

Community Grant Template Application Form 2025/26

Grants £1,000 and under

This template has been provided to enable you to prepare yourself before you complete the online application form. **Applications must be submitted online, please do not submit this form.**

Please note that the online application form will need to be completed and submitted in one go, it cannot be saved partially completed for you to come back to later.

1. Organisation/Group details

1.1 Please provide the following information about your organisation / group:

Organisation/group name:

Contact name:

Position:

House number or name:

Address line 2:

Address line 3:

Town:

Postcode:

Telephone:

Mobile:

Email (main contact):

Email (secondary contact):

Website (if applicable):

Facebook Page (if applicable):

1.2 Type of organisation/group (please select one):

- Registered charity
- Non-profit company / CIC
- Residents' Association
- Voluntary or Community Group
- Other (please specify)

1.3 If applicable, please give your:

Business Registration Number:

Charity Number:

2. Information about your organisation/group

2.1 How long has your group been established? (50 characters)

2.2 In total how many volunteers do you have and how many volunteer hours are spent supporting your organisation / group as a whole?

- Number of volunteers:
- Number of volunteer hours:

2.3 Please send a copy of your latest accounts with your application or if you do not have these, your organisation/group's financial records showing income and expenditure. (Upload file)

2.4 Are your free (unrestricted) cash reserves at the end of your last financial year greater than one year's expenditure? (Yes / No)

Please note: it is unlikely that we will grant aid any organisation that has free reserves greater than one year's expenditure.

2.5 Have you received any other funding from Sevenoaks District Council in the last two years? (Failure to disclose this information may invalidate your application) (Yes / No)

If yes, please provide details below including date, amount, purpose and the name of Sevenoaks District Council contact for the grant:

2.6 Do you have or are you working towards any quality accreditation e.g. Trusted Charity status, ISO Standards or other quality marks? (Yes / No)

If yes, please give brief details

Applicants are required to have adequate safeguarding arrangements. The following questions relate to this.

2.7 Do all your staff and volunteers who have unsupervised access to children, young people or vulnerable adults have enhanced Disclosure and Barring Service (DBS) checks? (Yes / No / N-A)

2.8 Does your organisation/group have a safeguarding policy that covers children and young people? (Yes / No / N-A)

2.9 Does your organisation/group have a safeguarding policy that covers vulnerable adults? (Yes / No / N-A)

2.10 Please send a copy of your policy(s) with this application (Upload file)

3. Information about how you would use a grant

3.1 What is the title of your project/activity that you are seeking funding for? (100 characters)

3.2 Please describe your project, service or activity. Include details about how it will be delivered, who the beneficiaries are and how the project will benefit the health and wellbeing of the community (1500 characters).

3.3 Where in the Sevenoaks District do the beneficiaries live or work (300 characters)?

Please note: community grants exceeding £1,000 can only be awarded for projects, services or activities that benefit more than one parish or town.

3.4 As per the Community Grant Guidelines, community grants are for projects, services or activities that meet one or more of the scheme priorities.

Please specify which of the scheme priorities your project links to? Please select all that apply:

- Address and reduce anti-social behaviour within the community, focusing particularly on the most vulnerable.
- Projects, services and activities that encourage participation and empower young people.
- Promote, support and improve access to volunteering opportunities as part of a project, service or activity.
- Encourage participation and improve opportunities for excluded or vulnerable groups.
- Improve the wellbeing of local residents.
- Projects, services and activities that support and empower carers.
- Help address and deliver digital inclusion.
- Support communities to live happily together and provide information, advice, advocacy or counselling to those in need.
- Projects, services and activities that work in partnership to achieve the priorities listed above.

3.5 How will the project be sustained (carry on) beyond the length of this funding? (500 characters)

4. Outcomes and performance indicators

4.1 How many people that live or work in the Sevenoaks District will directly or indirectly benefit from the grant for which you are applying?

4.2 How many volunteers will benefit from the grant for which you are applying?

4.3 How many volunteer hours will be used to deliver your project, service or activity?

Applicants are required to provide outcomes of the grant which will form the basis of their performance monitoring.

Please select one performance indicators that will **be used to assess your application and will be included as grant conditions** if you are successful. Please ensure that they reflect **the key outcomes** of your service, project or activity **AND are measurable**, i.e. number of people successfully completing a recognised qualification OR number of older people reporting feeling less isolated.

4.4 Please provide your performance indicator and provide the number of beneficiaries from the Sevenoaks District.

Performance Indicator: **Select from drop down menu**

Number of beneficiaries:

4.5 How will you measure the performance indicators that you have selected? **(500 characters)**

Sometimes the Council is unable to award the full funding that applicants have requested. The next few questions are used to establish if you are able to scale down your project and the impact that this will have on the beneficiaries.

4.6 Can your project progress if you do not receive the full funding that you are requesting from the Council? **(Yes / No)**

4.7 How would you adapt your project should you not receive the full funding? **(500 characters)**

4.8 Please advise of the impact to the number of beneficiaries, volunteers, volunteer hours and performance indicators should you not receive all of the grant for which you have requested?

If I receive 75% of the funding there will be:

Number of beneficiaries

Number of volunteers

Number of volunteer hours

Number for performance indicator

If I receive 50% of the funding there will be:

Number of beneficiaries

Number of volunteers

Number of volunteer hours

Number for performance indicator 1

5. Project costs and timescales

5.1 How much are you are requesting from the Sevenoaks District Community Grants Scheme?

5.2 What is the total expected cost of your project, service or activity?

5.3 If the amount of the grant requested is less than the total cost of your project, service or activity, how will you fund the difference?

Please ensure you provide full details of where the additional funding will come from including the name of the funding body, the amount of funding and if the funding is confirmed or awaiting confirmation.

5.4 How will the grant be spent?

Please ensure you provide a breakdown of how the grant will be spent including the cost of each item.

6. Your confirmation

6.1 Please tick the boxes below to acknowledge your agreement to the following statements (All statements must be acknowledged to be able to submit your application).

- I understand that a decision about my grant application will be made on the basis of the information I have supplied in this form and in the attachments. If clarification is sought from me about the information in this form and attachments and I respond to that with further information I understand that this will be used in the decision making process about my grant application.

☐ (Tick)

- I confirm that I have read and agree to comply with the terms and conditions included in the Community Grant Scheme Guidelines document.

☐ (Tick)

6.2 I confirm that I give my consent for my personal details to be held in accordance with [Sevenoaks District Councils privacy policy](#) and used by Sevenoaks District Council for (tick all that apply):

- The purposes of this 2023/24 Community Grant Scheme

☐ (Tick)

- My personal details to be added to an email distribution list for the voluntary and community sector so that Sevenoaks District Council can share with me relevant information and opportunities.

☐ (Tick)

Signed on behalf of organisation/group:

Name and position in organisation/group:

7. Equal opportunities statement

Sevenoaks District Council recognises that everyone has a contribution to make to our society and a right to equal treatment. The Council aims to ensure that no organisation, groups or individual will be discriminated against on the grounds of:

- Race
- Disability
- Gender
- Age
- Religion/Belief
- Sexual orientation
- Pregnancy and maternity
- Marital or civil partnership status
- Gender reassignment

7.1 Please tick ONE of the boxes below:

- I confirm that we have an Equality Policy in place and have read the [Council's Equality Policy](#) and agree to deliver our project, service or activities in accordance with it.

☐

(Tick)

- I confirm that we are a new organisation or group and agree to implement an Equality Policy and have read the [Council's Equality Policy](#) and agree to deliver our project, service or activities in accordance with it.

☐

(Tick)

Signed on behalf of organisation/group:

Name & position in organisation/group:

8. Your bank details

Any grant awarded will be paid by BACS transfer. By completing section 9 I am confirming that the bank account for this project has a minimum of two signatories not in the same family or living at the same address.

8.1 Bank:

8.2 Account number:

8.3 Sort code:

8.4 Contact name:

8.5 Contact address:

8.6 Email for remittances:

8.7 VAT Number (if applicable):

8.8 Company registration number (if applicable):

8.9 Payment terms: 30 days / 14 days / Immediate (*Select one*)