**CHARLES BOOTH CENTRE (CBC) GRANTS SPONSORED BY GRACE DIEU PARENTS ASSOCIATION**

**APPLICATION FORM GUIDANCE NOTES**

**General Notes:**

* Our Community Grants are available to all residents of Thringstone to apply for as an individual or as part of a group, organisation or body.
* The Aim of our Grants are to help better our Community, bring us together and go a small way to make Thringstone a happier and nicer place to live.
* Your Application does not need to be sophisticated, just an honest desire to help is what we want.
* All Grants are for £250 maximum although Grants may be shared, split or just a proportion given.
* Preference will be given to those projects that can be for the longer-term benefit and can become self-sustaining.
* By applying for a Grant, you agree to complete a Grant Evaluation Form within 2 weeks of the specified end date of the project.
* Failure to comply with our Guidance could lead to a request being made for a return of sums and being barred from future applications.
* CBC is an equal opportunity charity, and we would welcome applications from diverse parts of our society.
* We will not fund anything divisive, discriminatory or that does not aim to improve our Village or residents’ lives.

1. **Name of Group/Organisation**

* Self-explanatory.
* It’s ok if it is informal or an individual project, just tell us.

1. **Brief Description of what your organisation or group does**

* What are your aims?
* What are you trying to achieve?

1. **Which Category of Grant are you applying for?** 
   * **Our Community**
     + For the overall betterment of Thringstone.
     + Litter, plants, clear spaces, environment etc
   * **Children of Thringstone**
     + Aimed at the under 16s.
     + Better lives for children, or even just a child who needs help or something good in their live(s).
     + Sports equipment, play equipment etc.
   * **Education**
     + Aimed at young adults.
     + Help buying some books for College or University.
     + Help towards a laptop or study equipment.
   * **Arts, History & Heritage**
     + Aimed at maintaining local heritage and arts.
     + Repairing or creating
     + Art to benefit the whole community.
     + Heritage displays of our history.
     + Organise a historic walk, talk or event.
2. **Brief Description of what you propose to use the grant for**

* Why do you need the money?
* How will you spend the money?
* Include a breakdown of the costs incurred.

1. **How will this improve our Community in your chosen Grant area?**

* What benefits will our Community see?
* How can we measure this?
* Why should we support this cause?

1. **How much money are you requesting (up to £250), how will this be spent?**

* Breakdown the costs.
* Do you require the full amount?
* Do you require more? If so, how will this be funded to fulfil the goal, we don’t want to be just a drop in the ocean.

1. **Do you have any other Funding in place or raised?**

* What steps are you taking to raise monies yourself for the project?
* How committed to this venture are you?
* Do you need additional funds?

1. **When do you plan to start and finish this project? It must be commenced before 31 December 2022**

* Your project must have a clear start and end goal.
* We won’t fund pipedreams or projects that are not fully thought out and ready to be implemented.
* Equally the Project must have a finite end so you can evaluate it.

1. **Is your project capable of being repeated for the benefit of the Community in years to come? If so, do you have a plan to become self-sustaining?**

* Ideally we want to help you get something set up that could then be repeated for the benefit of the Community going forward.
* Projects that become self-sustaining are always popular with funders.

**If you are successful, you must have a matched bank account and address for funding. If you are a formal Organisation or Club, you must have your rules, constitution, or governing document available to submit. You will be asked to sign a Funding Agreement that will amongst other things oblige you to complete an evaluation after the event and prove the monies were fully spent and accountable on the project you have specified.**