



# Sussex Community Foundation

## Registration



Please complete this online form to apply for a grant from *Sussex Community Foundation*. If necessary please refer to our guidance and criteria first, which can be found [here](#). If you require assistance or if there is anything that you do not understand, contact our office and we will be happy to help. Completed application forms and all additional documents (details are at the end of the form) must be with us by 5pm on the closing date advertised on our website.



If you are unsure about any of the above or have any other queries please contact the Grants Team via e-mail [grants@sussexgiving.org.uk](mailto:grants@sussexgiving.org.uk) or telephone 01273 409 440.



I agree that I have read and understood the above



## Enter e-mail address



Please enter your e-mail address



## Registration confirmation



You have been sent an e-mail that contains instructions on what to do next to begin the application process. This should arrive in the next few minutes.

### Important

Please note that the e-mail will come from the e-mail address [grants@sussexgiving.org.uk](mailto:grants@sussexgiving.org.uk). Please check your SPAM/Junk e-mail folder if you do not receive this e-mail in the next few minutes. Contact the Grants Team on 01273 409440 or e-mail [grants@sussexgiving.org.uk](mailto:grants@sussexgiving.org.uk) if you have any difficulties.

We also recommend that you add [grants@sussexgiving.org.uk](mailto:grants@sussexgiving.org.uk) to your safe senders list.

## Section 1 - Group/organisation

### Group/organisation name and address



Name of your group/organisation



Address of your organisation

Street



Town/City

County

Postcode

Telephone



General/office email



Website

### Main contact person

These are the details that will be used for correspondence purposes and should be someone from your group/organisation who can discuss the application.

Title

Forename(s)

Surname



Job title

Work/office phone (if different from above)

Home phone (if required)

Mobile phone

Email

Use organisation's address for correspondence

### Group/organisation start date

Month

Year

### What type of group/organisation are you? ⊕ ×

Select as many as appropriate. If you are a CIC please provide us with a copy of your CIC 34 report

- A registered charity
- Company limited by guarantees
- Unincorporated club or association
- Community interest company
- Charitable Incorporated Organisation
- Other

### Your group/organisation's financial information (for the last financial year)



Income

Expenditure

Reserves



### Staffing and volunteers



How many of each of the following are involved in the group/organisation?

Full time staff / workers

Part time staff / workers

Management committee

Volunteers (excluding management committee)

## Section 2 - About your group/organisation and your grant application



What does your group/organisation do? Please do not use more than 50 words

0 word of 50

What use will you make of the grant you are applying for? Please do not use more than 100 words.



0 word of 100

Please describe how your group/organisation involves people who use the service, or the community you serve, in planning your work Please do not use more than 200 words

0 word of 200

### Project details



If you wish to be considered for a fund with specific criteria, we recommend making reference to the fund name in your application and you must show how your project addresses that fund's criteria.

Project / funding start date    Project / funding end date



Which part of Sussex do the people who will benefit from your project mainly live? Please select one of 'East Sussex', 'West Sussex' or 'Brighton and Hove'

Which local authority will the activity take place in?

Please provide a full postcode which best represents the geographical area you will benefit.



Please describe your project or service. Please do not use more than 200 words



0 word of 200

What are the disadvantages you are seeking to address? Why is the project or service needed? Please do not use more than 200 words.



0 word of 200

What difference will your project make to the individual beneficiaries or to the community your work takes place in? Please do not use more than 300 words

0 word of 300

How will you demonstrate this difference? What evidence will you have? Please do not use more than 300 words

0 word of 300

Will your project continue after the funding has ended? If so, how? Please do not use more than 200 words.

0 word of 200

### Section 3 - Impact

We only need you to select a single ('primary') option in each of the questions below. You can use 'other groups or issues' if necessary.



Beneficiaries



How many direct beneficiaries will there be from your project?

If there will also be indirect beneficiaries please outline who/how many these will be

Which category best describes the impact your project will have?

Primary Beneficiary - select a single option to represent the primary beneficiary group for this grant

Please list any other beneficiary groups who will benefit from your grant

### Ethnicity



Primary ethnic group - select a single option to represent the primary ethnic group for this grant

Please list any other ethnic groups who will benefit from your grant:

### Issues



Primary issue - select a single option to represent the primary issue that will be addressed by this grant

Please list any other issues that will be addressed by this grant

### Age groups



Please indicate the primary age group that will benefit from this grant

Please list any other applicable age groups for your grant.

## Section 4 - Project budget and consent

### Project budget



How much will your project or service cost in total?



If you are applying for other sources for funding this project, please indicate the amount in this box. If you're not then please insert 00.00



Please give details of funding raised so far

How much money are you applying to Sussex Community Foundation for?

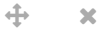


Breakdown of the total budget



0 word of 300

## Referee



Please give the name and contact details of someone outside of your organisation who has agreed to be an independent referee for your application.

Title

Forename

Surname

Link to group/occupation

Street

Town



County

Postcode

E-mail



Telephone

Bank details. In the event that a grant is awarded please complete the details    
below for your organisations bank account:

We make grant payments by BACS directly to your account or by cheque for a building society account. If you do not have an account we may be able to make payment to another charity (host) on your behalf, so please e-mail us.

Bank name



Bank account name

Bank sort code

Bank account number

Supporting documents  

Please provide us with your supporting documents by attaching them to this application. If this is not possible please e-mail them separately and tick the box below.

Please provide the following documents

- A signed copy of your constitution or set of rules.  
If you are a CIC please attach your CIC 34 report
- A signed copy of your latest Annual Accounts
- A photocopy of one bank statement from the last 3 months
- If relevant to the nature of your project or activity, Child Protection/Vulnerable Adult protection policy; Health and Safety policy; Equality/Diversity policy
- Copies of written estimates or catalogue pages, if you are applying for a grant to purchase equipment
- Names and addresses of all management committee members, cheque signatories identified

I will NOT be attaching my documents to this application and will e-mail them to you separately

[Add document](#)

If you are working with children or vulnerable adults, please tick to indicate that your staff and volunteers are DBS checked

Declaration  

1. I am authorised to make an application on behalf of the above group/organisation
2. I certify that the information contained in the application is correct

3. If the information in this application changes in any way I will inform Sussex Community Foundation
4. I give permission for Sussex Community Foundation to record the details of my group/organisation electronically and to contact them by phone, mail or e-mail with information about its activities and funding opportunities.

## Terms and conditions

1. You will spend the grant as described in your application. If circumstances, or your plans, change significantly please contact Sussex Community Foundation to agree the changes to your project before spending the funds.
2. When you finish your project you will send a monitoring report to Sussex Community Foundation. If the project is not completed within 12 months of the date of this agreement, then you will submit an interim report. If you do not return a report your organisation may not receive further grants from Sussex Community Foundation.
3. You will provide a copy of your audited accounts or financial statements to Sussex Community Foundation on request.
4. You will keep appropriate financial records to describe all expenditure involving the use of the grant including receipts and invoices. These records must be made available for inspection when requested by Sussex Community Foundation or its approved auditors.
5. If the grant, or any part of it, is made for the purpose of purchasing equipment, you will ensure that insurance is arranged to cover theft and/or accidental damage as appropriate. You will not dispose of any equipment purchased with the grant without the prior written consent of Sussex Community Foundation.
6. You will acknowledge the source of your funding and Sussex Community Foundation in any leaflets or publicity relating to this funding and in your annual report.
7. If you have not used all of the funds at the end of your project, you will contact Sussex Community Foundation to ask approval of an alternative use of the funds, or will return the unspent amount to Sussex Community Foundation.
8. You agree to ensure equal opportunities in employment practices, membership and in the delivery of any services.
9. Sussex Community Foundation reserves the right to demand repayment of any funding allocated if this funding agreement is not observed or if the organisation is dissolved in accordance with its constitution.

Declaration - by signing this declaration I am agreeing to the terms and conditions stated above on behalf of the application organisation.

Check this box to confirm you have read and understood these terms and conditions.

 Yes

Allow publicity

 Yes

If we are successful in our application for a grant, we agree to return monitoring for project by

## Submit confirmation



Well done - you've completed your application. Good luck!

Your application details have been transferred to a secured database for the purpose of this grant application and any future applications you may wish to make. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance our privacy policy which can be found [here](#).

- Sussex Community Foundation, 15 Western Road, Lewes, East Sussex BN7 1RL
- Telephone: 01273 409440
- Email: [grants@sussexgiving.org.uk](mailto:grants@sussexgiving.org.uk)
- Website: <http://www.sussexgiving.org.uk>

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