**Sevenoaks District Council**

**Cultural Sector Development Fund**

**Application Form**

1. Name of your organisation (state the lead organisation if more than one organisation is involved and answer all subsequent questions in relation to the lead organisation)

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1. Type of organisation (please provide relevant registration numbers e.g. charity/company registration where applicable):

|  |  |
| --- | --- |
| Registered Charity |  |
| Community Group |  |
| Social Enterprise |  |
| Volunteer Group |  |
| Charity Organisation |  |
| Commercial business |  |
| Other (please give details) |  |

1. Please confirm whether your organisation has the following:

|  |  |
| --- | --- |
| Constitution | Yes/No |
| Bank Account (if yes, please write out the relevant details) | Yes/No |
| Equality Policy | Yes/No |
| Health and Safety Policy | Yes/No |
| Safeguarding policy that covers children and young people  | Yes/No |
| Safeguarding policy that covers vulnerable adults |  |
| Do all staff and volunteers working directly with children, young people or vulnerable adults have Enhanced DBS checks? | Yes / No |

Where you have answered yes, please provide copies of the relevant documents.

1. Does your organisation have any quality marks or other awards? Please give details here.

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1. Your name and position in the organisation / group

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1. Your contact details

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| Address:Phone:Email:Website:Social Media: |

1. Briefly describe the project that the grant will fund. Include where the project will be delivered, who will benefit, how they will benefit and how you know there is a need for the project (maximum 300 words.)

|  |  |
| --- | --- |
| Project start date: |  |
| Project end date: |  |
|  |

1. Please give more details about the people who will benefit from your project:

|  |  |
| --- | --- |
| How many people in total will benefit? |  |
| Will your project focus on any particular demographic group(s)? Please specify |  |
| Where in the Sevenoaks District will your project be delivered? |  |

9. Finances – please give a breakdown of how the grant would be spent.

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| --- | --- |
| Item / Activity | Amount £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total amount requested (revenue) |  |

If the total cost of your project is greater than the amount requested, please give details of where the other funding will come from and whether or not this has been received.

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1. Briefly explain how your project meets the eligibility criteria in the guidance above (maximum 200 words.)

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11. How will the project involve local people in the running and development of the project or activity?

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12. Equal opportunities - How will you ensure that your project is accessible to all residents who would benefit? Please include information about how you would publicise the project.

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13. How are you going to measure success? You will be asked to identify the success of your project on the project feedback form, so it’s important to think about this now.

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14. Your signature.

This must be the signature of the main contact identified above.

* I confirm that I am authorised to sign this application on behalf of the organisation named in question 1.
* I confirm that to the best of my knowledge the information in this application form is true and correct.
* If this application is successful, I agree to ensure that the funds are spent as described here.
* I agree to ensure that the organisation complies with all monitoring and other grant conditions.
* I agree to complete and return the final evaluation form.
* I confirm that my organisation will conform to all relevant statutory requirements.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return your completed application form to Sevenoaks District Council’s Economic Development team at business.grants@sevenoaks.gov.uk by 11.59 pm on Friday 31 May 2024.

The Cultural Sector Development Fund is funded by the UK Government through the UK Shared Prosperity Fund.