

TO ASSIST YOU, AND US, PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM. *Please Complete in Black.*

THE FIRST STEPS

Please check that:

1. Your project falls wholly within our *three parishes** as agreed with the Charity Commission. If the project covers a wider area it must include benefit to residents of *the 3 three parishes*, and any application must be only for an apportioned amount. (*please see notes to question B.4.*)
2. Your project meets the *criteria for benefit** as agreed by the Charity Commissioners.
3. You are able to supply a constitution and accounts audited or checked to Charity Commission standards.
4. You are coincidentally applying to other sources of funding and that the project is not one for which statutory funding is available (*please see questions C.1, C.2 & C.3.*)
5. This is not a retrospective application, as such applications will normally fail.

**Three parishes*

Hythe and Dibden, Marchwood & Fawley.

**Criteria for benefit*

Relief of need, hardship or distress.

Other Charitable purposes.

ADDITIONAL INFORMATION

- The Trust Deed of the Fund requires that applications for relief of need, hardship or distress are given priority and that, in turn, priority is given to Hythe and Dibden.
- It is the policy of the Fund to provide grants to individuals in preference to organisations, but a proportion of the annual income of the Fund is allocated to organisational applications.

THE NEXT STEP

Please complete the Application form. Where relevant, explanatory notes are related to the questions on the form.

We will only use any personal information supplied as part of the Grant Application Form, to administer the grant and provide any products or services requested. Please see our Privacy Notice for further information.

Please send it to us, attaching the required documents.

Projects involving youth work will normally be referred to the local Youth Forum for recommendation before consideration by the Trustees.

For timetable of consideration by Trustees please see the explanatory note for question B.11.

APPLICATION FORM FOR A GRANT TO AN ORGANISATION

Part A: Information about your Organisation

A.1. Name of Organisation

A.2. Address for Correspondence

.....

.....

.....

Post Code:

A.3. Name of Contact Person

Their Status in Organisation

Their Phone No:

E-Mail Address

A.4. Are you a Registered Charity? YES/NO **Please delete as appropriate*
If YES please show Charity Number

If NO please show legal status

A.5. Are you attaching a copy of Your Constitution? YES/NO **Please delete as appropriate*

A.6. Are you attaching a copy of your latest accounts? YES/NO **Please delete as appropriate*

A.7. Do you have in place a policy to Ensure the safety of vulnerable or young people? YES/NO **Please delete as appropriate*

A.8. When was your Organisation founded?

A.9. Aims of Organisation

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Part B: Information about the Project for which you are seeking a grant

B.1. Name of Project

B.2. Name of Project Leader

Their address if different
from above

Post Code:

Their Phone No:

Their email

B.3. Geographic Area of Project

B.4. Who, and how many, in that Area will be assisted by the Project?
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B.5. What is your Project and how does it meet our criteria?
.....
.....
.....

B.6. What evidence do you have of the need to be met by this Project?
.....
.....

B.7. Are you satisfied that your Project does not duplicate any existing local service?
**YES/NO Please Delete as appropriate*

B.8. How will those to be assisted hear about your Project?
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B.9. How will you monitor equal opportunity and the quality of the Project?
.....

B.10. Please tell us how you will measure the outcome(s) of the Project and whether you
intend to issue any public report.
.....

B.11. When will the Project start and finish?

Part C: Finance of the Project

C.1. Capital Expenditure (if any)

- C.2. What is the total capital cost of your Project: £
- How much of this is being met from your own funds? £
- What is the amount of your grant application to us? £.....
- What other grants have been secured or applied for? £
- £
- £
- £

C.3. Running Costs (if any)

- C.4. What is the total annual (or total if the Project is for less than one year) running cost of your Project? £
- How much of this is being met from your own funds? £
- How much of this will be met from charges by the Project? £
- What is the amount of your grant application to us? £
- What other grants have been secured or applied for?
- £
- £
- £
- £

C.5. Is the Project eligible for statutory funding? YES/NO

C.6. If your Project is intended to run for more than one year what arrangements have you for ongoing funding or self-sufficiency.

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Part D: Declaration

I enclose the following:

- Last Annual Accounts
- Constitution
- Details of Project (if applicable)

As an authorised representative of the Organisation making this application:

- I confirm that the information supplied in connection with this application is, to the best of my knowledge, correct.
- I agree, that, if the application involves youth work, the information supplied can be passed by the Dibden Allotments Fund to the local Youth Forum.
- I confirm that the grant if agreed by the Fund will be used exclusively for the purposes described.
- I agree that subject to personal privacy considerations the Fund will refer to the grant in its annual report, press releases and other publicity material.

Signed Date

Name Position in Organisation

EXPLANATORY NOTES

Part A Questions

- A.3. We may need to contact you for general information concerning your Organisation before the Trustees are in a position to consider your application.

Part B Questions

- B.2. We may need to contact you for further details of the Project.
- B.4. If the Geographical Area is wider than the *three parishes* please also show the number of people within the parishes who will be assisted.
- B.5. If you have a leaflet, or other prepared information, please attach this and only use this question to provide any additional information which you think might assist your application. Please bear in mind that, to be eligible, your Project must meet our *criteria for benefit*. It may be possible for you, in addition, to make a short presentation to the Trustees, please discuss this with the Clerk to the Trustees.
- B.6. Please attach details of any surveys you have carried out or any statistical information specifically relevant to your Project.
- B.8. If a grant is made we will expect the Fund to be mentioned in any documentation or publicity material issued by you.
- B.10. The Fund requires an outcome report and any press cuttings for any grant aided project, and a yearly progress report if the project is to run for more than twelve months.
- B.11. Applications are normally considered within four to five weeks.

Part C Questions

- C.1. & C.2. If your Project is not confined to the *three parishes* your maximum application should take into account the need for apportionment (please see note for question B.4 and “The First Steps”).
The Fund would not normally expect to be the sole funder of any Project.
- C.3.C.4 & C.5. C.6 Grants are normally made on an annual basis and the granting of an application does not imply that any subsequent application will be approved. In exceptional cases funding may be agreed, initially, for up to a three year period.

Criteria for Schools

The Fund wishes to be satisfied that all potential beneficiaries and their parents are made aware of the fund by inclusion in the school’s prospectus and through all other appropriate channels.

To enable the Fund to assure the Charity Commissioners that funds are being properly applied, the following information is required at the end of the funding period:

- Details of the funded activities
- Number of students eligible for assistance.
- Number of students assisted and the total Dibden Allotments Fund contribution.

Unused funds may be carried over to the next period and “topped-up” with further grant requests.

The Fund does not wish to be informed of pupil names or other personal information.

