



## Application Form Guidance Notes

These guidance notes will help you complete each section of your Community Grant Scheme application form so that it can be considered for funding by our Neighbourhood Panel Members.

**Please ensure you have already carefully read through our 'About the Community Grant Scheme' document so you are familiar with the purpose the scheme, what can and cannot be funded, and what is expected of your group should you be successful.**

In order for your application to be considered for funding, please ensure you are able to explain and / or provide the following information. If any information is missing, or completed incorrectly, we will let you know and ask you to resubmit in line with the scheme deadline dates. Please be aware we will not be able to process incomplete applications after the deadline date.

The notes provided below are to help you complete each section of the application form. If you have any questions or need help completing the form, or if you need the application form in a different format, please contact us by phone on 01977 788743 or by email at [neighbourhoodpanels@wdh.co.uk](mailto:neighbourhoodpanels@wdh.co.uk).

### Notes to Help in Completing the Form

Please make sure that you answer all the questions on the form and provide any supporting evidence requested.

#### Section 1 Contact Information

Please provide the contact information we have asked for including details of the group and **two contacts**. This will help us to make sure that you know how your application is getting on. We will also use this information if we need to contact you about your application and also to let you know if your application is successful so **please make sure you include them, and that they are correct**. Please be aware that our main method of contact is email so if you have provided yours on the form, ensure you check it regularly as we may send requests for further information.

#### Section 2 Tell us about your group

Please give us details of your group and, in particular, the work it undertakes and the contribution it makes to the local community. We'd also like to know about the activities, events and projects you've organised over the last year or so and those that you have planned in the coming year. This can include the proposed project you are applying for funding for. The more you tell us in this section, the easier it will be for our Neighbourhood Panel members to understand what your group is all about and what it has, or aims to achieve.

Under the Scheme rules your group must have a signed constitution or set of rules, a copy of which you will need to send with your application. If your group does not currently have this and you would like help in developing them please contact us and we will be happy to help.

We are committed to ensuring equality, diversity and inclusion in all aspects of our work, so your group's projects must be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part in your project, please explain why in this section of your application.

### Section 3 Tell us about the activity / event you wish to support

In this section, please give us a detailed explanation of exactly what you want to use the grant money for.

Make sure you read the 'About the Community Grant Scheme' document so you are clear about the purpose and priorities of the scheme. Wherever you can, please try to explain why you think your project or initiative meets these, as this will help our Neighbourhood Panel members when reviewing your application.

If you expect your project or initiative to be ongoing, after the funding has been fully used, please give details of how you will ensure it is a continued success. We want to ensure that the funding provided is for a project or initiative that is sustainable in the longer term, if this is your initial goal. If your project is a one off, you can make a note of this in that same section of the application form.

### Section 4 Costs

Please provide details of the amount of grant you are applying for together with a detailed list of all the products and services you wish to buy. You need to provide one quote for each product or service. These do not need to be formal written quotes from companies, they can also be within an email, or a page printed from the internet. If you are unable to provide a quote for any reason, please provide what you can and explain within your application the reasons why you cannot provide these. We may contact you to discuss the quotes you provide as required as part of your application process.

If the grant application will not cover the total cost of the project, please tell us what the full overall cost will be and provide details of how the remaining costs of the project will be covered, including any other grants received or applications made.

Please note that you will not qualify for a Community Grant for any items which you have already received a grant for or applied to another organisation for.

### Section 5 Your Bank / Building Society Account

Please provide details of the bank account into which we would pay any grant money awarded to your group. All bank accounts relating to the group must be made known within your application form.

If your group uses an umbrella organisation, you must confirm in your application that you are financially independent from other organisations. You may be asked to demonstrate this at a later stage within the application process.

Payment **cannot** be paid into a personal bank account; it must be paid into your group's account.

If your group already has savings which match or are more than the money you have applied for, please let us know what that money will be used for. It may be set aside for another project, or for general running costs but without knowing that it is difficult for us to understand why you have applied to us for funding.

## Section 6 Declarations

### Relationship Declaration

Please let us know of any member of your group who is related to a WDH employee, Board or Neighbourhood Panel Member and provide details of the relationship.

### Signatures authorising this application from your group

The completed form must be signed by two members of your group to authorise the submission of the application and give approval for information to be shared under the Data Protection Act.

## Section 7 And finally...

### How did you hear about our Community Grant Scheme?

Please let us know how you heard about our Community Grant Scheme, so we can see how effective our Scheme publicity has been.

### Checklist

Take some time to go through the checklist, so you know you have completed everything on your application and provided all documents we have asked for. If anything is missing from your application, it could cause a delay, or even result in your application not being considered.

### Submitting your application

Please send completed forms, and the documents we have asked for (bank statements, quotes, and your constitution) to us, in one of the following ways:



By Post

Governance and Executive Support Team  
WDH  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX



By Email

[neighbourhoodpanels@wdh.co.uk](mailto:neighbourhoodpanels@wdh.co.uk)