Cost of Living Fund – Round 2  
Application Form

Declaration

|  |  |
| --- | --- |
| I have read and understood the Guidance Notes | Yes / No |

Contact information

|  |  |
| --- | --- |
| Name of organisation: |  |
| Name of correspondence contact: \* |  |
| Email: \* |  |
| Telephone: \* |  |
| Address for correspondence: \* |  |

**\*If at any time these details change it is your responsibility to notify us**

Grant application information

|  |
| --- |
| Please provide a summary of your project (max. 150 words) |
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| --- |
| How many people do you expect to reach with this funding? |
|  |

|  |
| --- |
| Describe your project in more detail. What do you plan to do, when, how and with whom? When do you expect to start and complete the project? (max. 500 words) |
|  |

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| Cost of Living context – Please explain how this funding will assist your organisation in supporting residents in Elmbridge who are being faced with the challenges of the Cost of Living Crisis.  (max. 400 words). |
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| Evaluation – What difference do you expect the funding to make and how will you measure these changes? What outcome measures will you use? (max. 500 words). |
|  |

Funding information

|  |  |
| --- | --- |
| Grant request | **(£)** |
| Total anticipated project cost | **(£)** |
| Contribution to be made by your organisation | **(£)** |

|  |  |
| --- | --- |
| Would you accept less funding than you have applied for, if offered? | Yes / No |

If your organisation has applied for funding for this project from other sources, please provide details below:

|  |  |  |
| --- | --- | --- |
| **Funding body:** | **Amount requested:** | **Amount received or agreed:** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |

Organisational information

|  |
| --- |
| Briefly describe your organisation’s main aims, objectives and activities. (max. 250 words) |
|  |

Please indicate the appropriate type/legal status of your organisation below, providing registry numbers where appropriate.

|  |  |
| --- | --- |
| Registered Charity |  |
| Company Limited by Guarantee |  |
| Community Interest Company |  |
| Voluntary Organisation |  |
| Other (please provide details) |  |

If you are a grass roots or community organisation, i.e. a small volunteer led group, we would expect that you have a constitution and a bank account in the name of your group, or that funds awarded are held and administered by Central Surrey Voluntary Action.

Checklist of supplementary information

Please make sure you have attached or linked online the following documents. We will not be able to process your application without these.

If you receive core funding from the council please mark the first two as not applicable. We may request further information at a latter stage.

|  |  |
| --- | --- |
| Audited or draft accounts for the last full financial year. |  |
| Copies of the most recent statements of current and/or investment account balances. |  |
| Copy of your organisation’s Safeguarding Policy. |  |
| Copy of your organisation’s data protection policy |  |

**Declaration** – I certify that the information provided on this application form is correct to best of my knowledge. I agree, if the Council allocates our organisation funding, we will comply with the funding conditions and monitoring requirements attached to the payment. I understand that failure to provide adequate monitoring information will result in the Council requesting the reason why the monitoring is late with the potential of some of the funding being returned. I understand that this funding is for expenditure during the 12-month period following its award.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |
| Position within the organisation: |  |

The Council needs to collect the information requested in this application so that it can process the application in line with our funding process. The applicant may have provided personal information e.g. name, address, email address (rather than organisational contact details) therefore as part of the GDPR the Council is obliged to inform you that it is required to retain this information for a period of 7 years in line with the Retention Policy regarding financial documents.

Your information will be shared with Partner Charities and internally for the purposes of processing applications or queries after the process has been completed. It may also be shared with Community Support Services staff, Members, and IT staff if access to the data is necessary for the performance of their roles.

Please note that applications and associated documentation will be shredded when they have been retained for more than 7 years.

**Further information**

Closing date: 12pm 3 October

For any further information please contact Community Services on 01372 474537 or email: [commservices@elmbridge.gov.uk](mailto:commservices@elmbridge.gov.uk)