**Allerdale Borough Council**

**Community Housing Fund Grant**

**Application Form**

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**Introduction**

**Please make sure you read the grant application information and guidance documents in full, this will help you to complete all sections of this application form correctly.**

**Your application should include attached information as indicated in these document guidance notes. Please indicate where this information is not currently available or will be to follow.**

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| **Section 1: About you** |

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| **1.1 Group / organisation details** |
| Name of group / organisation |  |
| Address of organisation including postcode |  |
| Organisation’s website and / or social media addresses (if applicable) |  |
| Main contact person  | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| Second contact person  | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
|  | Telephone number |  |
|  | Email address |  |
| What is the status of your organisation/community group e.g. charity |  |
| Please supply any relevant registration or reference numbers. | Name | Reference/Number |
|  |  |
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| Date your organisation / community group was established |  |
| How many people are involved in running your organisation and its activities? (Please include the total number of Committee Members and / Employees) |  |

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| **1.2 Tell us about the vision, values and activities of your organisation / community group (no more than 500 words).**  |
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| *Please tell us about the type of work you may have done in the past, who you have engaged with, what outcomes you have achieved, and your aims and objectives for the future.* |
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| **Section 2: About your project** |

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| **2.1 Name of your project** |
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| **2.2 Tell us about your activities and your proposed project outputs.** |
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| *What you plan to do, how do you intend to do it and why? Include your details of your group’s activities. Be as specific as possible and include numbers where appropriate, for example details of community requirements such as proposed housing schemes and numbers of units. Your activities must support at least one of the objectives of the grant programme.* |

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| **2.3 How do you know there is a need for your project and who will benefit?**  |
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| *What work have you done to identify the need for your project, from engagement with people, or from research and national or local trends? Tell us what made you decide to undertake this project and who will benefit.* |

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| **2.5 What are the 3 key outcomes your project will achieve?** |
| **Outcome 1** |  |
| **Outcome 2** |  |
| **Outcome 3** |  |

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| **2.6 Describe how you will ensure the grant funding is utilised appropriately and how Allerdale can monitor this.**  |
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| *What will you keep records of, what systems or approaches will you use and who will be involved.* |

**Section 3: Budgets and Finance**

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| **3.1 What is the total cost of your activities and how much are you requesting from Allerdale?** |
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| **3.3 Have you obtained three like for like quotes for the project? If so please include details, or copies of these quotes. If this is not possible please state why and how you intend to ensure that best value can be achieved.**  |
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| **3.4 If the grant amount requested is less than the total cost of the activities identify where the difference will come from and whether you have secured this funding.** |
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| **3.5 Estimated**  | **expenditure** |
| **Expenditure item** | **Estimated cost** |
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|  | **Total** |

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| **Section 4: Management** |

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| **4. How will you ensure the successful delivery of these activities? (please describe - between 250 to 500 words)** |
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| *We want to know about your management approach and previous experience of managing similar activities in Allerdale successfully.* |

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| **Section 5: Non-Financial Support**  |

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| **5. Are there any additional ways you think Allerdale could support you?** |
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| **Section 6: Declarations** |

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| **6.1 Declare any interests of employees or board / management committee members that may be relevant to your application**.  |
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| *Provide the name, position in your organisation and details of anyone who is an Allerdale Councillor, a relative of an Allerdale Councillor and anyone who is an employee of Allerdale Council, or related to an employee of Allerdale Council.* |

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| **6.2 Final declaration** |

I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Allerdale Borough Council of any significant changes to the application and that misleading information can invalidate this application.

Allerdale Borough Council is listed as a public authority under the **Freedom of Information Act 2000.** By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.

This application form contains information that is personal data for the purposes of the **Data Protection Act 1998.**

The personal data that you have provided will be used by the Council for the purpose of processing your application and will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud or where there is a statutory requirement for disclosure.

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| **6.3 Signature (if you are unable to upload a signed copy of this form please send a signed hard copy of the form to the address indicated in the guidance notes).** |

This must be the main contact named above. I understand you may contact me during assessment and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me.

Name

Position

Signature

Date

**7: Checklist**

Before sending us this form please check

|  |  |
| --- | --- |
| You have answered every question? |  [ ]   |
| You have signed and dated the form? |  [ ]   |
| You have included the documentation requested, including any supplementary documentation recommended in the guidance notes?Have you attached three like for like quotes? Has the proposal been accepted by your organisation board/committee etc.? **Please note permission must be agreed before this application can proceed** |  [ ]    [ ]   [ ]  |
|  |  |

**Section 8: Feedback**

It is not obligatory to fill in this part of the form and none of your answers to this section will affect the outcome of your application. However, we value your feedback and will use it to improve our grant processes in the future.

1. How did you hear about this grant programme?

2. Did you have all the information you needed to complete the form?

 Yes No

3. Was the application form easy for use?

Yes No

4. If you answered no to either of the questions above then please explain how the application form and information could be improved?