Community Micro Grant Application Form

Grants of up to £1,000.00 are available. The application period closes on 1 February 2023

It is important that applicants show how they intend to use the grant to make a demonstrable difference to Alliance Homes communities and our customers.

Please read each question carefully and provide the relevant information where required. Please contact the Community Investment team if you need any guidance:

Community Investment
Email: communityinvestment@alliancehoms.org.uk

Project Name	
How much funding is being applied for? *Note: only amounts between £50 and £1000 will be considered.*	
Your Details	
Group or organisation name:	
Are you a registered charity?	Y/N
If yes, please provide your registered charity number	
If NO, do you have a set of rules and Management Committee who run your organisation? *If YES, please send a copy of your constitution or set of rules with your application and a copy of your latest annual accounts.*	Y/N
Contact name:	
Email:	
Phone:	
Address:	
About Your Organisation	
Provide a brief description of your group, organisation or activity. *Please note this may be used in marketing material*	

Project approach, aims and outcomes

1. What are you aiming to achieve with the grant? Please write bullet points with specific actions. *For example: How will it help the community and our customers?*
2. *When will your project start? (DD/MM/YY - applications can take up to 6 weeks to process and your project must NOT start before this)*
3. *When will your project end? (DD/MM/YY - Please remember; your project must be completed within 12 months)*
4. *Has this project come out of a consultation with the community in which it will take place? Yes No*
5. *Tell us about the consultation. What did you do?*
6. *What evidence do you have to show that there is a need for this project?*
7. *Approximately how many people will benefit from your project include how many of these are Alliance Homes tenants or leaseholders*
8. *Detail of where the project is taking place (Needs to be within Alliance Homes geography i.e. (North Somerset, Bath and North East Somerset, Bristol, Sedgemoor, and South Glos)*

Remember that your request needs to meet our funding themes (see appendix 1)

Please select the theme(s) which best match your project.	☐ Delivering a great customer experience
	☐ Being green and ethical
	☐ Investing in our neighbourhoods
Is the funding for any building or groundwork? If yes do you have a lease or permissions in place? You will need to send a copy of this with your application.	**Yes/No**

How do you propose to assess the outcomes of the project/event so that they fit your aims and our funding themes?

Note: we would expect feedback, case study and/ or a review at the end of your project detailing what was achieved, this includes summarised feedback from those who have benefitted.

Managing the Project

Please use this budget sheet to calculate the total cost of your project/initiative. (Please ensure you provide a full and accurate breakdown of the costs, including how much your organisation is willing to contribute to each item. If this is zero, please state this)

Project Breakdown of Costs: (please list each item needed for the project individually)	Total cost of item	How much are you asking Alliance Home to contribute?	How much are you asking other organisations to contribute?	How much is your organisation going to contribute?
Total				

Due Diligence	
Have you carried out a risk assessment for your project?	Yes/No
Do you have appropriate insurance cover to undertake your project?	Yes/No
Will your project be working with children and/or young people or vulnerable? adults?	Yes/No
If YES, do you have a safeguarding policy?	Yes/No
Are the adults working with the children/young people or vulnerable adults DBS Checked?	Yes/No
Will there be any long-term maintenance cost associated with your project?	Yes/No If yes how will these be met?

*if your project is approved, we may ask for copies of relevant documentation e.g. safeguarding policy or details of your insurer/policy number

Alliance Homes acknowledge that your personal and/or organisational data is being collected on this form. For more information please refer to our privacy notice at https://www.alliancehomes.org.uk/our-privacy-policy/

Declaration:

- Please ensure that this declaration is signed and dated.
- Applications received, which are not signed, will not be considered for grant
- funding.
- I confirm that the information provided is accurate and I have read understood and accept the Grants to Organisations grant criteria conditions and guidelines.
- I am authorised to make this application on behalf of this group or organisation.
- I certify that the information contained in this application is true and correct.
- If the information changes in any way, I will notify Alliance Homes immediately.
- I give permission for Alliance Homes to record the information in this application electronically and to contact the organisation by telephone, post or email to discuss its activities or funding opportunities.
- The organisation will only use the grant for the reason given in this application.
- If it is used for anything else, Alliance Homes may ask the group or organisation to repay it, we may want to see the accounting records.
- I acknowledge that the group or organisation will also have to repay any money that is unspent.
- I understand that Alliance Homes decision is final.
- I understand that we are required to supply satisfactory monitoring when requested to do so.

I am authorised to sign on behalf of the charity or Group:	
Signature:	
Printed name and position:	
Date:	

Media & Marketing	
Are you happy for us to use details of your organisation in marketing materials promoting our partnership? By providing imagery of your project you grant the Alliance Homes full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images. This might include (but is not limited to), use in printed and online publicity, social media and press releases.	Y/N

Media Contact (if different from above)	
Email	
Phone	
Please tell us where you heard about this community grant opportunity.	

Next steps:

Alliance Homes currently can accept funding applications between up to 1 February 2023, subject to demand.

All completed applications should be returned by email to mailto:communityinvestment@alliancehomes.org.uk

If you have any questions or comments, please email the Community Investment team on communityinvestment@alliancehomes.org.uk