

Application reference no.	
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Community Funding Application Form

The aim of Hebden Royd Town Council (HRTC)'s Community Funding is to support projects that enhance the economic, social and environmental wellbeing of people who live and work in the Hebden Royd area.

HRTC seeks to support projects which;

- support young, vulnerable or marginalised people in Hebden Royd.
- help to reduce carbon emissions and support nature recovery.
- help organisations which benefit the Hebden Royd community to become more financially resilient.

The full criteria for HRTC Community Funding can be found in the **Application Guidance**. Please read this document in full before completing this application form, to ensure that your project is eligible for HRTC Community Funding.

Part 1: About You / Your Organisation

1.1 Project Name

1.2 Project Cost

1.3 Organisation Name

1.4 Name of Applicant and Position in Organisation

1.5.1 Address for Correspondence (registered address of organisation if applicable)

1.5.2 Phone Number:

1.5.3 Email Address:

1.6 Meeting the Eligibility Criteria

1.6.1 Organisation Type (e.g. Charity, Constituted Voluntary or Community Group, etc)
(Please note, for-profit businesses are not eligible for funding)

1.6.2 Does your Constitution include a dissolution clause? ? Y / N

1.6.3 Will your Project benefit people in Hebden Royd? ? Y / N

1.6.4 If the project involves young people and/or vulnerable adults do you have policies and procedures in place to protect them? Y / N

(Please attach relevant policies when you send your application)

1.6.5 Have you submitted your End of Grant report for any previous Community Funding from HRTC? Y / N

Please contact the Communications & Engagement Coordinator prior to submitting an application - bryony.moore@hebdenroydtowncouncil.gov.uk / 01422 842181

Part 2: Budget

2.1 Cost breakdown

Please give as much detail as possible about the cost of your proposed project

Amount	What for

2.2 Total cost of project: £.....

2.3 Amount requested from Hebden Royd: £.....

2.4 Amount requested from other sources *(please fill in the table below)*

Amount	What for	Source

2.5 Please give details of previous funding received from **Hebden Royd Town Council**:

Year	Amount	Project	Office use only: Satisfactory End of Grant Report?

Part 3: About Your Project

3.1 When will your project take place?

Start Date		Finish Date:	
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3.2 Project Title:

3.3 Project Summary: (max 200 words)
If you are awarded funding, we will use this description on our website and social media channels. Please include what you plan to do, who you will reach and what the impact of the proposed project will be.

3.4 Project Description:
Please give a full description of the project for which funding is requested.

<p>3.5 How will you ensure that your project benefits the people living in the Hebden Royd area? <i>(e.g. My project will provide a free holiday club for 50 children in Cragg Vale, with tickets reserved for attendees from certain postcodes)</i></p>	
<p>3.5.1 How will you measure / demonstrate this impact? <i>(e.g. I will take a register of attendance and record the postcode of each attendee.)</i></p>	
<p>3.6 Projected number of beneficiaries from Hebden Royd:</p>	
<p>3.6.1 How will you demonstrate / measure the number of Hebden Royd residents who benefit from project?</p>	
<p>3.7 Will you be making any charge to users? <i>(If yes, please give amount(s))</i></p>	
<p>3.8 Number of volunteers who will deliver your project:</p>	

<p>3.9 How will you ensure that your project is accessible to as many people as possible? <i>(including physical, social and economic accessibility)</i></p>

3.10 How will you ensure that your project minimises its impact on the environment?

(e.g. use of energy, transport and resources)

3.10.1 How will you measure / demonstrate this impact?

(e.g. record number of journeys made on public transport / recyclable resources used)

4. Application Checklist

Your application will NOT be assessed unless you have included the following relevant documents:

Documents	Yes
Completed application form	
A copy of audited accounts (organisation established for 12 months +) or a recent bank statement (newly-formed organisation, established for 12 months or less)	
The Constitution or aims and objectives of your Organisation (including Dissolution Clause)	
Safeguarding policies / procedures if your project involves young people and/or vulnerable adults (please attach when submitting your application form)	
Bank details for payments by BACS	

4.2 Declaration

I declare that the information provided in the application is true and accurate to the best of my knowledge.

Name and signature of person completing this form:

Date:

Position in your group:

Privacy notice: Your data provided in this Application Form will be used to assess your application for Community Funding and to fulfil and enforce the terms of any Funding Agreement with you. The legal bases we rely on to process your personal data are article 6(1)(b) performance of contract and is article 6(1)(f) legitimate interests of the GDPR.

You can find our full Privacy Notice on our website:

<https://hebdenroydtowncouncil.gov.uk/privacy-notice/>