



QPCC Community Grants Programme

Application form

Who is the fund intended for?	The fund is intended for voluntary or community organisations and individuals living, working or delivering services in Queen's Park Ward, Westminster, London.
How much can you apply for?	Constituted organisations can apply for any amount between £200 and £3500. Individuals and unconstituted groups can apply for any amount between £200 and £1000.
When can you apply?	The next deadline for applications is Wednesday 21st November 2018 11.59pm. The intention is that funds will be distributed by the end of December 2018.
How can you apply?	Complete this application and return via email to grants@queensparkcommunitycouncil.gov.uk or to the office – refer to section 5 of the Guidelines for more information.
Who should you contact?	Queen's Park Community Council officers: Lindsey Brown lindsey@queensparkcommunitycouncil.gov.uk Kevin Harris chiefofficer@queensparkcommunitycouncil.gov.uk
<p>Queen's Park Community Council Office 1, Beethoven Centre, Third Avenue, W10 4JL 0208 960 5644 / 07776 683 760 / www.queensparkcommunitycouncil.gov.uk</p>	

1. About you and / or your organisation

Name of citizen, group or organisation:	
Name of main contact:	
Full address:	
Telephone:	
Email:	
Website (if available):	
<p>Applicant type:</p> <p><i>Please highlight which applies</i></p>	<p>Individual</p> <p>Unconstituted community group</p> <p>Constituted community group</p> <p>Registered charity</p> <p>Community interest company (CIC)</p> <p>Social enterprise</p>
Registered charity number (if applicable)	
Brief description of your organisation and its aims (if applicable)	
Please state your organisation's most recent annual income (if applicable)	

2. About your project, event or activity

<p>Title of project, activity or event:</p>	
<p>What grant theme(s) does your project, activity or event meet? <i>Please highlight those that apply</i></p>	<ul style="list-style-type: none"> • Benefitting the health and well-being of local residents • Supporting parents, children and young people • Supporting adult learning (including for example ESOL costs) • Improving quality of life for older residents • Supporting individuals in becoming self-employed or in getting back into employment • Improving environmental conditions in Queen's Park • Supporting resident-led campaigns to address priority issues • Promoting community cohesion
<p>Please describe your or your organisation's connection with the Queen's Park community, Westminster:</p>	
<p>Where did the idea for this project come from? Please provide any evidence of need it intends to address:</p>	
<p>Please provide a summary of your project, activity or event, specifically addressing:</p> <ul style="list-style-type: none"> • Aim(s) and objectives • Proposed actions to deliver aim(s) and objectives • Who it will benefit • Roughly how many people you expect to benefit • How it will benefit them • What proportion of these people are likely to be residents of Queen's Park ward? • Any specific measurable outcomes and outputs. 	

<p>Please tell us how the project will be delivered, including:</p> <ul style="list-style-type: none"> • Where it will be delivered • When it will be delivered, and over what timeframe • How the project will be managed, by who, and their relevant experience • Details of any partner organisations / individuals and their roles • How you will publicise the event to your target groups. 	
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3. Project, event or activity finances

<p>What is the total cost of your project?</p>	
<p>How much money are you requesting from QPCC?</p>	
<p>If the total cost is more than the grant, please explain how the remainder will be funded.</p>	
<p>What will the money be spent on? Please provide a detailed budget breakdown, including:</p> <ul style="list-style-type: none"> • Details of income and expenditure, including chargeable activities and staff costs • Any in-kind donations 	<p><i>(Please attach a separate budget table, if necessary)</i></p>
<p>Please tell us how you plan to make your project sustainable in the future (if applicable):</p>	

<p>How will you receive funding? <i>Please highlight which applies</i></p>	<p>a) I am from a constituted organisation with its own bank account.</p> <p>b) I am an individual or unconstituted organisation and have a nominated constituted body which has agreed to receive and disburse the funds by agreement on my behalf.</p> <p>c) I am an individual or represent and unconstituted organisation and would like to ask QPCC to act as banker. I will then claim back funds from QPCC against production of agreed receipts.</p>
<p>If you selected (a) or (c) above, please provide the relevant bank details</p>	<p>Name of bank / building society:</p> <p>Name of account:</p> <p>Account number:</p> <p>Sort code:</p>
<p>If you have selected (b) above, please provide the name of the organisation and their work, not personal, contact details. QPCC will need to confirm the organisation's agreement to receive funds.</p>	

4. Additional attachments

Please tick (or type 'Yes') that you have supplied the following attachments:

<p>A copy of your organisation's constitution or that of your nominated organisation, if applicable</p>	
<p>Copies of your most recent annual accounts if your organisation is over 15 months old, or those of your nominated organisation, if applicable</p>	

5. Declaration

Please read, tick (or type 'Yes') to agree to the following statements:

<p>The above information is accurate and has been completed to the best of my knowledge.</p>	
<p>My planned event, activity or project will be not-for-profit and is intended primarily to benefit the residents of Queen's Park, Westminster.</p>	
<p>I have read and agree to the terms and conditions of funding as outlined in the <i>QPCC Community Grants Programme: Guidelines, terms and conditions</i> approved by Queen's Park Community Council October 2018.</p>	

I understand that all funds if not spent on the purpose for which they are granted must be returned to the Community Council.	
I consent for my name and / or organisation to be used in QPCC publications that list QPCC grant funding awards.	

6. Consent for further communication

An important part of the council’s role is to keep people informed about our activities and projects, and how we spend public money. In order to share information with you, **we need your consent**. Please confirm your consent to our use of your contact information for this purpose, by ticking (or typing ‘Yes’) in the boxes below.

I give consent to be added to the QPCC mailing list to receive e-newsletters and updates to keep informed of news and events from QPCC and other local organisations, as well as what’s going on in Queen’s Park.	
I would like to receive communications by email.	
I would like to receive communications by mobile phone including text messages and WhatsApp.	

You can find out more about how we use your data from our “Privacy Notice” which is available from our website www.queensparkcommunitycouncil.gov.uk or from the Community Council office. You can withdraw or change your consent at any time by contacting the council office.

Sign:

Name:

Date:

Thank you!