



# Small Grants Fund (up to £2,000)

## Stage 2: VCFS Application form

**Deadline for applications:  
22 October 2021**

Name of your organisation:

Name of your project or activity:

The amount of grant you are requesting:

Name(s) of the Councillor(s) endorsing your application:

*(one required for applications of up to £1,000 and two for sums up to £2,000)*

1.

2.

### About your project or activity

What will the grant pay for? *(describe your project or activity, when and where it will take place, etc. Please note: All monies, awarded in the summer must be spent by 30 June in the financial year after the year in which it is awarded and in accordance with the criteria set out in the Small Grants Fund guidance)*

Who will benefit from your project (either directly or indirectly) and how?


Which of Reigate & Banstead's five-year plan priorities does your project or activity contribute to and how? *(You can select multiple priorities. You can read full details of the five-year plan [on our website](#))*

Communities & community safety  
Vulnerable residents  
Leisure & wellbeing  
Towns & villages  
Environmental sustainability  
Responding to COVID-19

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

How will you ensure as wide a range of residents as possible benefit from your project or activity? *(e.g. access, affordability, publicity etc)*

Will your project or activity generate additional benefits? *(e.g. volunteering opportunities, environmental improvements, working in partnership etc)*



How will you demonstrate the outcomes of your project or activity? This would need to be provided to the council within 1 month of the end of the grant period (*e.g. numbers of participants, a survey or report, testimonials etc*)

How do you plan to recognise the Council's contribution to your project?

Do you have the necessary permissions in place to deliver your project (*e.g. permission from the landowner*)?

Yes

No

N/A

Please give more details if applicable

How will the project or activity continue after the Small Grant is spent?

### Project or activity costs

What is the total cost of the project or activity?

Please provide a breakdown of costs (*please attach a separate document if required*):

What other fundraising has been planned or undertaken to date?

How will the balance of the costs be met? (*if applicable*)

Please note applications will not be considered for retrospective costs or where there are any ongoing costs to the Council.

### Your organisation details

Address of Organisation:

Type of organisation (*e.g. charity, club, faith group*):

Legal status of organisation and relevant identifier, if applicable (*e.g. Charity and Charity Number, Community Interest Company and Company Number*):

Number of full-time staff:

Number of part-time staff:

Number of volunteers:

Contact: [communitypartnerships@reigate-banstead.gov.uk](mailto:communitypartnerships@reigate-banstead.gov.uk)  
01737 276493



Number of Trustees and/or members of the management committee:

Do you have a constitution or a written statement of purpose? If so, please attach this when submitting your application. *It is also recommended that your organisation has an equalities and diversity policy and a safeguarding policy.*

Have you had any grant from Reigate & Banstead Borough Council in the last three years? ( e.g. a grant where you had to apply and your application was assessed including Community Infrastructure Levy)

What is your anticipated income for 2021/22, including any savings and available reserves? (tick a box below)

<b>Anticipated income</b>	<b>Tick</b>
Less than £5,000	<input type="checkbox"/>
£5,000 to £25,000	<input type="checkbox"/>
More than £25,000	<input type="checkbox"/>

If your organisation's turnover or savings is more than £5k then we should expect to see an operating budget and year end accounts.

Please provide the following documentation and information with your application:

- Your organisation's 2021/22 operating budget
- Your most recent year end accounts (optional)
- Your organisations bank account details (for us to pay your grant if successful)
- The last three months of bank statements (where available)
- Confirmation of the two signatories for the bank account.

If you do not have any of this information, or the statement of purpose and policies mentioned previously, please explain why

### Your details

Contact name:

Contact email address:

Contact phone number:

Role within the organisation?

### Submitting your application



**Please complete the checklist below to ensure you have provided the appropriate documents and information with your application:**

<b>Documentation</b>	<b>Tick if provided with application</b>
Breakdown of project costs	
2021/22 operating budget	
Most recent year end accounts (optional)	
Last three months bank statements (where available)	
Bank account details	
Any other supporting documents you wish to include, for example constitution / statement of purpose, policies ( <i>please list them here</i> )	

**I certify that the information provided as part of this application is, to the best of my knowledge and belief, true and accurate.**

Signed..... Date.....

**All monies, awarded in the summer must be spent by 30 June in the financial year in which it is awarded and in accordance with the criteria set out in the Small Grants Fund guidance.**

### **IMPORTANT NOTE**

We will process your personal information, including any background data, legally and appropriately in accordance with the relevant national legislation.

Your details will be held in a secure system or database and will only be shared with other organisations where the law allows.

Find out more about how we hold your personal data, including how long we keep it, here: **[www.reigate-banstead.gov.uk/fair\\_processing\\_notice](http://www.reigate-banstead.gov.uk/fair_processing_notice)**

Any information supplied as part of this application may be made publicly available.

**Applications must be returned by 22 October 2021**