



**Kent County Council  
& Dover District Council  
YOU DECIDE Grant Schemes  
Application for Funding in Financial Year 2014-15**



- Please read the separate guidance notes before you complete this application form.
- Please type or print your answers. If typing please email your application as an email attachment (preferred option) or if completing the form by hand, please write clearly in **black** ink.
- The closing date for applications is **Friday 10 October 2014**

**SECTION ONE: ABOUT YOUR ORGANISATION**

**1.1 Contact Details**

Please tell us the name of your group or organisation as it appears on your governing document, this is likely to be a constitution. This name must match your bank statement and accounts.

Your Organisation's name:

Contact Name:

Position in Organisation:

Address:

Daytime telephone number:

Email address:

**1.2 Please tell us about your organisation.**

(Tell us what your organisation does and who it involves)

Large empty text area for providing details about the organisation.

**1.3 What type of group/organisation are you?**

Please tick the box or boxes that best describes your organisation

<b>Tick Here</b>	
<input type="checkbox"/>	Registered Charity (please provide the charity number)
<input type="checkbox"/>	Voluntary Organisation
<input type="checkbox"/>	Community Organisation
<input type="checkbox"/>	Sports Organisation
<input type="checkbox"/>	Youth Organisation
<input type="checkbox"/>	School
<input type="checkbox"/>	Parish/Town
<input type="checkbox"/>	Church/Faith group
<input type="checkbox"/>	Part of or related to a large organisation or federation
<input type="checkbox"/>	Other (please specify)

**1.4 How many committee members are in your group/organisation?**

**SECTION TWO: ABOUT YOUR PROJECT**

**2.1 Name/title of Project:**

**2.2 Where is the project based? Please note, this location must be covered by the Neighbourhood Forum area as detailed on page 2 of the guidance notes. Please give the full project address, if different from the main contact address.**

**Address:**

**Postcode:**

**2.3 Tell us about your project**

Please answer the following

**1. Describe the activities of the project**

**2. Who will manage and deliver your project?**

**3. Who will benefit from the project?**

**What locations included in the Dover North area will benefit from your project?**

**What percentage of the project beneficiaries are from the Dover North forum area?**

**4. What difference will your project make to your community?**

**5. How will you monitor your project achievements?**



**3.4 What funds have you raised / applied for so far for this project?**  
 Where from and for what amount? When will you hear if you have been successful?

**3.5 Would your project still go ahead even if you were unsuccessful in obtaining You Decide funding?**

NO  YES

**3.6 Have you received money/grants from Kent County Council, Dover District Council, Town & Parish Councils before?**

NO  YES

If yes, please say how much and when.

**SECTION 4: OTHER INFORMATION**

**4.1 Please select which of KCC'S priorities your project supports**

Please select **all** that apply

Tackling disadvantage <input type="checkbox"/>	Putting the residents in control <input type="checkbox"/>	Growing the economy <input type="checkbox"/>
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**4.2 Please select which of DDC priorities your project supports**

Please select **all** that apply

Facilitating strong communities with a sense of place and identity <input type="checkbox"/>	Serving our communities effectively <input type="checkbox"/>
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**4.3 Equalities**

Kent County Council/ Dover District Council recognises that one of the county's greatest assets is its diverse community and workforce.  
 As a major employer and provider of a wide range of services throughout the county, KCC is committed to challenging inequality, discrimination and disadvantage on behalf of everyone who lives in, works in and visits Kent.  
 How does either your organisation / group, or this project (a) advance equality of opportunity between different people in the community; or (b) foster good relations between different people in the community?

**4.4 Any other comments?**

**SUPPORTING DOCUMENTATION**

*Please note you may be requested to provide further documentation to support your application.*

**DECLARATION & SIGNATURE**

Declaration:

- I confirm that I am authorised to sign this application on behalf of my organisation/ group. The information provided in this application is correct to the best of my knowledge.
- If this application is successful, I confirm that the grant will only be used for the purposes specified in this application. My organisation/group will comply with all the terms and conditions that apply to the Kent County Council Grants Schemes.
- I confirm that my organisation/group has not received funding from another source for the costs Kent County Council/ Dover District Council campaigns has been asked to fund in this application.
- I understand that any necessary planning permission or delegated authority should be secured before applying for a Grant.
- I agree that my organisation/group will give recognition to Kent County Council/Dover District Council campaigns and the local County and District Councillor(s) who awarded the grant in any publicity related to the project specified in this application.
- I agree that the information provided in this application can be retained and used by Kent County Council to allow the project to be monitored.
- I understand that monitoring will be undertaken within 12 months of receiving the grant and that evidence may be sought from my organisation/group to support this process.
- I understand that grants will be made in accordance with the eligibility criteria for the Kent County Council Grants Schemes and with the County Council's Equality and Diversity Policy Statement.
- I understand that this grant is a one-off grant payment, and that further revenue or capital grant support may not be made in subsequent years.
- I agree to the conditions for the use, retention and right-off periods for all capital items purchased with this grant, as set out in the grant funding guidelines.
- I understand that, if the grant is not used for the purposes specified in this application, permission

must be sought from Kent County Council first. The County Council reserves the right to recoup part, or all, of the grant amount if it is not spent as specified, or as agreed otherwise with the County Council.

- I confirm that the organisation has a constitution or set of formal rules.
- I confirm that the organisation has a current bank account and we will inform you of any changes to our bank or building society accounts.
- I confirm that in signing this declaration, the funding awarded for the project detailed in this application will be spent before the 31 March 2015.

The box below should be signed by the main contact person named in question 1.1

If sending this form in an email please type your name in the box below

If printing and posting this form please sign in the box below

Name/Signature	Date

**DATA PROTECTION STATEMENT**

We would like to send you information by **email** on future grant funding opportunities, information on Kent County Council's/Dover District Council's campaigns, relevant services, consultations and local engagement opportunities.

Would you like to be added to our email contact database for this purpose?

Yes

No

**Please tick as applicable**

**Your details will be kept securely by Kent County Council/Dover District Council under the terms of the Data Protection Act**

## FINAL CHECKLIST

Before you send in your application, please check each of the following:

- ✓ Have you answered all questions on the application form?
- ✓ If your project receives a grant, it will be committed to spending the funding before the 31 March 2015.
- ✓ Have you checked that your project complies with all relevant legislation, and checked whether you need planning permission etc.?
- ✓ Does your organisation have a bank account?
- ✓ Have you kept a full copy of the application for your own records?

Please email or post completed forms to:

**Shuna Body, Community Engagement Officer** Tel: 01622 694943  
Email: [shuna.body@kent.gov.uk](mailto:shuna.body@kent.gov.uk)

**You Decide Grant Scheme  
Communication & Engagement Team  
Dover District Council Offices  
White Cliffs Business Park  
Whitfield  
Dover  
Kent  
CT16 3PJ**

**DEADLINE FOR APPLICATIONS:**

**Friday 10 October 2014**