 

Cleaner Streets, Parks and Open Spaces Fund Shipley

GRANT APPLICATION FORM 2020-21

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS

18th December 2020

Please read the guidance notes before completing the application

| **Q1. Your details** |
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| |  |  | | --- | --- | | Project Name |  | | Organisation Name |  | | Organisation Main Contact |  | | Address |  | | Postcode |  | | Landline telephone number |  | | Mobile telephone number |  | | Email |  | | Organisation website address  (if available) |  | | Organisation Twitter name  (if available) |  | | Organisation Facebook page address (if available) |  | | How many staff are in your group/organisation? | Full Time: Part Time: | | How many volunteers are in your group/organisation? |  | |

| **Q2. What type of organisation is your group? If you are not a constituted group please state this.** |
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| **Q3. Please describe your project and what it seeks to achieve. *For example why is it needed, what difference will it make and how will it engage with the local community?*** |
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| **Q4. Please demonstrate how your project will be sustainable.** |
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| **Q5. What is the start date for the project and when will it be completed?**  ***Is the timetable for the delivery for this realistic***? |
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| **Start Date: End Date:** |

| **Q6. Please indicate how much money you are applying for? Maximum amount is £2,000** |
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| **Q7. Please provide a clear and accurate breakdown of how the money you are applying for will be spent. You must submit 2 quotations for each item of expenditure.** |
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| |  |  | | --- | --- | | Breakdown of costs: | | | **Item** | **Cost** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total Cost** |  | |  |  | |

| **Q8. If the total cost of your project is greater than the amount you are applying for, please tell us how you will fund the project. *i.e match funding, contribution in kind, If there are any other agencies involved with this project please list their names and contribution.* *(No more than 150 words)*** |
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| **Q9. How will you ensure you can deliver your project safely complying with relevant Covid safety guidance, including social distancing? If your application is successful you will need to submit a risk assessment prior to initiating work, if appropriate. *If you require assistance compiling this information, contact the Area Co-ordinators office on the number below.*** |
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| **By completing this section, you are confirming all the information on this application form is true and correct. You understand that Bradford Council may ask for more information at any stage of the application process or when the project is running. You also agree that you may be contacted to provide information for media use.** |
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| **Name:**  **Signature:**  **Position:**  **Date:** |

| **You must submit the following with your application. \*if you are an organisation that requires these documents/policies.** |
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| |  |  | | --- | --- | | **Document** | **Attached (YES)** | | Two quotations for each item of expenditure |  | | Copy of constitution/governing document\* |  | | Child Protection Policy\* |  | | Vulnerable Adults Policy\* |  | | Equal Opportunities Policy\* |  | | Health & Safety Policy\* |  | |

**Send the completed application form and supporting documents by 18th December 2020 to:**

**Rachel Johnson**

**Shipley Area Co-ordinator’s Office**

**Shipley Town Hall, Kirkgate**

**Shipley BD18 3EJ**

**Tel: 01274 431005**

**E-mail: rachel.johnson@bradford.gov.uk**