

# GREENMOOR BIG LOCAL COMMUNITY PARTNERSHIP

(Serving Scholemoor and Lidget Green)

**Ref: GBLCP/**  
(For Internal use only)

## APPLICATION FORM FOR GRANTS

**Please read guidance notes before completing this form.**

### 1. Contact details

Full Name of Group/ Organisation: <i>(As stated on your constitution)</i>		
Address: <i>(This is where all correspondence will be sent unless otherwise specified)</i>		
Postcode:		
Contact Details:	Main contact person:	Alternative contact person:
Address if different from above:		
Position in Group:		
Daytime Telephone Number:		
Mobile or Other Number:		
E-Mail Address:		
Group's Website:		

### 2. Your group

When did your Group start?	Month:	Year:
How often does your Group meet?		
Does your Group have a set of rules/constitution? <i>(if not, support is available – see guidance notes)</i>	Yes / No	
How many paid staff do you employ?	Full-time:	Part-time:
How many management committee members do you have?		
How many members do you have?		
How many <b>volunteers</b> do you have?		
<p><b>It is your responsibility to meet all legal and liability requirements necessary to run your Group's activities.</b> <i>Has your group/organisation got all the policies, procedures, and insurance relevant to the Group's activities? Please mark relevant boxes:</i></p>		
Vulnerable Adults <input type="checkbox"/>	Safeguarding Children <input type="checkbox"/>	Health & Safety <input type="checkbox"/>
Equality & Diversity <input type="checkbox"/>	Public Liability Insurance <input type="checkbox"/>	
Other (please specify): ..... <i>(Do not submit copies now but you may be asked to produce copies of all policies you have in place if required at a later date)</i>		
What is your group's current income or income over the past year? <i>(submit evidence and provide copy of your last bank statement)</i>	Year	Income: £



<b>TOTAL</b>	
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## 5. Your bank details

Account Name: <i>(The grant will be paid by cheque or BACS transfer into this account (We will not make payments to individuals)).</i>	
Name of Bank:	
Account Number:	
Sort Code:	

## 7. Declaration

Please ensure that the application is signed by two people from your Management Committee (preferably by the Chair or Secretary and the Treasurer)

- *We certify that the information provided is accurate and true.*
- *We agree to abide by the terms and conditions of any grant made as set out in this application form and in any Memorandum of Agreement for this Project.*
- *We confirm that we are authorised to sign such declarations on behalf of the applicant group.*
- *We understand that if it becomes evident that the information was misleading then all funds can be withdrawn.*

<b>Signed:</b>	<b>Position in Organisation</b>	<b>Date</b>
<b>Print Name:</b>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<b>Signed:</b>	<b>Position in Organisation</b>	<b>Date</b>
<b>Print Name:</b>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

## 8. Checklist

<b>You MUST enclose the following information with this form:</b>	<b>Please tick</b>
Constitution or Rules	<input type="checkbox"/>
Names of Management Committee Members and your officers.	<input type="checkbox"/>
Evidence of how long the Group has been in existence	<input type="checkbox"/>
Accounts or statement of income and expenditure for last year or months of existence and a copy of your most recent bank statement	<input type="checkbox"/>
the name and contact details of a person/organisation who can be contacted for reference purposes	<input type="checkbox"/>
Written estimates for all items and services you intend to purchase	<input type="checkbox"/>

**We recommend you to send in your applications as soon as possible - You can submit applications at any time until 31<sup>st</sup> December 2016 – We aim to notify you of the assessment panels’ decision within four weeks of receiving your application.**

**PLEASE NOTE:** Please read the guidelines of the Programme. All sections of the application form must be completed. Please use separate sheets if you are unable to insert all the information in the space provided on the form. **Failure to include all supporting information/documents requested may delay your application or it may mean your application is not considered at all.**

**Eligibility:** Your organisation must be working and based in the Greenmoor Big Local area (or on its boundaries) - see map below.

Please return completed forms and **ALL** supplementary documentation to the following address:

Abbas Najib (Chair of Greenmoor Big Local) or to Abdul Hamid Ismail or Meena Jeewa—  
Care of: Bradford & District Community Empowerment Network Ltd (CNet)  
Centre for Enterprise Building, 114-116 Manningham Lane, Bradford Bd8 7JF

Tel: 01274 305045 Mobile: 07957 310990

Email: [abdul@cnet.org.uk](mailto:abdul@cnet.org.uk) or [abbas\\_najib@hotmail.com](mailto:abbas_najib@hotmail.com)

