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**Community Grants Programme: Individuals and un-constituted groups**

**Who can apply?**

The Community Grants Programme is intended for individuals and un-constituted groups living, working or delivering services in Queen’s Park Ward, Westminster, London.

**How much can you apply for?**

Individuals and un-constituted groups can apply for any amount between £200 and £1000. Individuals and un-constituted groups cannot apply for funding towards staff/workers costs. Please note that the Council cannot fund staff/workers costs for applications by individuals and un-constituted groups

**How will payment be made?**

Successful grant applicants will receive 50% of the agreed funding in advance to be paid on receipt of an invoice. The remaining 50% will be paid on receipt of an invoice after a monitoring and evaluation form has been submitted and reviewed.

**When can you apply?**

There are two rounds of applications to QPCC’s Community Grants Programme.

Spring Round: Deadline 28th February annually. Decisions will be made in March.

Autumn Round: Deadline 31st August annually. Decisions will be made in October.

**How can you apply?**

Completed applications must be submitted to: [grants@queensparkcommunitycouncil.gov.uk](mailto:grants@queensparkcommunitycouncil.gov.uk) along with copies of your:

* Constitution
* Most recent annual accounts
* Safeguarding policy

**Monitoring and evaluation**

All funded projects will be expected to accommodate at least one monitoring visit from an officer or Councillor. In addition, successful applicants must complete a monitoring and evaluation form to be submitted within six months of project completion.

**Support**

Please refer to QPCC’s Grant Guidelines(LINK), the Grants page on our website or email [grants@queensparkcommunitycouncil.gov.uk](mailto:grants@queensparkcommunitycouncil.gov.uk) for further support.

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| --- | --- | --- | --- | --- |
| 1. **(A) Please complete this section if you are applying as an individual.** | | | | |
| Name: |  | | | |
| Address: |  | | | |
| Telephone: |  | | | |
| Email: |  | | | |
| Describe your connection with the Queen’s Park community, Westminster: |  | | | |
| 1. **(B) Please complete this section if you are applying as an un-constituted group.** | | | | |
| Name of un-constituted group or organisation: |  | | | |
| Un-constituted group or organisation full address: |  | | | |
| Name of main contact: |  | | | |
| Telephone: |  | | | |
| Email: |  | | | |
| Website (if available): |  | | | |
| Brief description of your group/organisations and its aims (if applicable) |  | | | |
| Describe your group/ organisation’ connection with the Queen’s Park community, Westminster |  | | | |
| What is your group/organisation’s most recent annual income (if applicable) |  | | | |
| 1. **About your project, event or activity** | | | | |
| Title of project, activity or event: |  | | | |
| What grant theme(s) does your project, activity or event meet?  *Please highlight those that apply* | * 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 | | | |
| Where did the idea for this project come from? Please provide any evidence of the need/s it intends to address: |  | | | |
| Please provide a summary of your project, activity or event, specifically addressing:   * 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. | | | | |
|  | | | | |
| Please tell us how the project will be delivered, including:   * 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. | | | | |
|  | | | | |
| 1. **Project, event or activity finances** | | | | |
| What is the total cost of your project? |  | | | |
| How much money are you requesting from QPCC? |  | | | |
| If the total cost is more than the grant, please explain how the remainder will be funded. |  | | | |
| What will the money be spent on? Please provide a detailed budget breakdown, including:   * Details of income and expenditure, including chargeable activities and staff costs * Any in-kind donations | | | | |
| |  |  |  | | --- | --- | --- | | Description | Quantity | Cost | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | Total Requested from QPCC |  | | | Total Event/ Project Cost |  | | | | | | |
| Please tell us how you plan to make your project sustainable in the future (if applicable): |  | | | |
| How will you receive funding?  *Please highlight which applies* | 1. I am an individual or un-constituted organisation and have a nominated constituted body which has agreed to receive and disburse the funds by agreement on my behalf 2. I am an individual or represent and un-constituted organisation and would like to ask QPCC to act as banker. I will then claim back funds from QPCC against production of agreed receipts. | | | |
| **If you have selected option A above please complete the following section** | | | | |
| Name of nominated constituted body. |  | | | |
| Name of main point of contact at the nominated constituted body. |  | | | |
| Contact details of the main point of contact at the constituted body. | Email: | | Contact number: | |
| Banking details of the nominated constituted body. | Name of bank / building society: | Name of Account | Account number: | Sort code: |
| 1. **Additional attachments**   Pleas click Yes to confirm that you have supplied the following attachments: | | | | |
| Most recent annual accounts (if you are an un-constituted organisation) | | | |  |
| Safeguarding policy | | | |  |
| 1. **Declaration**   Please read, tick (or type ‘Yes’) to agree to the following statements: | | | | |
| I have read the Council’s Grant Guidelines | | | |  |
| The above information is accurate and has been completed to the best of my knowledge. | | | |  |
| My planned event, activity or project will be not-for-profit and is intended primarily to benefit the residents of Queen’s Park, Westminster. | | | |  |
| I have read and agree to the terms and conditions of funding as outlined in the *QPCC Community Grants Programme: Guidelines, terms and conditions.* | | | |  |
| 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 the name of my organisation to be used in QPCC publications that list QPCC grant funding awards. | | | |  |
| I confirm that I am authorised to act on behalf of the organisation named in section 1(B). | | | |  |
| 1. **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](http://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!**