



Neighbourhood Grant Application Form

Section1: Your group		
Name of group:		
Name of the main contact in the group (to whom correspondence will be sent):		
Title:	First name:	Surname:
Position in group:		
Address for correspondence including postcode:		
Phone daytime:	Evening:	
If you (the main contact) have any specific communication needs, such as material on tape or in Braille, please tell us what they are:		
What is the amount of the grant you are applying for? (Maximum is £400)		

Section 2: About your event(s):					
Are you applying for: (please tick ✓)					
Entertainer	<input type="checkbox"/>	Equipment	<input type="checkbox"/>	Incentives	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="checkbox"/>

Section 2: About your event(s) continued

Who will benefit?

When will the event(s) be held?

Where will the event(s) be held?

Section 3: Please detail your estimated costs for your project

Item	Cost £

Total cost of project £	Amount requested for grant £
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Payment type	Cheque <input type="checkbox"/>	BACS <input type="checkbox"/>
Sort code		
Account number		
Bank		
Payee name		

Tenant Involvement Officer:

Name:	Date:	Signed:
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Neighbourhood Grant Application Form Guidance Notes

What is the Neighbourhood Grant?

The Neighbourhood Grant is a non-repayable award which primary and secondary groups can apply for to help fund equipment or to assist with the cost of a community activity.

Who can apply and what can be funded?

- Community Groups can apply for up to £400.
- Applications can be made for:
 - entertainment to add to the enjoyment of an event – this could include, but is not limited to, a children’s entertainer, DJ or magician;
 - refreshments to ensure the comfort of participants at an event or activity – this could include, but is not limited to, hot or cold drinks or snacks;
 - equipment which the group will use as part of its typical activities – this could include, but is not limited to, a gazebo, tables, litter pickers and protective equipment for an event; and
 - incentives to encourage participation in the group’s events or activities and might include equipment which the group can use at other times to generate funds to help their financial sustainability.
- The above examples are provided purely for guidance. Groups can apply for funding for any item which supports them in their purpose. It must be clearly stated what is being applied for and how this benefits the group and / or community, in the relevant sections of the application form.

How to apply

Please read all guidance notes carefully to ensure your application is eligible.

- All applications must be verified and signed by a Tenant Involvement Officer before submission.
- Please send completed applications to:

WDH Engagement Team
Merefield House
Whistler Drive
Castleford
WF10 5HX
Email to tenants@wdh.co.uk

Approval and monitoring

- Each application will be considered by our Resident Involvement Monitoring Group (RIMG).
- If the RIMG agrees to the payment of a grant, we will make contact to arrange a transfer of funds.
- For audit purposes, successful grants should be treated as 'Restricted Funds' and shown appropriately in the group's accounts. This will be reflected when your accounts are checked.
- We will contact every group which makes a successful application, to consider the impact the grant made to the delivery of the event and the impact on the local community.