

For office use only:

Date Received	Ref	District/Ward
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Group application form

Please read our grant guidelines before completing this form or the electronic version available from www.darlingtonchampions.org.uk

Please return the completed form to Darlington Champions, County Durham Foundation
Jordan House, Forster Business Centre, Finchale Road, Durham, DH1 5HL

Tel: 0191 383 0055 Fax: 0191 383 2969 E-mail: info@darlingtonchampions.org.uk

Registered charity number: 1047625 Company number: 3072153 Entrust number: 581043

Name of group (and any previous names)	
Contact person	Title (e.g. Mr, Mrs, Miss, Ms)
Position in group	
Telephone (day)	Telephone (evening)
E-mail	Best times to contact
Group's address (this box must be completed)	
Postcode	
Address for correspondence (if different)	
Postcode	
2nd Contact person (Second signatory)	Title (e.g. Mr, Mrs, Miss, Ms)
Position in group	
Telephone (day)	Telephone (evening)
E-mail	Best times to contact
What geographic area does your group work in?	
Is your group a registered charity? (please tick box) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state your charity registration number	
Is your group a branch of a larger organisation? (please tick box) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state which	

The contact person must be someone who can talk about the need for your grant in detail.

It is likely that we will need to contact you during the day, especially for assessment purposes, so please supply an appropriate number.

Likewise, any E-mail should be one accessed on a regular basis.

Please give the town, district, county or region your group operates in.

You do not need to be a registered charity to apply, but you do need to enclose your constitution or a simple signed set of rules for your group.

PLEASE COMPLETE ALL SIX PAGES (INCLUDING THE BACK PAGE)

Briefly describe the purpose of your group

In this section you should detail why your group was set up, what the aims and objectives of your group are and who are the main beneficiaries of the work your group carries out.

Name of fund you are applying to

If you leave this blank we will select the most suitable fund for you.

Please describe your project/activity. What do you want to do?

In this section you should give details of the project your group is seeking funding for.

Why does your local community need this project/activity?

Please tell us about any community consultation, feasibility study or other evidence of need which you have collected, and tell us where the idea for the project came from.

When will the project/activity start?

Please remember it may take up to three months for your application to be processed.

Where will the project/activity take place?

This may be different from the geographical area your group works in.

How many people do you expect to benefit directly from your project/activity?

Please give your best estimate.

Please state number

What ages are the people who you hope will benefit from your project? (please tick)

0 - 4 5 - 11 12 - 17 18 - 25 26 - 49 50 - 64 65+

YOUR APPLICATION WILL NOT BE PROCESSED IF YOU DO NOT INCLUDE YOUR CONSTITUTION AND ACCOUNTS

Please tick the boxes which best reflect the ethnic origin of the **majority** of the people who will benefit from the activity.

- White** British Irish Any other white background
- Asian or Asian British** Indian Pakistani Indian Any other Asian background
- Black or black British** African Caribbean Any other black background
- Other** Chinese Mixed background Any other ethnic background*

*Any other ethnic background - please state: _____

If your project is for children or young people, how do you involve them in decisions and take account of their views?

Our funders often require this information and we need to know whether our grants are reaching minority groups.

Please tell us exactly how you consulted with children and young people regarding your project.

If your project is for children or young people, you must enclose a copy of your Child Protection Policy and procedures (signed by your management committee).

How will you judge the success of your project/activity?

Ensure that any targets that you set yourself are realistic as this information will be used by County Durham Foundation to set monitoring objectives if your application is successful.

Are you working with any other groups on this project/activity? (tick box) Yes No
If yes, please state the name(s) of these and the nature of the relationship

You should include the names of any community, voluntary or statutory organisations that your group is working with.

When was your group set up?

When did the group first start meeting or running activities or projects?

How many people are involved in your group? (please give numbers)

Management committee	<input type="text"/>	Members (if appropriate)	<input type="text"/>
Users of your project/group	<input type="text"/>	Volunteers (non-management)	<input type="text"/>
Paid staff (full-time)	<input type="text"/>	Paid staff (part-time)	<input type="text"/>

Other people (please explain):

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Does your group have its own bank account? (tick box) Yes No

How many signatures do you need to authorise a cheque on this bank account?

Please state number

You should ensure that cheque signatories are not related in any way.

If a grant is awarded, please state who the cheque should be made payable to.
(This box must be completed to enable us to process your grant).

This should be the name that appears on your cheque book. Cheques cannot be made payable to individuals.

If you do not have a bank account with two signatures and wish to nominate another organisation to receive the grant on your behalf, please tell us their name and telephone number.

Please make sure that you ask your nominated organisation if they are willing to receive a grant on your behalf.

Name of nominated recipient organisation

Contact person

Telephone number

Please answer the following 4 questions only if your project includes **environmental improvements**.

Who will carry out the work?

We need to know if an organisation or contractor is involved and if not, how you will organise the work.

You should obtain at least 3 quotes for any work and explain here how you chose your organisation or contractor.

Who will maintain the project on completion?

It is important to ensure that the project will be cared for when completed.

Who is the landowner and do you have their permission to undertake this project? Or if the land is leased, please provide information about your landlord and lease duration.

It is essential to confirm that you are able to carry out the work if your application is approved.

In addition to the above information, you need to submit the following information with your application. Please tick the boxes to show that it has been included:

Photographs of the site

Location Plan (ie. A-Z map)

Sketch plans of proposed work

Detailed plans for complex or larger schemes

I have enclosed evidence of landowner's/landlord's permission

We need to know where the project is and what it consists of. More complicated schemes need more detailed plans.

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What is the total cost of the project/activity? Please provide a breakdown of the project budget

Item or activity	Cost
Total cost of items listed above:	

You need to supply details of all the items you wish to buy here, and enclose quotes where possible.

How much are you applying to us for?

Please remember to check the summary of grant programmes leaflet for details on how much you can apply for.

If you are not applying to us for the total cost of the project, how do you intend to finance the rest of the project? Please tell us if you are applying to any other funder for any part of the project described in this application.

If this is an ongoing project/activity, how will you pay for it in the future?

Declaration

We are authorised to submit this application on behalf of the group and certify that the information enclosed is correct. By signing this application form, we agree to abide by the Terms and Conditions included in the Grant Guidelines and any additional special conditions detailed on any offer of a grant letter sent by County Durham Foundation. We understand that we will be expected to monitor expenditure and provide County Durham Foundation with receipts and a report on the progress of the project. We give permission for County Durham Foundation to record the information in this form electronically.

Signature 1

Date

(Person submitting the form)

Signature 2

Date

(Chairperson or senior representative of the management committee)

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Independent referee

Name

Occupation

Contact address

Postcode

Telephone (day)

Telephone (evening)

I can confirm that I know the applicant group. I have read the application and support the request for funding. I can be contacted to discuss the project further and may be asked to give a written reference.

Signature

Date

This section should be filled in by someone who knows you and your group, and can support your application. They cannot be a member of your management committee, a volunteer or user of your group.

If the application is for a project/activity working with children and young people the referee should be knowledgeable on child protection issues and be prepared to vouch that the group either has or is developing effective child protection procedures.

Checklist

It is important that you send the following information to the address shown below. Failure to include this information may delay or jeopardise your application. Please use the tick boxes to confirm enclosure.

- This application form, fully completed, signed by two people and an independent referee.
- A copy of your constitution or set of rules for your group (signed by your management committee).
- A set of accounts for your group signed by your treasurer. If your group is less than 1 year old, you should send a one year budget (showing projected income and expenditure) plus a bank statement. Both must be signed by your treasurer.
- You have enclosed your Child Protection Policy and procedures (signed by your management committee) if your project involves working with children and young people.
- You have enclosed the relevant information if your project includes environmental improvements.
- If you would like us to confirm receipt of your application, please attach a stamp to the application acknowledgement postcard, fill in your name and address and enclose it with your completed application.

**Please return your completed form to:
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Forster Business Centre, Finchale Road, Durham, DH1 5HL**

Telephone: 0191 383 0055

Email: info@darlingtonchampions.org.uk

You must enclose a copy of your constitution signed by your management committee

You must enclose a set of accounts for a group over 1 year old. If you are a new group you can send a bank statement plus a one year budget (showing projected income and expenditure) These must all be signed by your Treasurer.

Please check that the envelope containing your application has the correct postage applied to it.

Please take a copy of this application and retain the copy for your records.

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