**Cost of Living Grant Fund Application Form**

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| **Your Details** |
| **1** | **Name of organisation**  |  |
|  | **Organisation address** |  |
|  | **Website** |  |
| **2** | **Contact details** | **Primary contact for this grant** | **Secondary contact for this grant** |
|  | **Name** |  |  |
|  | **Role** |  |  |
|  | **Phone number** |  |  |
|  | **Email address** |  |  |
| **3** | **Have you been awarded a grant or contract from Richmond Council in the last 12-month period? If so,** **please describe the contract or grant and date of award** |  |
| **4** | **Are you applying for continuation funding for a project previously supported via this grant fund?** **If yes, please briefly describe the project and key outcomes.** |  |
| **Your Organisation** |
| **5** | **What is the legal status of your organisation?** | [ ]  | Registered Charity or Charitable Incorporated Organisation (CIO) | Charity No. |
| [ ]  | Exempt Charity |
| [ ]  | CIC limited by guarantee | Company No. |
| **6** | **What does your organisation do? (100 words max)** |  |
| **7** | **Who does your organisation help? (100 words max)** |  |
| **Funding Request** |
| **8** | **Which of the priorities does your application meet?** | [ ]  **Priority 1: Community spaces** [ ]  **Priority 2: Food provision**[ ]  **Priority 3: Services that help local people affected by the Cost of Living crisis** |
| **9** | **Does your project require permission from a third party and if so, has this been obtained?** |  |
| **10** | **Please describe your project including:*** **when and where it will take place**
* **who will benefit and how many**
* **how they will benefit**
 |  |
| **11** | **Explain how you know that people in your community need this project.** **What evidence have you collected to demonstrate this?** |  |
| **12** | **What is the estimated start and finish date for the project and what is your proposed exit strategy?** |  |
| **Financial Information** |
| **13** | **Please tell us how much your project will cost (please note that we will try to keep grants as flexible as possible, recognising that the current situation is constantly changing) e.g.** **support worker £15 per hour x 30 hours** |
|  | **Item of expenditure**  | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **£** |
| **14** | **What other Funders have you applied to in order to support your work at this time?** |  |
| **15** | **Why are you unable to meet these costs from within your own budgets or General Reserves?** |  |
| **16** | **Is there any other information that you need to tell us?** |  |
| **Supporting information** |
| **17** | I enclose the following documents:[ ]  A copy of my governing document e.g. constitution (if you have one)[ ]  A copy of my organisation’s audited accounts (no more than 12 months old) or income and expenditure sheet for the past 12 months (if I do not have audited accounts). [ ]  A recent (from the last 3 months) scanned bank statement or bank statement downloaded from an online account showing organisation name, address, sort code and account number [ ]  A risk statement outlining how you will manage any identified risks (including Covid-19)[ ]  A safeguarding policy/ statement outlining how children, young people and adults with care and support needs will be kept safe |
|  |
| **Declaration** |
| **18** | * I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation.
* I confirm that I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose, and to repay to the Council any grant money that I may use for any other purpose on demand.
* I undertake to inform Richmond Council of any changes to the project / service, management or organisational circumstances that would affect this application post submission.
* You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application.
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|  | **Name:** | **Job title:** |
|  | **Date:** | **Signature:****(Electronic signature is fine)** |
|  |
|  | **Data Privacy Statement** The contents of this application are protected under the Data Protection Act 2018. Please tick the appropriate statements to give consent:[ ]  I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).Should your application be successful, your details may be used by the Council for:* Publicity purposes.
* Processing grant agreements, grant monitoring and evaluation and payment administration.

[ ]  I consent that contact details of my organisation may be stored and shared with other Council departments, associated organisations and individuals with a legitimate interest in learning about your work.[ ]  I consent that contact details of my organisation may be stored and shared with other Council departments, for use for promotions, marketing and consultations of future council initiatives.*For more information about our privacy practices please visit the Council* [*website*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.* |
|  | **Keeping in touch**Richmond Council’s Voluntary Sector Partnership Team would like to keep in touch with you and provide you with updates and marketing. If you would like to be added to the mailing list, please tick here [ ] *You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at* *voluntarysector@richmond.gov.uk**. We will treat your information with respect.*  |
|  | **Monitoring and Evaluation**If your application is successful, you will be required to complete a minimum of quarterly project updates along with an end of project closure report. From time to time, grant recipients may be required to provide real time activity data and will be expected to respond to these requests within 5 working days. A copy of the monitoring and evaluation form will be sent with the notification of grant award. |

Return to Clarinda Chan, Community Grants Officer: Clarinda.chan@richmondandwandsworth.gov.uk Tel: 020 8487 5112