

WELWYN HATFIELD COMMUNITY FUND APPLICATION FORM

Please read through the guidance and terms and conditions before completing.

Applicant: (circle as appropriate)	Organisation	Club/School	Individual
Name and address of applicant:			
Please give a brief description of how this funding will make a difference: (250 words max)			
Roughly how many people will benefit from this event/project/scheme?			
Please state the timetable for the proposed event/project/scheme:			
Are there any particular sections of the community that will benefit? (250 words max)			

How will this improve the area/increase participation in sport, and how will you promote this?

(250 words max)

Do instructors/coaches have a valid DBS check? If applicable

N/A

Yes

No

Please tick the theme that a WHCF grant will assist with.

(You can tick more than one box)

Increase community cohesion

Club development

Improve health and wellbeing

Increase participation

Financial Information

Amount of funding requested:

Expenditure

What will be the total cost of this event/project/scheme/training programme:

(individuals only)

Please give a breakdown of costs for this project.

Item

Cost

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Income

Are there other sources of income/match funding for this event/project/scheme?

Income source _____ £ _____

Income source _____ £ _____

Income source _____ £ _____

What was the total income of the applicant last year?

(Applicants for organisations and clubs complete this only)

£ _____

Bank account number: _____ Bank sort code: _____

Name of bank account: _____

Details of the applicant:

Name: _____

Address: _____

Postcode: _____ Email: _____

Telephone (day): _____ Telephone (evening): _____

Contact Person:

Title: Miss Mrs Ms Mr Name: _____

Address for correspondence: _____

Postcode: _____ Email: _____

Telephone (day): _____ Telephone (evening): _____

Aims and purpose of the applicant:

(organisations/clubs/schools only)

1. What kind of organisation/club/school are you?

2. What does your organisation/club/school do and who currently uses your services?

3. What date did your organisation/club/school start?

4. Date constituted: _____

5. How many people are in your organisation/club/school? _____

Volunteers: Part-time staff: Management committee: Members (if appropriate):

Please enclose the following:

(organisations, clubs and schools only)

Please tick to confirm that you have enclosed the following documents

Your Equal opportunities/
child protection policy

Latest bank account/
record of accounts

A copy of your insurance documents

Signed: _____ Date: _____

Print name: _____

Address: _____

Position (if in group): _____

You should send your completed application to:

Welwyn Hatfield Community Fund
Gosling Sports Park
Stanborough Road
Welwyn Garden city
AL8 6XE
Email: WHCF@gll.org

Any late applications will be forwarded to the next round of funding.

Terms And Conditions Of Grant

WHCF will award grants that will assist in raising awareness, participation and competition, along with sports activities that promote sport to all W&H residents and W&H based clubs and organisations. The following conditions are intended to:

- Ensure that grants are spent for the purposes for which they are given;
 - Make certain that WHCF is informed promptly of any significant changes in schemes being supported; and
 - Ensure that WHCF receives a proper account of the outcome of the scheme.
1. Grants must be used solely for the purposes set out in the application, and on the basis that the WHCF committee approved it. If for any reason grant holders need to make any substantial changes to their use of grants, written permission to do so must be obtained from the WHCF committee before doing so.
 2. All grant holders must keep full financial records. Evidence of expenditure of the grant will be required.
 3. Grant holders' accounts must be independently audited/inspected as required by legislation at the end of the financial year.
 4. WHCF committee members or officers acting on their behalf at any reasonable time must make records and information available for inspection.
 5. The WHCF committee reserves the right to claim back any grant where the organisation ceases to operate, the purpose of the funding no longer exists, or it has not been used for the purpose it was granted, or the terms and conditions of funding are broken, or it is discovered that the application or supporting documents submitted by the grant holder gave false or misleading information.
 6. The grant must be spent as soon as possible but in any case within 6 months of receipt.
 7. **All grant holders must complete a monitoring form to provide information on how the grant has been spent. The form must be submitted to WHCF within 12 months from the date of award of the grant. Forms will be sent to successful applicants or can be requested from WHCF@gll.org**
 8. WHCF may publish details of awards made. The WHCF committee should be acknowledged in any publicity or information relating to the activity for which the grant has been awarded.
 9. All grant holders must comply with equalities legislation and must promote equality and good community relations in all areas of their work and the activities for which the grant has been awarded.
 10. Equipment purchased from the grant must be used as specified in the application. Equipment must not be sold or disposed of without first receiving WHCF's committee agreement in writing. An organisation may be required to pay back a proportion of the sale price, depending on the reasons for sale/disposal.
 11. WHCF's committee will make its decisions based on the quality of application and will be looking to fund as broad a range of projects and sports as possible.

I/we have read and understand the terms & conditions set out in this document and agree to adhere to them.

Name: _____ Status (within group): _____

Signed: _____ Date: _____