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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 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 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.
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|  |
| 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**
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| 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
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| --- | --- | --- |
| Description | Quantity | Cost |
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|  |  |  |
|  |  |  |
|  |  |  |
| Total Requested from QPCC |  |
| Total Event/ Project Cost |  |

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| 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!**