Please complete all sections of the application form. If your application is incomplete this will delay the processing of your application and it may be returned to you. The Charity reserves the right to check on the eligibility of groups applying for a grant and, therefore, may ask for extra information.

Section 1: Group details

|  |  |  |
| --- | --- | --- |
| * 1. Contact details | | |
| Name of Group: |  | |
| Main contact: |  | |
| Position in the group e.g. Chair, project lead etc: |  | |
| Contact address for the group: |  | |
| Contact Tel: |  | |
| E-mail: |  | |
| Website if the group has one: |  | |
| Facebook if the group has one: |  | |
| Twitter if the group has one: |  | |
| * 1. What is the legal / charitable status of your group? Please tick the relevant box | | |
| Registered Charity | | Registered number ………………. |
| Company limited by guarantee | | Company number ………………. |
| Friends Society | |  |
| Charitable Trust | |  |
| Community Association | |  |
| Community Interest Company (CIC) | | Registered number ……………. |
| Co-operative | |  |
| Charitable Incorporated Organisation (CIO) | |  |
| Constituted Group | |  |
| Not Constituted | |  |
| Other Please state e.g. group of residents | |  |

Section 2: Project Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 What is the name of the project or activity you are seeking funding for? | | | | |
|  | | | | |
|  | | | | |
| 2.2 Ashton Parish Church Charity Priorities  Does your project or activity meet the priorities of this grant? | | | | |
| Direct support to the Homeless, Refugees, Asylum Seekers and the Poor of Ashton-under-Lyne, specifically within the boundaries of the Parish of the Good Shepherd, Ashton-under-Lyne | | | | Yes/No |
| 2.3 What is the main aim of your project / activity and how will you achieve it?  Link this to the priorities above. (max 300 words) | | | | |
|  | | | | |
| 2.4 Where will your project be delivered? (Please provide a specific delivery location. People served must be resident in the the Parish of the Good Shepherd, Ashton-under-Lyne.) | | | | |
|  | | | | |
| 2.5 Will you be working in partnership with other organisations? If yes, please list your partners and what role they will have in the project. | | | | Yes / No |
|  | | | | |
| 2.6 How many people do you expect will benefit from your project / activity? | | | | |
|  | | | | |
| 2.7 Timescales – when will your project start and finish? | | | | |
| Start: |  | End: |  | |
| 2.8 Monitoring and Evaluation  Evidence will be required to demonstrate how your project met it’s aims.  How will you monitor the progress and measure the success of the project?  Including:   * How will you manage the grant? * How will you plan for the delivery and implementation of your project * How will you measure what you have delivered (outputs) * How will you evidence that your project has made a difference (outcomes)     An end of project pictures, or video will be required. | | | | |
| (Max 300 words) | | | | |
|  | | | | |

Section 3: Financials

|  |  |  |
| --- | --- | --- |
| 3.1 Please provide a detailed breakdown of how you will spend the grant (Please note that it is understood that there may be some element of overheads associated with your plans, however the Charity’s intention is that the overwhelming focus of any project must be direct support to beneficiaries who are: poor; homeless; or refugees or aylum seekers. | | |
| Budget heading | Breakdown of activity and costs  (how have you worked out your costings?) | Amount requested £ |
| Direct Grants to beneficiaries |  |  |
| Other |  |  |
| Overheads |  |  |
| TOTAL | |  |
| 3.2 Please provide details of any match funding or in-kind support that will also contribute to this project? | | |
|  | | |

Section 4: Final questions

|  |  |
| --- | --- |
| 4.1. Does anyone on your management committee / board have a prior connection, affiliation, or interest in The Parish of the Good Shepherd? | Yes / No  If yes, please state relationship: |
| 4.2. Have you applied to the Ashton Parish Church Charity for funding previously? | Yes / No  If yes, please state details: |
| 4.3. Have you applied for funding for this project elsewhere? | Yes / No  If yes, please state which fund: |

Section 5: Supporting information

Please state if your group has the following supporting information. If your group does have this information, you will need to supply a copy prior to any funding being released as part of the grant agreement.

|  |  |
| --- | --- |
| Supporting information | YES / NO |
| Governing document (constitution / terms of reference) that has been signed by two or more members |  |
| Bank account in organisation’s name with at least two unrelated signatories (we will require a copy of a bank statement) |  |
| Insurance - public liability and employers’ liability if you employ staff |  |
| Safeguarding policy (if applicable) |  |

Section 6: Conditions of grant

Please review the following before submitting your application.

If successful in full or part, we confirm that we accept the following conditions:

* We will only spend the grant money in accordance with our grant application form. If there is a need to change the use of the grant, we will request permission from the Ashton Parish Church Charity as soon as possible.
* If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform the Ashton Parish Church Charity immediately.
* We will ensure the group makes the project as accessible as possible and agree to implement and ensure equal opportunities.
* We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers, and consultants are suitably qualified and trained and we will supply copies of documents if requested.
* We acknowledge responsibility for all risk assessment and health and safety checks for the project.
* We will ensure that all volunteers and staff working with any vulnerable people are DBS checked and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
* The Ashton Parish Church Charity can visit the project for monitoring and evaluation purposes if it choses to do so.
* At the end of the project we will furnish the Ashton Parish Church Charity with a case-study outlining how the funding benefited individuals/groups/others that you worked with. This will include pictures/video/quotes from participants.
* We will ensure that the above report and case study is given to the Ashton Parish Church Charity in the require timescales and understand that failure to do so will influence future funding application decisions.
* We accept that we may be asked to return this grant should the Ashton Parish Church Charity deem the evidence provided by us in our end of grant report is unsatisfactory. This will also apply if the Ashton Parish Church Charity discovers that money has been spent on items not specified in the original application form and grant offer.
* All original receipts will be kept and copies made available for the Ashton Parish Church Charity.
* We will repay any money unspent during the project lifetime to the Ashton Parish Church Charity within a month of our project ending.
* We understand that if we don't meet these terms and conditions our grant may be withdrawn.

Declaration

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified, or any grant awarded will be payable on request.
2. If the information changes in any way I will inform Action Together as soon as possible.

|  |  |
| --- | --- |
| Main contact for this project: |  |
| Role within organisation: |  |
| Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Other contact for the group: |  |
| Role within organisation: |  |
| Signature: |  |
| Date: |  |

|  |
| --- |
| Please send your completed application by email to:  Email: [investments@actiontogether.org.uk](mailto:investments@actiontogether.org.uk)  *Please put “Ashton Parish Church Charity Small Grants” in the subject field along with the name of your organisation.* |