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| Closing date: | **Monday 3rd January 2022 at Midnight** |



**Community Chest Grant**

**Up to £2,500**

Southampton City Council is keen to support the local voluntary and community sector. One of the ways it does this is by awarding grants to organisations and groups that meet its priorities and criteria. The council receives more grant requests than it can fund and uses the information provided on the forms to assess applications. It is therefore important that you:

* apply for the right grant on the right form,
* fully complete all the questions,
* include all the required supporting documents,
* ensure your application is realistic.

**Please read the grant criteria, guidance notes and grant agreement in the** [**Community Chest Application Guidelines**](http://www.southampton.gov.uk/people-places/grants-funding/community-chest.aspx) **before completing this form.**  If you do not have the Application Guidelines you can get them from our website or by contacting us on grants@southampton.gov.uk

**Q1 – Your details**

**Name of your group**

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**What kind of group are you?** (i.e. registered charity, community group, CIC, etc.)

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**What is your charity/company/CASC number** (if you have one)

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**Main contact for this application**

This must be someone who is authorised to represent your organisation, who can talk about your application and can be contacted during standard office hours (i.e. 9am to 5pm, Monday to Friday)

Title First Name Last Name

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| Contact address (this is the address we will send letters to) | Regular meeting / activity address (if where you usually meet / hold your activities is different from your contact address please state it here) |
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Telephone Number

Email

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**Q2 – What does your organisation do?** (i.e. what your aims are and activities you carry out) Your response should be no more than 50 words.

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**Q3 – What would you like a grant for and why.** (i.e. what will you be spending the money on and why you want this equipment, event, etc) Your response should be no more than 100 words. Please see the Application Guidelines for a list of what the grant can and cannot fund.

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**Q4 – How much money are you applying for and what do you intend to spend it on?** Please provide a breakdown of your costs and provide us with copies of your estimates and/or quotes documents. Costs must be in pounds and pence. Please remember to include your written estimates/quotes from an external source – see the Application Guidelines for more details.

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| **Item or activity**  | **Cost** |
|       | £      |
|       | £      |
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|       | £      |
| **Total** (please put your total here even if you have used a separate sheet) | £      |

**The maximum grant is £2,500**

**Q5 – When is this project going to start?** (at least 3 months after the grant closing date)

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| Please give approximate start date or event date: |       |

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| **Q6 – How many people do you expect to benefit directly from your project?** |       |
| **Q6a – What percentage of those people live in the city of Southampton?** (approximately) The city is broadly defined as postcodes SO14 to SO19  |       |

Southampton City Council can only fund projects that benefit residents of the city. If your project includes residents from outside the city you will need other funding to cover those costs.

**Q7 – Which priority does your project support?** You must meet one of these priorities to be eligible for a grant.

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| **[ ]  Communities, cultures and homes**Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.**[ ]  Green City**Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.**[ ]  Place shaping**Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city. Growing the local economy and bringing investment into the city.**[ ]  Wellbeing**Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time. |

**Q7a – Please explain how you will meet this priority.** Your response should be no more than 50 words.

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**Q8 – What do you hope to achieve with this grant and what will happen after the funding has ended?** Your response should be no more than 50 words.

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**Q9 – How will your members or attendees contribute to the project?** (you may charge a small amount per session, have a membership fee or charge for lunches) Your response should be no more than 50 words.

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**Q10 – How will you make sure your project reaches all residents and/or meet the needs of specific groups?** Your response should be no more than 50 words.

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**Q11 - If we can only part fund you will the project still go ahead?** Your response should be no more than 50 words.

[ ]  Yes [ ]  No

**Please give details:**

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**Q12 – Have you applied for any other funding towards this project?** Please tell us if the funding is confirmed or if you are waiting to hear. Your response should be no more than 50 words.

[ ]  Yes [ ]  No

**Please give details:**

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**Q13 – If your accounts show reserves of more than the amount you are requesting, please tell us what the money is being held for and why you can’t use it to fund this work.** Your response should be no more than 50 words.

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**Declarations**

This application is submitted on behalf of the organisation named in question 1 which the contact named in question 1 is duly authorised to represent. The information given is correct to my knowledge. We have read the grant agreement in the application guidelines.

We agree to support the council’s ambitions for a more environmentally friendly city through our grant funded activities.

[ ]  **We have read and agree to the declarations** (please tick)

**Bank Account Details Form**

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| **Name of Bank or Building Society**(e.g. The Cooperative Bank) |       |
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| **Address of Bank or Building Society** |       |
| Postcode: |       |
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| **Account Name** (e.g. Civic Centre Pre-School) |       |
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| **Account Number** |       |
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| **Sort Code** |       |
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| **How many people have to sign each cheque or withdrawal from the account?** (minimum two) |       |

**Please give the details of two people who can sign cheques or withdrawals from this account.** These two people must not be related or share a home.

**Signatory 1**

Title First Name Last Name

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Home Address

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| Postcode |       |

Position

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**Signatory 2**

Title First Name Last Name

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Home Address

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Position

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**Application checklist**

This checklist is to help you include all the supporting documents. **Applications which do not include all the requested supporting documents will not be considered.** Please see the application guidelines for more information.

If you have problems supplying some of the requested documents please contact the Grants team by email grants@southampton.gov.uk **before** sending in your application.

Please submit your supporting documents as email attachments or paper copies – we are unable to accept documents via file sharing services such as One Drive or Google Drive.

**Photocopies / scanned copies of all these documents are acceptable**

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| [ ]  | Estimates / quotes *These must be from an external source, i.e. a written quote from a company****Estimates are essential – applications will be rejected without them****(see application guidelines for more information)* |
| [ ]  | Constitution, terms of reference or aims & objectives  |
| [ ]  | Accounts (audited / inspected) *(for your last financial year – see application guidelines for more information)* |
|  | [ ]  We are less than 1 year old; we do not have accounts yet  |
| [ ]  | Recent bank statement / photocopy from passbook *Not more than 3 months old. If you have only recently opened your account and do not yet have a statement please send a copy of the letter from the bank confirming an account has been opened in the group’s name.* |
| [ ]  | Equal Opportunities/Equalities/Diversity Policy or Statement  |
|  | [ ]  Our EO statement is within our constitution  |
| Does your project work with children or vulnerable adults? If so, you will also need to send us your: |
| [ ]  | Safeguarding Children Policy and / or |
| [ ]  | Safeguarding Adults Policy  |
|  | *(see application guidelines for more information)* |

**Privacy Notice**

Southampton City Council is collecting this information in order to award and monitor grants to voluntary and community organisations, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at <http://www.southampton.gov.uk/privacy> or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Submitting your application**

We prefer to receive applications by email, but you can submit your application by post or by hand if you wish to the address at the bottom of this page. If you have typed this application form please email it to us even if you have submitted a paper copy.

**Please make sure you submit all the supporting documents – applications cannot be accepted without them.**  See the Application Checklist for details.

It is important to remember that we are keen to receive your application, but you must take responsibility for ensuring the application reaches us, i.e. is emailed to the correct email address or has sufficient postage and is posted in time to the correct, full postal address. If posting your application we recommend that you take it to a post office to be weighed and also request a signature on receipt.

Please note:

* Our email system will not accept emails bigger than 20mb. If you are sending documents with large file sizes (such as photos) you may need to split them over several emails.
* All incoming email attachments are scanned by our virus software, which can cause a few minutes delay in your email reaching us. If you intend to phone to check your email has arrived please wait at least 15 minutes after you send it.

Please send your completed application form and checklist to:

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| grants@southampton.gov.uk  | or | Community ChestIntegrated Commissioning Unit (Grants)Southampton City CouncilCivic CentreSouthamptonSO14 7LY |