Community Fund - Grant Application Form

Fill in the form as best as you can; **advice and help are available**. Email queries to wwceapplications@wiltshirewildlife.org or, during the working day, telephone 07568 231015 or 01380 736096 and ask to speak to the WWCE Community Fund Secretary.

1   Basic information

1.1 Name of your group:

1.2 Contact details for your group *Leave blank if any are the same as "Main Contact"(1.3)*	
Address of your group:	
Email:	Daytime Telephone:
Website:	

1.3 Main contact for this application		
Title:	First name:	Surname:
Position held in group:		
Contact address *Leave blank if given above in "Address of your group"(1.2)*:		
Email:		Daytime Telephone:

1.4 When was the organisation set up?   /   /

1.5 What type of organisation are you? (tick as appropriate)	
A registered charity *If yes, please provide your number*	
A community benefit society or co-op	A school
An unincorporated club or association	A college
A community interest company	A youth group
Another type of organisation *please give details*	

1.6 Are you part of a larger regional or national organisation? *Yes / No*   *Please give details if so.*

1.7 How many of each of the following are involved in the organisation?		
Management committee:	Paid staff *if any:*	Volunteers and helpers:

1.8 What are the main aims and activities of your organisation?

2   Your application; information about your project

2.1 Project Name (what are you calling your project?)

2.2 What are the planned start and end dates of the project that this grant is for?

Project start date: / /	Project end date: / /

2.3 Where will the project take place? *provide a postcode if you can*

2.3 Please describe your project in one sentence.

2.4 Which areas below will your project benefit?: *tick all points applicable to the project, add comments if you wish*		
1. Wildlife conservation		
2. Climate change mitigation		
3. Carbon reduction		
4. Reduction of fuel poverty		

2.5 Now describe your project in more detail including *(maximum 500 words)*
What do you want your project to achieve / what difference will it make? Why is it needed? How will you do it? Who will benefit from it?

2.6 How will you know it has worked? Examples of this may include:
- do a questionnaire with people who took part to find out how your project made a difference;
- take and show us pictures; and/or
- collect some figures such as numbers of people involved.

2.7 List the people key to delivering the project *Tell us their roles and what relevant skills and experience they have:*

2.8 What is the long-term plan for any project assets (equipment, knowledge etc)?

3. Financial information

3.1 The estimated costs of the project are: *Please provide detail and a breakdown of costs under each heading. If the project comprises of different elements, number them in order of priority and include a total cost for each one. NB Applications are often returned due to lack of information in this section, please be as detailed as possible*	
1. Staff costs	£
2. Materials (capital works)	£
3. Payments to contractors	£
4. Printing, postage, stationery etc.	£
5. Other *please give details e.g. volunteer expenses, travel expenses, refreshments, etc*	£
Total project cost (*total of the 5 rows above*)	**£**

3.2 Project funding information	
How much has been raised so far?	£
How much can your group contribute from its own resources?	£
Total funding already available *(total of the 2 rows above)*	£
Funds needed *(project cost less funding already available)*	£
Grant amount requested	**£**

3.3 If the funds needed are bigger than the amount of grant requested, tell us how you are going to find the remaining money you need.

3.4 Will the project require continuing funding and support at the end of the grant period? If it will, please explain how this will be provided and funded.

4. Reference

Please provide details of a referee, preferably someone who holds a professional or public position, who knows of your group's work but is independent of your group and this project. Please make sure this person is willing to act as a referee and knows about this particular application.

Title:	First name:	Surname:

Contact details:

5.   Attachments

Please attach the following documents:

a)   Constitution / governing document / set of rules for your organisation ☐

b)   Annual accounts - the most recent that are available. If you don't have these, please show us your income and expenditure for the last year and your current budget. ☐

c)   Safeguarding Policy and GDPR/Data Protection Policy (if separate). If you don't have these, please contact us and we are happy to help you with templates for these. ☐

d)   Health and Safety Policy or Risk Assessment. ☐

e)   Evidence that you have insurance for your activity or organisation. ☐

Return this form and attachments via email to wwceapplications@wiltshirewildlife.org or by mail to:

WWCE Community Fund, Wiltshire Wildlife Trust, Elm Tree Court, Long Street, Devizes, Wiltshire SN10 1NJ

Please keep a copy for your records.

All applications will be acknowledged; applicants may be contacted for further information.

Data Protection: The personal information you provide on this application form is collected and held by Wiltshire Wildlife Trust (WWT), who administer the Wiltshire Wildlife Community Energy (WWCE) Community Fund, to process this application. WWT is registered with the Information Commissioner and all information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPA). The personal information you provide to us will be held securely on our systems for the purpose of administering your application and will be passed to the WWCE Community und Panel who will use it to review the application and decide whether to agree the grant. WWT will also let WWCE know the names of organisations and project details of applicants to the Fund. WWT and WWCE publish data on organisations and groups receiving grants, but not personal details. WWCE may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate and agreed with you (please see Guide for groups applying for grants).

The majority of this information will be deleted once this process is complete but WWT and WWCE will continue to hold basic information about your application (name, contact details and amount requested/ granted) for record keeping purposes.

Neither organisation will sell your data to anyone else and if you would prefer us not to keep the basic contact information or to change your preferences at any time, just let us know. By making a grant application, you are consenting to us using your data in this way.

Please refer to our Privacy Policy at https://www.wiltshirewildlife.org/privacy