

# CROYDON RELIEF IN NEED CHARITIES

[registered charity no. 810114]



## SMALL GRANT APPLICATION FORM for grants under £5,000

Please read through this form before you start, particularly the notes on the back page.

### A. Your organisation

<b>Legal (formal) name of your organisation</b> <i>[This is in your constitution, articles of association or other governance documents]</i> <i>If your organisation also has a name by which it is more commonly known, please include this as well.</i>	- -
<b>Address including postcode</b> <i>The full address of your organisation's office or meeting place, if you have one. If not, the address of your main contact [see also section B.]</i>	
<b>Phone number</b>	
<b>E-mail address</b>	
<b>Website address [if any]</b>	
<b>What is the legal status of your organisation?</b>	
<b>Is your organisation a registered charity?</b>	
<b>Your charity number if your organisation is one</b>	
<b>When was your organisation set up? Month and year.</b>	
<b>What does your Charity do?</b>	

### B. Your main contact person who we can talk to about the funding

<b>Full Name: title, first and last names</b>	
<b>Position: position/job title in your organisation</b>	
<b>Address &amp; postcode, if different from above</b>	
<b>E-mail address</b>	
<b>Daytime phone number / Mobile number</b>	

### C. Your need and/or the proposed service or project

<b>1. Name of project:</b> <i>Please give your proposed service or project a short name, preferably describing it in simple terms</i>	
<b>2. Amount(s) requested</b>	
<b>2.1 Breakdown of how the amount(s) requested will be spent</b>	

**2.2** *Please provide details of the organisation's bank account; Account name and number and sort code. This will only be used if your application is successful.*

**3. Grant Period**

**4. Description of your project (400 word limit)**

*Please describe your proposed project, the priorities, how it will be delivered, from which premises. How will you identify and monitor your client base, particularly Croydon residents if you work in a larger area (and if applicable indicate the percentage represented by the latter). Please summarise any other activities/services you provide.*

**5. How do you know that your project is needed in Croydon? (250 word limit). For example:**  
- *Have you obtained feedback from your target groups? If so, please provide evidence.*

- *How will your project meet the identified need?*
- *If there are other organisations providing similar services to residents in Croydon, please explain why and in what way an extended need has been identified. Describe how you will work with other organisations to ensure that your project does not duplicate their activities.*

**5. What difference would your project make? (250 word limit).**  
*What benefits will arise if you implement your project? How will you know that this has been achieved and measure its success? Please estimate how many people will benefit.*

**6. What grant applications have you made to other potential funders?**  
*Please detail in full, to include those made or that you intend to make, amounts, and whether or not you have received a final decision, and whether or not relating to the complete project or to support*

*different element/s. If any such application has been turned down, please indicate why. Would you have any objection if we wished to talk to such other potential funders? If not, please provide contact details (or otherwise clarify the reason)*

## D. Added value

This is about the additional resources that will be attracted to your organisation if the funding is agreed.

<b>1. Estimated number of volunteers</b> <i>We expect organisations to involve volunteers. Please estimate the number of volunteers that would work on this service. These volunteers can include members of your management committee.</i>	
<b>2. Estimated average volunteer hours</b> <i>Estimated average number of total volunteer hours worked per week.</i>	
<b>3. Estimated total funding from other sources towards this project</b> <i>We regard income from other sources positively as this makes organisations more sustainable.</i>	

## E. Additional information/comments [optional]:

When completed please send a copy of the form and all supporting documents by email, to  
Tessa Damer - Finance and Admin Manager [tessadamer@croydonalmshouses.org.uk](mailto:tessadamer@croydonalmshouses.org.uk)

Signed ..... Dated / /  
Full name ..... (please print)  
Position ..... (please print)

## Information to consider before applying

1. Please see [www.croydonreliefinneedcharities.org.uk](http://www.croydonreliefinneedcharities.org.uk) for further information and to be aware of our objectives and the nature of grant applications we accept.
2. Your organisation must be a charity or not for profit.
3. It is essential that monies received are used exclusively for the benefit of London Borough of Croydon residents. This must be demonstrated in the application, particularly where the organisation, group or project has a client base that extends to persons living outside the Borough.
4. Overseas charities and organisations are excluded.
5. Smaller local Croydon based charities, voluntary organisations or groups will normally have priority over applications from national charities. In the event of an application from a national charity, it nevertheless should state whether there is an affiliated Croydon 'branch', and (if so) if this is financed centrally or responsible for its own operations, fundraising and financing and why it has not made its own application.
6. Grants for individuals living in Croydon are not excluded in appropriate circumstances. Applications from individuals will normally fall into the small grant category. It is in most cases preferred if an application is submitted through an appropriate charity or similar organisation which is aware of the circumstances and relevant facts and represents the person in need (but will not usually be for those seeking general support or for educational courses or similar purposes).
7. Whilst grants will be considered for core revenue purposes and in appropriate circumstances for specific capital expenditure, grants in the main will be for new services/projects.
8. Please read all the questions before you start to answer. Some ask for specific details which you will not need to duplicate in other, more general questions. Your answers should be specific and offer examples that support your application.
9. Please send us (a) the most recent set of the Accounts and Annual Report for your organisation or group (if more than 12 months old it is helpful also to have a set of later draft accounts); (b) a budget statement for the service/project proposed; and if you are not a registered charity (c) your constitution or set of rules which shows you are an organisation set up as not for profit. We also ask to see the names of your committee members and your membership list (if you have members).
10. You must have a bank account in the name of your organisation with two signatories. You would also have to keep a record of income and expenditure and (as a minimum) somebody independent of your organisation should check your accounts each year.

## Terms and conditions

1. By submitting this application form, you are agreeing that if a grant is awarded, you will comply with these Terms and Conditions.
2. We will assess your application for funding on the basis of the information on this form. When you submit it, you are confirming that, as far as you are aware, the information is accurate. If it is later found to be inaccurate, we may withhold, withdraw or in some cases recover funding from you. We may also ask for additional information or clarifications.
3. You must use the grant for the purpose for which it is awarded. If you do not, we may ask for the money back. Unless indicated otherwise by us at the time of payment, we will require grant monies received to be held by your organisation as "restricted funds". We know that circumstances can change but you will need to get our permission in writing if you want to use the grant money (or part) in a different way.
4. If your application is successful, we will require you to send us a report at the end of each 12 month period or when your project comes to an end if it is less than 12 months. We may require this to be on one of our report forms.

## Data Protection

1. We will use information contained in this form in accordance with the General Data Protection Regulations which came into force in May 2018. By signing this form you accept that we will retain and use the information provided by you only for the purpose of grant assessment and management. We will retain this information for no more than 7 years from the date of the initial enquiry or the end of the grant if awarded. We do not give out any details contained on this form with the exception of the name of the Charity/organisation, the project title and description and the amount of the grant.