HUMSHAUGH COMMUNITY VENTURES Ltd

Application form for Groups/Organisations

Humshaugh Community Ventures Limited (HCVL) is a company limited by guarantee which was set up to purchase and manage the village shop in Humshaugh. The company is run by a Board of Directors elected at the annual general meeting and the shop is staffed by volunteers from the village. Because of the voluntary nature of the business, there is a sum available for grants to groups and organisations within the village and district.

HCVL aims to assist as many local groups/organisations as possible and, if this fund is deemed not appropriate or we are limited in our income, the Board will attempt to identify alternative sources for you to pursue

Please complete all appropriate sections. If you need help filling in the form just let me know and I'll try to assist.

When completed, return the form to

Please return to: Claire Robson % Humshaugh Shop,Humshaugh, NE46 4AQ or email claireerobson@icloud.com

Alternatively, it can be left in an envelope in the shop addressed to Claire Robson

Application for grant aid

Name of group/organisation

_____

Amount applied for £ _____

Section 1- Group/organisational details

Name of group/organisation:

Address for correspondence:

Telephone no:

Name of main contact person (this person should know all aspects of this application):

Address and tel no of main contact (leave blank if details are as above):

E-mail:

Legal status of the group

Registered charity Charity no

Company limited by guarantee Registration no

Voluntary organisation

School/educational establishment

Community group (constituted)

Community group (non constituted)

Other Please specify

Tick if you have the following and please send with application form.

A governing document	o	Annual report	o
Annual accounts	o	Equal opportunities policy	o
Elected management committee	o	Bank Account/statement	o

Section 2 – About your project

2.1 a) Briefly describe your organisation including aims and objectives and b) the project you are seeking funding for, telling us what you plan to do, when and where the activities will take place.

a)

b)

When will your project start and end? _____to _____

2.2 Please show the details of total costs of the project and what proportion you are asking from HCV Ltd

Description/item	Total cost (£)	HCV Ltd request (£)
Total cost of project		

2.3 What other applications have you made or will you make for funding for this project?

Where you have applied/will apply	£ Amount applied for	£ Amount agreed

Total		

Section 3 – Management and Financial Information

3.1 Committee officers

Name of chairperson: Name of secretary: Name of treasurer:

Do all your staff receive written contracts of employment? oYes oNo

3.2 Safeguarding policies

Organisations that work with children or other vulnerable members of society, must have suitable safeguarding policies and procedure in place which include the vetting of staff and volunteers.

a) Has your organisation adopted a safeguarding policy? o Yes o No b)

Have all your staff and volunteers been vetted? o Yes o No

If your staff and volunteers have not been vetted, please explain why not.

3.3 Insurance Cover

All organisations applying for grant aid must ensure that they have sufficient insurance cover in place for all relevant risks. Please provide details of the insurance cover your organisation has in place.

	Type of insurance Amount covered
1 Buildings and contents o Yes o No	
2. Employers liability o Yes o No	
3. Public liability o Yes o No	
4. Other (please specify)	

3.4 Please give the name of the account of your organisation and its current financial position.

DECLARATION

On behalf of the organisation, I confirm that the information contained in this application for grant aid is true and correct and has been approved by the management committee.

Name of applicant:

Position in organisation:

Signature: Date

If you have any of the following, please enclose a copy

Annual report o Yes o No

Annual accounts /bank statement o Yes o No
Governing document o Yes o No
Equal opportunities policy and/or statement o Yes o No
Safeguarding policies o Yes o No
Other supporting material (please specify) o Yes o No