will gain the most benefit from the project or activity.
Consultation process	Groups or organisations need to be able to demonstrate support for the application from within their group or organisation as well as users and the wider local community. Please tell us what consultation has taken place including any meetings or outreach sessions. Unsupported applications will not be considered. If there is a good reason why such agreement or meeting is not necessary please outline the reasons in this section of the form.
Partnership working	If your group or organisation intends to work in partnership with another organisation to achieve the projects aims or the project is aimed at increasing accessibility of an existing provision, state how this partnership will work and what benefits, financial or additional resources will be gained as a result.

Who is the project or activity for and how many people will benefit?	Please indicate who and how many people will benefit from the project or activity. For example, this may be the number of people who access the group for which equipment is being purchased or the number of people who will attend an event.
Monitoring and evaluating the project or activity	You should show how your group or organisation will ensure that the project meets its aims and objectives during the course of the project's lifespan. You will be required to provide evidence of one or more examples of effective monitoring as part of the project evaluation process.

Section (4): Financial and budget details

Amount of Community Chest grant requested	Please indicate the amount of Community Chest grant you are applying for. The amount requested must not exceed £10,000. Remember that One Housing reserves the right to award less than the requested amount. Any unspent funding will have to be returned to One Housing at the end of the project.
Group or organisation's own finances or reserves	This is the money available to the group or organisation. You need to identify all the funds your group or organisation holds and how you intend to use those funds in the next year. Please attach copies of annual reports, audited accounts or spending plans, and a recent bank statement.
Income table	Use this table to outline the details of any other funding being used in the activity or project. This would include applications or approvals to other funding bodies, any fundraising the group has undertaken itself and any contribution to be made from the group's own resources. Include how much funding you have applied for or received and whether the amount is at application stage or approved. Please do not include the Community Chest amount in this section. Note that when you add the other funding sources to the amount of Community Chest requested, the amount should not exceed the total budget for the project funding.
Breakdown of costs	Give details of what will be purchased with the grant - ie hire charges, fees etc. If the funding is for equipment, then state where the items will be purchased and attach a price list or quotation.
Bank account details	It is an eligibility requirement that applicant groups or organisations have a bank account. Please state the name of your banking organisation and state the name of the account. If your organisation holds more than one account please give details relating to the account for this activity. Details of who is an authorised signatory for the account must also be provided. Such accounts will normally have a minimum of two signatories. If your group or organisation has less than two, please tell us why.