

## Project funding application form

Prior to completing the application form please read the fund guidelines which set out the criteria for the application and explain who is eligible to apply.

Please ensure that you fill in ALL sections of this form as we cannot assess incomplete applications.

The application will need to be submitted by **5pm on THURSDAY 14 JULY 2016** to Derwent London. This can be emailed to [community@derwentlondon.com](mailto:community@derwentlondon.com) or posted to:

Community Team  
Derwent London  
25 Savile Row  
London W1S 2ER

If posting we would recommend sending applications via recorded delivery.

### **Part A: Funding bracket**

Registered charities can apply for a maximum of £5,000

Non-registered groups, businesses and individuals can apply for a maximum of £2,000

### **Part B: information about the applicant**

1. Name of group/individual:

Address line 1:

Address line 2:

Address line 3:

Postcode:

2. Contact details

Please provide contact details for two representatives of the project. These individuals may be contacted if we require clarification or more information on the project.

Main contact:

First name:

Tel:

Email:

Second name:

Mobile:

Secondary contact:

First name:

Tel:

Email:

Second name:

Mobile:



8. Please identify any key issues that need to be resolved for the successful delivery of the project, such as obtaining permissions, need for licenses or recruiting key team members, further fundraising etc. (Approximately 60 words)

9. When will the project start and finish? (Approximately 20 words)

10. Where will the project activities take place? (Approximately 30 words)

11. Please itemise any existing and/or proposed funders of the project, together with fund values and deliverables/ conditions - please enclose copies any funding agreements if available. Please ensure that your project funding value is distinct from your core funding. You will be required to verify the core funding your organisation receives if your application is successful.

12. If you would like to provide any additional information, please do so here. (If you do not wish to add anything further you can leave this question blank)

**Part D: Budget breakdown**

Please provide a breakdown of the project costs, listing ALL the costs you will be using the funding for. To help us assess your application accurately please include as much detail as possible.

1. Project fees

Please attach a table/spreadsheet including the following information: Person and role/Task/ Day rate/ Days required/Total

2. Project expenses

Please attach a table/spreadsheet including the following information: Description of item/ Quantity/ Best price per unit /Total

3. Grand total:

**Part E: Additional information**

Where applicable, please enclose the following with your application:

**Registered charity applicant:**

1. A governing document for the group
2. A safeguarding policy where applicable
3. Most recent annual accounts for the group

**Non-registered group, business or individual applicant:**

1. Proof of residential or business address e.g. utility bill or council tax bill
2. A short note on relevant experience - approx. 60 words

3. Contact details for a professional referee

Name:

Profession:

Tel:

Email:

Professional relationship to applicant:

**Part F: Data Protection**

The content of this application will only be used under the strict controls of the Data Protection Act 1998. Information gathered on this form will be shared with the funder, Derwent London, and where necessary with external assessors to help us assess the projects. We will only share your groups' contact details with Derwent London.

Please indicate whether you are happy for us to share the information as described above:

Yes  No

**Part G: Declaration**

On behalf of the applicant I confirm that the information given on this application form is accurate.

Signature:

Name:

Position in group:

Date: