

## Application Form

Name of applicant:

Correspondence Address:

Post code:

Tel:  Email:

Organisation/ Group represented:

Details of request:

Breakdown of costs:

Item	Cost

Total cost of project: £

Amount requested: £

Please state how this will benefit the community including specific reference to Broadacres' tenants:

Are you connected in any way to a member of staff, the Community Development Fund Group or a Board Member of Broadacres Housing Association?    YES                      NO

If YES, what is your connection

Has funding for this project been sought elsewhere?    YES                      NO

If YES, please give details:

How are you match funding the project? Please state any funding applied for, whether it has been sourced, use of your own funds, in kind donations or volunteers time: If YES, please give details:

For data collection purposes only, please indicate how many people are likely to benefit from your project. This will not affect your application.

**Payment preference:**

If successful how would you like your payment?    Cheque                      BACS

Please confirm below the payee's name for the cheque / bank account name for BACS

For payment by BACS please provide bank account details for your organisation/group. Your bank details will be securely filed for confidentiality purposes.

Sort code:

Account number:

**Declaration:**

- a. To the best of my knowledge, the information provided on this form is true.
- b. The project for which I am applying for funding will not exclude anyone on the basis of sex, sexual orientation, marital status, responsibilities for dependants, race, colour, nationality, ethnic origin, religion/belief or political beliefs, age, class, disability or unrelated spent criminal convictions.
- c. Any grant money received will only be used for the purpose outlined on this form.
- d. I agree to abide by the funding conditions listed on this form.

Signed:

Print Name:

Date:

Your position / role:

**Funding Conditions.** To be considered for funding from Broadacres' Community Development Fund, all applications should meet the following criteria:

1. Broadacres must own housing in the parish/town of the project.
2. The maximum funding contribution from Broadacres will be no more than £500.
3. Where the total project cost is £500 or less there is discretion to award the full cost. Where the total project cost is above £500 up to 75% can be awarded up to a maximum of £500.
4. All requests for funding must be in writing using the Broadacres pro-forma.
5. Organisations applying for funding and/or benefiting from funding should either be registered charities or operate on a not-for-profit or voluntary basis.
6. Projects should promote or deliver activities which directly benefit local communities. These may be in the areas of housing, training, education, environmental improvements, safety and security, recreation and leisure, arts and cultural activities or childcare.
7. Funding will not be made available to organisations/groups whose mainstream funding is from Central Government departments.
8. Where applicable, successful applicants must provide documentary evidence of match funding secured prior to the grant from Broadacres being released.
9. In kind match will be accepted in the form of donated equipment or services, or volunteer hours towards the project. The applicant must be able to outline what the in-kind match equates to as part of the total cost of the project within the application. The successful applicant must provide documentary evidence of the in-kind match within the completed Broadacres grant monitoring form.
10. Within 12 months of the funding being allocated,
  - a) the project will be completed,
  - b) our Grant Monitoring Form with proof of expenditure will be completed and returned to Broadacres Community Involvement Team,
  - c) failure to return this may result in future applications from the group / project being declined,
  - d) we may request the funding to be returned if funds are unspent.
11. Broadacres have the right to any positive publicity resulting from the funding.
12. We are unable to hold over projects from year to year but re-applications can be made.
13. An organisation or project can only apply to the fund once a year.
14. Priority for awards is given to projects and organisations that have not applied before or that have not received an award in the previous three years.

**Please send completed application forms to:** [gill.davies@broadacres.org.uk](mailto:gill.davies@broadacres.org.uk) or post to,

Freepost RRBZ-TATA-BYHL  
F.A.O Community Involvement Team  
Broadacres House  
Mount View  
Standard Way  
Northallerton, DL6 2YD