



APPLICATION FOR A COMMUNITY GRANT FROM
THE SHEERWATER/MAYBURY PARTNERSHIP

*Before completing this form please read the Notes of
Guidance.*

*Additional help and advice are available by ringing 01483
757931*

Name of person/organisation applying for funding:

Address: _____

_____ Postcode: _____

Telephone No: _____ E Mail: _____

Contact name and daytime telephone number: *(if different from above)*

**Please answer the following questions giving as much detail as possible
and using additional sheets if necessary. If the Grants Panel requests
any further information we will contact you.**

1. What do you want the grant for?

2. What do you think your proposal will bring to the area?

3. Please give a detailed breakdown of the total cost of your proposal.	
4. What other organisations/groups/people are contributing towards these costs?	
5. Why do you need a Partnership Community Grant?	
6. AMOUNT OF COMMUNITY GRANT APPLIED FOR:	£
7. Who will be responsible for the money and how?	
8. Are there any safety issues relating to this proposal? (See notes)	
9. Any other information that you would like to provide?	
10. Signature:	Date:

PLEASE RETURN THIS FORM 3 WEEKS BEFORE THE NEXT MEETING DATE TO:
The Sheerwater/Maybury Partnership, 15a Monument Way East, Woking, Surrey,
GU21 5LY

Notes of Guidance

Notes to help applicants complete the Community Grant Application form

General:

1. Applications must be on the form provided which should be completed in full, signed and dated. Wherever possible forms should be received in the Partnership Office at least 3 weeks before the next Panel Meeting.
Dates of planned meetings are available on our Web site or by ringing the office.
2. The Partnership aims to help organisations, groups or individuals start up new projects, purchase equipment, run events etc. but are not able to provide funds to cover continued running costs.
3. Applications must meet the Partnership's strategic objectives and in the case of clubs/organisations show that the majority of members are from the Sheerwater, Maybury or Maybury Estate area.
4. Applications must not exceed the maximum amount that can be applied for (currently £500)

Question 1:

Please explain in your own words what you actually need the money for (use a separate sheet if necessary).

Question 2:

Any grant given must be used for the benefit of the residents of the Partnership area (see map). Please explain what benefits your proposal will bring to residents.

Question 3

Here we would like to know the total costs of your proposal i.e. the total of boxes 4 and 6. Please give as much detail as possible of all the various costs of your proposal.

Question 4

**Include here any money, from other sources, that will contribute to costs.
If you are unsure of what other grants you could apply for we would be happy to advise.**

Question 7

Established groups should provide evidence of membership and a copy of their constitution.

New groups or individuals should include a letter setting out their main aims and objectives.

If a grant is awarded details of your organisation's bank account may be requested. (We do not normally pay grants to individuals)

Question 8

Where appropriate, applicants will need to show evidence that health and safety and child protection issues have been addressed.

Where children are concerned this must include evidence that:

- 1. All adults have been police checked**
- 2. The premises used are suitable**
- 3. If applicable, qualified/experienced teachers are involved and there is close liaison with the schools**

Additional Information

Grants are awarded subject to the recipient agreeing to:

- a) publicity**
- b) spend grant in current financial year unless otherwise agreed**
- c) use for purpose detailed in application**
- d) completion of monitoring returns if requested**
- e) provision of bank details if requested**
- f) provision of constitution if requested**

Decision:

Applicants will be advised in writing within 7 working days of the meeting of the result of their application.

Right of appeal:

If an applicant is not happy with the decision of the Community Grants Panel then they have a right of appeal to the full Board of Directors whose decision will be final.

Help & Advice:

Any applicant needing help with completing the application form should contact the Partnership Office on 01483 757931