



**Community Group
Annual Support
Small Grant**
(Grants awarded up to £300)

Application Form

Who can apply for a Annual Support Small Grant?

The Community Group Annual Support small grant is aimed at community involvement groups who directly benefit Coastline tenants as well as the wider community.

IMPORTANT !

The Community Group Annual Support small grant awards grants from £50 to £300.

What could your community group use the grant for?

We can fund start up grants for new Community Groups and also fund annual running costs for groups already established.

How do I apply?

- Complete the form attached
- Please complete the form in '**Block Capitals**' and '**Black Ink**' or alternatively in a typed format.
- Return the completed form and any attached paperwork to the Neighbourhood and Involvement Team at: Ferris House, Dolcoath Avenue, Camborne, TR14 8SD.
- Guidance from the Neighbourhood and Involvement Team is always available when completing the application form. You can contact a member of the team on 08082 027727 or email getinvolved@coastlinehousing.co.uk

IMPORTANT INFORMATION !

- ◆ The annual deadline dates for funding applications are:
31st March, 30th June, 30th September and 31st December
- ◆ Your application must be completed in 'Block Capitals and 'Black Ink'. If your application is not completed in this format it will be automatically returned to your group and you may miss the funding deadline date.
- ◆ Please check through your application thoroughly before sending it to the Neighbourhood and Involvement Team to ensure all the correct paperwork is attached to the application. If your application is not complete it will be automatically returned to your group and you may miss the funding deadline date.

Things the Community Group Annual Support small grant will not fund

- Costs relating to existing or ongoing projects or activities
- Items benefiting one sole person
- Costs that are part of statutory obligations or replace statutory funding
- Endowments or loan payments
- Expenses which include alcoholic beverages
-

IMPORTANT

- ◆ We cannot give grants for invoices already paid in connection with the group
- ◆ Your group can only apply for Annual Support small grant per financial year.



GENERAL APPLICATION DETAILS

Name of Group:

Area Group Covers:
.....
.....

Type of grant required: Start up Grant
(Please tick the appropriate box)

Annual Running Costs

1. Please explain why you are applying to Coastline housing (CHL) for a small grant.

2. What date would you like the small grant to start from?

3. Which target group does your Community Involvement Group represents?

(Please tick one or more of the boxes that applies to your group)

Community

Youth and Children

Elderly

Hard to Reach/Minority Groups

Other (please state)

.....

4. How will/does your Community Involvement Group benefit the community and how many people including Coastline housing tenants do you reach with your activities?

5. Please give a breakdown into specific items of how much it will cost to support the running of the group for the next 12 months.

(Please list items in the left hand column and the amounts in the right and please refer to the 'Hints and Tips' sheet)

ITEM	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£

TOTAL:
£

ABOUT YOU AND YOUR GROUP

1. Name of Group:

2. Name of Contact:

3. Contact Address:

4. Contact Details:

Daytime Tel:

Evening Tel:

Email Address:

5. What is the best
time to contact you?

6. If you require any additional support in completing your application please state the support required.

7. Does your group have a
constitution in place?
(Please delete as appropriate)

YES (Please enclose a copy)

NO (Funding cannot be granted without an
agreed constitution)

8. If you are already an established Community Involvement Group when did your group start?

9. Tick which of the following aims your Community Involvement group aspires to achieve (Please tick one or more of the boxes that applies to your group)

- | | |
|--|--|
| Environmental Improvements <input type="checkbox"/> | Raise Awareness <input type="checkbox"/> |
| Increasing Community Spirit <input type="checkbox"/> | Increase Educational Skills <input type="checkbox"/> |
| Improve Health & Well-being <input type="checkbox"/> | Increase Independence <input type="checkbox"/> |
| Reduce Antisocial Behaviour <input type="checkbox"/> | Increase Inclusion <input type="checkbox"/> |

Other (please state)

.....
.....

10. How many people are there involved in running the group?

(Please list committee members and the names of residents who are general members or who support the group on a regular basis)

Chair

Vice Chair

Secretary

Treasurer

General Members

.....
.....
.....

11. Please give a description of what your group has achieved over the last 12 months?

(Examples – coffee mornings, consultation projects, community events, training or qualifications achieved)

.....
.....
.....
.....

12. Have you received funding from any other organisation over the last 12 months?

(Please list the organisation you have received funding from and how much you were awarded)

1.
2.
3.
4.
5.

**13. If you received an annual support small grant last year, as a group have you achieved everything you planned you would on your application?
If no please explain the reasons why.**

14. Please give a description of what your group is planning to achieve over the next 12 months

(Examples – coffee mornings, consultation projects, community events or training)

15. If you are an established Community Involvement group has your group produced annual audited accounts?
(Please delete as appropriate)

YES (Please enclose a copy and a copy of your groups latest bank statement)

NO (Please send latest 3 months bank statements)

16. Has your group got its own bank account?
(Please delete as appropriate)

YES (Please continue to question 17)

NO (Please continue to question 18)

17. What is your groups bank/building society details?

(Once completed go straight to question 19)

Name:

Address:

Sortcode:

Account No:

18. If you do not have a bank/building society account at present what date are you expecting to have one in place?

IMPORTANT: (All grants issued will only be paid into group accounts. Details of new accounts will need to be passed on to CHL as soon as possible)

19. Signatory Panel

It is essential that the two signatures of people who are authorised to sign on behalf of your group are stated below. E.g. chair and treasurer

Signature	Name (block caps)	Position in Group

ADDITIONAL INFORMATION

(Please tick)

- 1. You must be prepared to feature with Coastline Housings Newsletter 'Coastlines'; are you happy to do so? Yes No**
- 2. You may be asked to attend a funding meeting to present your funding application. Would you be happy to do so? Yes No**
- 3. You must be prepared to complete a 6 monthly report form. Would you be happy to do this? Yes No**
- 4. You must be prepared to have your funding application reviewed by the Funding Sounding Board. Would you be happy to do this? Yes No**
- 5. If queries arise in relation to your funding application or 6 monthly report form you must be prepared for a member of the Funding Sounding Board to contact you. Would you be happy to do this? Yes No**

IMPORTANT!

Your application will be assessed by a group of Coastline Housing residents. As budgets are limited, not all applications can be granted and the group's decision will be final.

Completing this application is not a guarantee that you will receive funding. Please do not allocate money to a project until you have received confirmation that your funding application has been successful.

CHECKLIST

Please check that you have included all the relevant documents (where applicable) with this application.

The following checklist should help you with this:

		Yes/No
Your Groups Constitution.	Essential	
Your Groups Annual Accounts and your latest bank statement (or your latest 3 months of bank statements).	Essential	
Copies of Quotes for annual support costs.	Essential	
Continuation Sheets.	If Applicable	
Your Group has made a copy of this application to keep for reference.	Essential	

Please check that all sections of the application form have been completed and then return to:

Neighbourhood & Involvement Team
Coastline Housing Ltd.
Ferris House
Dolcoath Avenue
Camborne, TR14 8SD

.....

Office Use Only:

Date Received:

Approved/Rejected:

Offer Letter Issued:

Date BACS/Cheque requested from Finance:

Do you need information in a different format?

In Braille

On tape

Face to face

Larger typeface
 Large print

Arabic الرجاء ارسال لي هذه الوثيقة بالغة ال عربية

Polish Na specjalne życzenie, niniejszy dokument może być dostępny w języku Polskim.

Thai เอกสารนี้มีให้ในภาษาไทย ถ้าคุณต้องการ

Other language required: _____

Name: _____

Address: _____
Postcode: _____

Telephone: _____



Send to:

Coastline Housing, Ferris House,
Dolcoath Avenue,
Camborne, TR14 8SD.



08082 027728

If you tell us which language you speak, we
will be able to get a translator on the phone.



Community Group Annual Support Small Grant

'Hints & Tips'

The Community Group Annual Support Small Grant has been designed by tenants with the hope of providing Community groups with an application which is easy to use, jargon free and can be used by groups applying for funding for the first time as a stepping stone to completing more complicated funding forms in the future.

Most of the questions in the application are self explanatory but below are a few 'Hints and Tips' which may help you along the way.

If at any point you require further support in completing this application please do not hesitate to contact a member of the Neighbourhood & Involvement Team on 08082 027728 or via getinvolved@coastlinehousing.co.uk.

Section 1 - GENERAL APPLICATION DETAILS

Question 4

When the question refers to 'benefit the community' the Sounding Board (SB) would like to know how as a group you will be improving local residents quality of life and what direct effect your community group will have or has on the local residents e.g. The community group identifies via consultation the needs and wants of the community and acts upon them. The last consultation identified the communities would like to see an annual fun day and more litter bins in the area. The group are focusing on these priorities for the next 12 months.

When stating how many people including Coastline Housing tenants you reach please give a breakdown of general households and Coastline housing households you reach e.g. we reach 100 households 60 are general households and 40 are Coastline households.

Question 5

We understand it is not always possible to provide written quotes for some of the items the group is applying for e.g/ predicted telephone costs, tea and coffee and stationary costs. Where quotes can be supplied please attach copies of these to the application e.g. event insurance, building insurance.

Section 2 - ABOUT YOU AND YOUR GROUP

Question 9

Whether you are an existing or new community group please tick the aims which your group will be focusing on over the next 12 months.

Question 11

Please include any press cuttings or pictures which can support your application.

Question 15

If you are an existing community group please make sure you attach a copy of your audited accounts along with your most recent bank statement.

If you are a new community group please include copies of your last 3 months bank statements.

