

Application Ref.		Date Received:	
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THURROCK THAMES GATEWAY DEVELOPMENT CORPORATION



COMMUNITY FUND APPLICATION FORM

Applications can be written or typed and completed applications should be signed and posted enclosing the essential documents as required. In order to help the assessment process **PLEASE COMPLETE FORM USING BLACK INK AND PLEASE DO NOT STAPLE DOCUMENTS TOGETHER OR PUT THEM IN A SPIRAL BINDER**, thank you.

If you require any help or advice in completing your application we are happy to help. Please contact Christopher Seamark or Sharon Grimmond (Community Development Officers (e-mail communityfund@thurrocktgdg.org.uk Tel: 01708 895400).

Once completed please send to: Thurrock Thames Gateway Development Corporation, Gateway House, Stonehouse Lane, Purfleet, Essex RM19 1NX. **Please note deadline dates are 28th of each calendar month.**

Section A	Organisation Details		
Name of Organisation:			
Address of Organisation:			
Post Code:		Charity Registration Number (if applicable):	
Contact Person's Name:	Title:	First Name:	Surname:
Position in Organisation:			
Address for correspondence (if different from above):			
Daytime Telephone Number:		Mobile:	
Email:		Website:	
Type of organisation:	Company Limited by Guarantee <input type="checkbox"/>	Industrial & Provident Society <input type="checkbox"/>	
	Voluntary / Community Sector <input type="checkbox"/>	Charitable Organisation <input type="checkbox"/>	
	Other (please state type of organisation):		
What is the purpose of your organisation and when was the Organisation formed?			

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Section B		Project Details			
Project Name:					
Address: <i>(Site where proposed activity or building sited is to be delivered)</i>		Postcode:			
Summary of what you intend to do with the funding you are asking for from the Development Corporation giving as much detail as possible:					
Duration of Project:		START DATE:		END DATE:	
You must be the owner or tenant leaseholder for projects on public or private land or property and proof must be supplied.		OWNER <input type="checkbox"/> YES <input type="checkbox"/> NO LEASEHOLDER <input type="checkbox"/> YES <input type="checkbox"/> NO		Length of Lease?	How many years left?
Does your project require planning permission?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of Approval	Does your project require Building Consent?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Approval					
What difference will the project make to your local area and the services your organisation offers? Please explain why there is a need for the project and who would benefit most:					
Are you working in partnership with other groups and if so who are they?					
Who will be responsible for managing the project or activity?					
Within the project period what are your significant targets (milestones) and when are they likely to be achieved?					
Do you propose to continue this activity in the future after the grant has been used and if so how will it be funded?					
Details of fund raising activities of your organisation, to include dates, nature of activity, amount raised. How much of the total raised will go towards the project?					
Does your organisation have a lettings Policy? ALL applications for any type of renovation work or extensions to community halls must provide copies of documentation and be 'open to all' to include race, creed or gender.		YES: When submitting application please supply a copy of: a) Letting / hiring policy b) List of charges c) List of users for previous six month period. NO: Grants cannot be considered to groups whose facility is not 'open to all' and restricts users through race or gender issues.			

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Section C		Meeting the Regeneration Objectives of the Development Corporation	
Tell us how your project will broadly meet the aims of the Development Corporation's Community Fund Programme. Please tick one or more boxes as appropriate and provide comments on how the project will help to meet those principal aims.			
Out of school hours or non-statutory skill and educational activities.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Supporting training particularly those that enhance employment opportunities.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Improve community services, access and communication.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Environmental projects that enhance the quality and use of valuable green space or make more use of community spaces.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Promote leisure and Cultural activities including Art, Heritage and Sporting projects.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Facilitate a better understanding of different people, places and cultures in our local community.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Increased involvement from people who face barriers to participation.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Promote greater use of community buildings.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Encourage healthier Lifestyles for the whole community.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		
Community capacity building such as training for members of the group, fundraising and accreditation.	<input type="checkbox"/> No / <input type="checkbox"/> Yes		

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Section D	Project Beneficiaries
<p>How many people do you expect to benefit from the project and where do most of the beneficiaries live?</p>	<p>Number of beneficiaries in total:</p> <p>Name of Ward area(s) + numbers from each individual Ward:</p> <p>Name of Local Authority:</p>
<p>Is your project directed at, or of particular relevance to, a particular group of people?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you have answered 'Yes' indicate the people who will benefit from your project, ticking up to three categories giving approximate numbers.</p> <p>People on low income <input type="checkbox"/> Unemployed <input type="checkbox"/> Disabled people <input type="checkbox"/> Women and girls <input type="checkbox"/> Refugees and asylum seekers <input type="checkbox"/></p> <p>Other <input type="text"/></p>
<p>Is your project directed at, or of particular relevance to people from a specific ethnic background:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you have answered 'Yes' indicate the people who will benefit from your project, ticking up to three categories giving approximate numbers.</p> <p>White <input type="checkbox"/> Mixed <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Black or Black British <input type="checkbox"/> Chinese <input type="checkbox"/></p> <p>Other ethnic group <input type="text"/></p>
<p>What if any safety issues are related to your project or activity? If your project is working with children, young people under the age of 18, or with vulnerable adults, how will they be kept safe?</p>	
<p>Please tick and fill in the boxes if your group has any of the following:</p>	<p>Public liability insurance <input type="checkbox"/> Other Insurance (specify) <input type="text"/></p> <p>Children Protection Policy and procedures <input type="checkbox"/></p> <p>Leader's CRB checks <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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Section E	Funding & Financial Details
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Answering each question below show how much the project will cost and the proportion which you are applying for from the Development Corporation

What is the total cost of the project?	£
Does the project total include irrecoverable VAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How much funding are you requesting from Thurrock Thames Gateway Development Corporation?	£

Please provide a detailed and itemised breakdown of proposed expenditure of the project and enclose any quotes you may have obtained. Please tick the specific elements for which you would like to receive Pixie Grant funding.

EXPENDITURE (ITEM)	AMOUNT (£)	✓
1	£	
2	£	
3	£	
4	£	
5	£	
6	£	
7	£	
TOTALS	£	

If there is a gap in funding please explain how this will be made up? If you already have this money please explain where it came from. This can be in cash or kind such as volunteer time or donations other than money e.g. equipment, another grant from another organisation, fundraising etc:

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Have you applied to any other sources (including own funds) to cover the costs for this project? If yes please give details below: Yes No

Name of Organisation	Amount Requested	Date Applied	Total Received	Response Date

Name of Your Organisation's Bank/Building Society:

Bank/Building Society Account Number: **Sort Code:**

Account Name to Whom Grant Cheques Should Be Made Payable:

Please give details of two people who can sign cheques or withdrawals from this account and their position in the organisation:

NAME: **NAME:**
POSITION: **POSITION:**

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Section F	Value for Money		
Applicants should specify the total cost of the project and provide estimates (please see Guidance Notes)			
Projects £1,000 - £10,000.	At least TWO quotations for equipment or construction / building works required and please submit copies with this application.		
	QUOTATION (1)	QUOTATION (2)	
Projects over £10,000.	At least THREE quotations for equipment or construction / building works required and please submit copies with this application.		
	QUOTATION (1)	QUOTATION (2)	QUOTATION (3)
Has your organisation or this project received funding from The Development Corporation or any other organisation since January 2007? <i>(If yes, please provide details below)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details to include name of funder, date, how much and what was the funding for.			

Section G	References	
Please give details of at least one other person, outside your Organisation and unrelated to applicants, who has knowledge of your work and whom we could contact about your application. Projects under £5,000 one referee and projects over £5,000 two referees required.		
Name:	Referee 1	Referee 2
Address:		
Email Address:		
Contact Tel. No.		
Please explain what relationship referees have to applicant group and project, in what capacity and how long have you known of the group and its work:		

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Section H	Permissions and Declaration
<p>Data Protection Act: The information you give us will be held by the Development Corporation and will be used to assess your application. The main recipient of the information is the Development Corporation but it may also be shared with other Government agencies, which are entitled to this information under applicable legislation. This information may also be shared with the Department of Communities and Local Government, Thurrock Council or other Government Agencies.</p> <p>Any personal (sensitive) information that you provide about yourself or the organisation will be regarded as Confidential Information. Your consent to being on our database will be deemed valid until we inform you otherwise or you withdraw consent in writing at any time by contacting the Development Corporation.</p>	
<p>THE FOLLOWING SECTION MUST BE READ AND SIGNED BY TWO OFFICERS WITHIN THE ORGANISATION FROM THE FOLLOWING: CHAIRPERSON, VICE CHAIRPERSON, SECRETARY OR TREASURER</p>	
<ul style="list-style-type: none"> • We declare that to the best of our knowledge and belief, the information given on this application form and in any supporting material is correct. • We understand that acceptance of this application by the Development Corporation does not in any way signify that the Corporation has agreed that the project is eligible for assistance from the Community Fund or will receive grant aid. • We understand and accept that the information contained in this document may also be shared with the Department of Communities and Local Government, Thurrock Council or other Government Agencies. • We are authorised to make this application on behalf of the Organisation and confirm that to the best of our knowledge the information provided in this application is accurate. • If information changes in any way we will inform the Development Corporation promptly. • If the application is successful we agree to work with the Development Corporation's Director of Marketing and Communication before any press release is made and ensure that the Development Corporation is involved in any responses by us to approaches made by the press regarding the project in order to ensure that any publicity recognises the contribution the Development Corporation has made. • We agree to complete and submit 6 monthly monitoring reports from the date of the Funding Agreement and understand that support from the Community Development and Funding Officer is available to help us if required. • We understand the Development Corporation may withdraw all or part of the grant at its discretion as set out in the Guidance notes. • We understand that if projects start in advance of the Development Corporation making a formal offer of a grant in writing and a signed Funding Agreement is completed and received by the Development Corporation then this action is undertaken at the applicants' own risk. Retrospective payments will not normally be paid. 	
FIRST OFFICER SIGNATORY	
Signature:	
Print Name:	
Position within the Organisation:	
Organisation:	
Date:	
SECOND OFFICER SIGNATORY	
Signature:	
Print Name:	
Position within the Organisation:	
Organisation:	
Date:	

