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| **For office use only - Date form received** |  |
| **Community Development ref. no.** |  |

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| **ABOUT YOUR COMMUNITY GROUP / ORGANISATION** | | |
| **Name of Community Organisation** | **Name of Applicant/Representative** | |
|  |  | |
| **Community Organisation address** | **Applicant/Representative address** | |
|  |  | |
| **Community Organisation email** | **Applicant/Representative email** | |
|  |  | |
| **Office Tel. No.** | **Home Tel. No.** | **Mobile Tel. No.** |
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| Please give the **contact details of officers** (representatives) of your group below | | | | | | | | | | | |
| **Paid / funded officer(s)** | | **Name** | |  | | | | **Tel.** |  | | |
| **Email** | |  | | | | **Mobile** |  | | |
| **Postal address** | |  | | | | **Other** |  | | |
| **CEO / Chair** | | **Name** | |  | | | | **Tel.** |  | | |
| **Email** | |  | | | | **Mobile** |  | | |
| **Postal address** | |  | | | | **Other** |  | | |
| **Secretary** | | **Name** | |  | | | | **Tel.** |  | | |
| **Email** | |  | | | | **Mobile** |  | | |
| **Postal address** | |  | | | | **Other** |  | | |
| **Treasurer** | | **Name** | |  | | | | **Tel.** |  | | |
| **Email** | |  | | | | **Mobile** |  | | |
| **Postal address** | |  | | | | **Other** |  | | |
| Due to GDPR compliance we no longer ask for your members’ or volunteers’ contact details, but ask that you | | | | | | | | | | | |
| confirm your organisation’s | | | | * **Members’ names** | | | * **Number of** **regular volunteers / attendants**. | | | | |
| **Names of members** | | | | | | | | | | | |
| **1** |  | | **2** |  | **3** |  | | | **4** |  | |
| **5** |  | | **6** |  | **7** |  | | | **No. of regular** | | |
| **8** |  | | **9** |  | **10** |  | | | **volunteers** | | **attendants** |
| **11** |  | | **12** |  | **13** |  | | |  | |  |

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| **ABOUT YOUR ACTIVITY, EVENT OR PROJECT** | | | | | | | | | | |
| **Name of project** | | | |  | | | | | | |
| **Date(s) of event/project** | | | | **Start & end time(s)** | | | **No. of**  **sessions** | | **Venue(s)** | |
| **On/from** |  | | | **From** |  | |  | |  | |
| **To** |  | | | **To** |  | |
| **Describe**   * **the activity, event or project and** * **how this funding will be spent** | | | |  | | | | | | |
| **What do you want to achieve and how will it benefit residents?** | | | |  | | | | | | |
| **Residents benefitting from activity, event or project** | | | | **Who is delivering activity, event or project?** | | | **Other partner organisations** | | | |
| **Number** | | **Age range** | |  | | |  | | | |
|  | |  | |
| **How you will publicise the event / project to the community? (√** for each type**)** | | | | | | | | | | |
| **Community noticeboards** | | |  | **Block**  **noticeboards** | |  | **Community Centre** | | |  |
| **Local shops** | | |  | **Social media** | |  | **Type** |  | | |
| To hold any OUTDOOR event on Council premises / land, you must get permission and satisfy the Council that you are delivering a safe event, so you will need to complete and submit a **Risk Assessment** and a **Housing Land Events Permission Form** (to [Tenancy.Service@croydon.gov.uk](mailto:Tenancy.Service@croydon.gov.uk) for Housing Land) – regardless of this funding application form with adequate insurance cover, appropriate licences and confirmation that you have considered the impact on local residents, i.e. notice/publicity, parking, refuse disposal, noise, stewarding etc. | | | | | | | | | | |

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| **PREVIOUS FUNDING** | | | | |
| Has your organisation been funded by the Community Development Team and/or another Council department in the last 18 months? If so, please give details below. | | | | |
| **From** | | **For** | **Amount** | **Date** |
| **Community Development** | |  | **£** |  |
| **Other** |  |  | **£** |  |
| **Other** |  |  | **£** |  |

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| **ABOUT YOUR FUNDING APPLICATION** | | | |
| **Breakdown of costs:** Please provide details of what you intend to spend the funding on, **including your own contributions** (donations / match-funding / services volunteered). | | | |
| **Partner / contributor** | **No. of volunteers** | **Services, facilities gifted** | **Contributing Sum** |
| **Your organisation** |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
| **Total organisation & partner contributions** | | | **£** |
| **Describe the items / services you require funding for** | | | **Sum** |
|  | | | **£** |
|  | | | **£** |
|  | | | **£** |
|  | | | **£** |
|  | | | **£** |
|  | | | **£** |
|  | | | **£** |
| **Funding sum required** | | | **£** |
| **Total cost of activities / event / project** | | | **£** |
| **If your application is approved,** you will need to sign a Funding Agreement Form, prior to the event.  **Post event,** as a condition of this funding, you are required to provide supporting evidence to confirm the project was delivered and how the funding was spent (receipts must always be provided). | | | |

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| **APPLICATION COMPLETION AND SUBMISSION** |

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| **Permission & Attachments check** | **Attached (√)** | **To follow by** (date) | Not attached,  please send **(√)** |
| Housing Land Events Permission Form (outdoor) |  |  |  |
| **Insurance/Risk Assessment or PUBLIC events** (below) | | | |
| Risk Assessment |  |  |  |
| Public liability and ‘additional items’ insurance |  |  |  |
| Any other licences applied for e.g. alcohol, private advertised entertainment, selling food/merchandise) consult [licencing@croydon.gov.uk](mailto:licencing@croydon.gov.uk) or [food.safety@croydon.gov.uk](mailto:food.safety@croydon.gov.uk) | | |  |
| Permission to include you on our mailing list for future opportunities? **Yes / No** | | |  |

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| Date form  submitted | By email **(√)** | By hand or post | Form completed by (name) |  |
|  |  |  | Signed |  |
| On completion, please email this application form (**as a WORD document**, **NOT a pdf file**) to [Ken.Constantine@croydon.gov.uk](mailto:Ken.Constantine@croydon.gov.uk) or [Community.Development@croydon.gov.uk](mailto:Community.Development@croydon.gov.uk) | | | | |

**Office comments:**

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| --- | --- | --- | --- | --- |
| **C D Officer recommendation** | **CDO initials** | **Approve** (date) | **Reject** (date) | **More info** (date) |
|  |  |  |  |
| **CDO comments** |  | | | |

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| **CDM Decision** | **CDM initials** | **Approve** (date) | **Reject** (date) | **More info** (date) |
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| **CDM comments** |  | | | |

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| **HoS sanction**  (over £2,500) | **HoS initials** | **Approve** (date) | **Reject** (date) | **More info** (date) |
|  |  |  |  |
| **HoS comments** |  | | | |