**Small Grant Application Form: ‘Welcome to Bassetlaw event and activities fund’**

To support the Bassetlaw Ukrainian and wider social inclusion response welcome event activities, applications are welcomed from Bassetlaw voluntary and community sector organisations through micro-grants. **Please note that grants are not available to individuals.**

Grants will be available during 2022/2023 (in line with funding limitations) and will be considered on a rolling basis throughout the year**.**

**Forms received by the end of each month will be reviewed and agreed within 5 working days where appropriate. Please note that all funding received should be spent within 1 year of receipt and a short evaluation form (including proof of spend) will be required.**

The maximum available per organisation is £500, however it is anticipated that the maximum will be allocated in exceptional circumstances eg. if an organisation is supporting a variety of activities.

Please send your completed application via email to [bcvs@bcvs.org.uk](mailto:officecoordinator@bcvs.org.uk) and keep a copy of the form for your own records.



# Ethnic Minority Group

# Grant Application form

|  |  |  |
| --- | --- | --- |
| **You must be able to answer ‘Yes’ to the following points:** | Yes | No |
| * Your group is a voluntary or community organisation (including if you are a registered charity or CIC) | ☐ | ☐ |
| * Your group has its own bank account, which requires two unrelated |  |  |
| people to authorise cheques and make withdrawals. This must be the  name of the organisation applying. | ☐ | ☐ |
| If successful, you will be required to submit a copy of a recent bank statement |  | |
| (not more than 3 months old) in the name of the organisation (no transaction |
| details required) |

If you are not able to say yes to point 2, BCVS can provide third party banking, please confirm you are happy to use this service if this applies.

* Your group has at least three unrelated members on its governing body or Board

of Directors. ☐ ☐

# Part 1: About your organisation

* 1. **What is the name of your organisation?**
  2. **Organisations registered address**

Postcode:

* 1. **Organisation details**

Charity number (if applicable) Company number (if applicable)

* 1. **What is the legal status of your organisation? (more than one may apply)**

Please tick:

Company limited by guarantee ☐

Registered Charity ☐

Community Interest Company ☐

Unincorporated club or association ☐

Other (please specify)

* 1. **Briefly describe the aims and objectives of your organisation**
  2. **Staffing and Volunteers**

How many of the following are involved in your organisation? Full time staff

Part time staff Management committee

Volunteers & helpers (all ages)

Volunteers & helpers (under 25 years)

* 1. **Who is the main contact for this application?**

Title Forename/s

Surname

Position in Organisation

Landline number Mobile number

Email address

# Part 2: About your project/activity

* 1. **Please provide details of what you require funding for (include numbers of participants expected to benefit, how they will benefit, locations and proposed start date and length of activities )**
  2. **How will you know whether your activity/ies have been successful? You will be required to submit a very short evaluation report/proof of spend at the end of the project or activity.**
  3. **Please outline below the amount of funding being requested:-**

|  |  |
| --- | --- |
|  | £ |
| Staff costs - please include hourly rate and number of hours |  |
| Volunteer costs |  |
| Mileage costs |  |
| Room hire |  |
| Equipment (please specify) |  |
| Refreshments |  |
| Publicity costs |  |
| Other costs (please specify) |  |
| **Total funding requested** |  |

# Part Three: Declaration

When you have completed this application form, please sign this declaration.

I am an authorised representative of

**Please ensure that a senior representative (Trustee, Chief Executive) of the organisation signs.**

To the best of my knowledge the information I have provided on this application form is correct.

|  |  |
| --- | --- |
| Signed |  |
| Print name |  |
| Position in organisation |  |
| Date |  |

# Part four: Sending us your application

Please send your completed application via email to [bcvs@bcvs.org.uk](mailto:officecoordinator@bcvs.org.uk) and keep a copy of the form for your own records.

Successful applicants will be notified within 30 working days maximum following application submission deadline, sometimes this will be shorter depending on the time of month received. Applicants will be asked to supply bank details for payment at this point.