|  |  |  |
| --- | --- | --- |
|  | Rotary Clubs of Wolverhampton | Application Form  for  Community Fund  CF23/4 |

**All applications, whether made on behalf of an organisation or an individual, must be submitted by a person over the age of 18.**

**Applications can only be considered if there has been no other grant awardedto the organisation directly, by the James Beattie Charitable Trust during 2023.**

**Applications can be made by individuals, voluntary organisations, community groups and social enterprise groups working in Wolverhampton to overcome problems arising from deprivation, poverty, disability, and lack of opportunity.**

Groups and individuals will be able to apply for grants of between £250 and £500.

**Grants will be awarded to applicants demonstrating how the funding will be effectively used:**

* to make a difference to the well-being of local people and
* to open up opportunities for people to develop their abilities and skills.

**Factors that will be considered in awarding a grant will be:**

a) the number of people who will benefit and the strength and duration of the impact on them

b) the impact on a family or on the community as a whole

c) other funding the applicants may have for their proposal or matched funding that can be attracted*.*

**Further guidelines to note:**

* Organisations applying must demonstrate how they are established in their communities.
* How they will use the funding to help local people.
* Beneficiaries must have a connection to the Wolverhampton area in terms of living or working in the City, or receiving services from an organisation based there.
* Grants can be used to employ people, purchase the provision of services, facilitate the acquisition of disability equipment or items needed to support daily living needs.

**When completed- please return by e mail to**

[**rotarysmallgrants@gmail.com**](mailto:rotarysmallgrants@gmail.com)

**no later than 25th January 2024**

**Section A**

**To be completed in relation to all applications**

**made on behalf of an Organisation.**

|  |
| --- |
| **Organisation Name.** |
| **Status of organisation (e.g. charity, community interest company, voluntary group)** |
| **Reference number, if a registered Charity or**.  Community interest Company  Management Agreement if not registered |
| **Person from the organisation making the application.** |
| **Position.** |
| **Address of organisation.** |
| **Telephone** |
| **Email** |
| **Description of what the organisation does, where it operates, who benefits from its work, what size is its annual revenue budget.** *(No more than 500 words. Please ensure you cover all the points)* |
| **Is the organisation adequately resourced and financially sustainable?**  Please attach your latest accounts if possible, or some appropriate financial information on your organisation, in support of your statements. |

**Section B**

**To be completed in relation to all applications**

**made on behalf of an Individual.**

|  |
| --- |
| **Name of individual benefiting.** |
| **Person making the application and relationship to person benefitting.** |
| **Address** |
| **Telephone Number** |
| **E-mail** |
| **Who will manage the grant monies and how will they be accounted for?** |

**Section C**

**To be completed in relation to ALL applications.**

|  |
| --- |
| **Description of what the grant will be used for**  *(No more than 500 words)Please cover the following points*  *a) who will benefit*  *b) how will they benefit*  *c) numbers benefitting and for how long*  *d) what the funds will be used to purchase* |
| **Amount of Grant Requested.**  **£** |
| **Detail any other funding being used or applied for.** |
| **When will the grant monies be used?**  *(It is expected that the grant will normally be used within 12 months of the award.)* |

**Section D**

**To be completed in relation to ALL applications**

**for grants relating to an activity, or the purchase of equipment:**

|  |
| --- |
| **Confirm that appropriate Health and Safety matters have been considered and that any risks have been eliminated or are manageable**. |
| **Is Public Liability insurance cover in operation?** |
| **Is a Safeguarding Policy is in place?** |
| **If working with vulnerable adults or children, do those involved have DBS disclosures?** |

**Terms and Conditions of Grant.**

**1 Additional information may be requested in support of shortlisted applications.**

**2 There is no appeal process if a submission is not successful, but reasons will be provided on why an application has not been successful.**

**3 Successful applicants will:**

**a) in conjunction with the Club, participate in arrangements to publicise or acknowledge the grant,**

**b) attend a Presentation event if requestedand also, if requested, give a short presentation to a Club meeting on how the grant will be used,**

**c) undertake that grants are used only for the purpose approved, as set out in the application,**

**d) return any grant monies not used after 12 months from date of notification of award of grant.**

**e) report and account for the use of the grant.**

**I understand and agree to the above Terms and Conditions.**

**………………………………………………………. Date ………………………….**

**Person submitting the application as set out in Section A or B.**

Please note that not all applications will be successful and selection for awards will be based on the potential to achieve the greatest impact, or meet a significant need of individuals not presently being met, or to enable an individual to achieve a personal target that stretches them.