



**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 NE: 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)

1.3 What type of group/organisation are you?

Please tick the box or boxes that best describes your organisation

Tick Here	
	Registered Charity (please provide the charity number)
	Voluntary Organisation
	Community Organisation
	Sports Organisation
	Youth Organisation
	School
	Parish/Town
	Church/Faith group
	Part of or related to a large organisation or federation
	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 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 this forum area will benefit your project?

What percentage of the project beneficiaries are from the this neighbourhood 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	Putting the residents in control	Growing the economy
-----------------------	----------------------------------	---------------------

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	Serving our communities effectively
--	-------------------------------------

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?

Please tick as applicable

Yes

No

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:

Kirsty Ash, Community Engagement Officer Tel: 01304 872421
Email: kirsty.ash@dover.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