Grow, Cook, Eat: Grant Application Form

Before completing this application we would like to advise you thoroughly read the application guidance form provided and/or contact the Grow, Cook, Eat Team, for any additional information/questions via email growcookeat@groundwork.org.uk or mob 07595710050

This grant scheme is open on a rolling basis with monthly reviews; applications should be submitted on or before the **second last Friday of every month.** Forms should be returned to the team via email on growcookeat@groundwork.org.uk.

*SECTION 1. CONTACT DETAILS*

**1a. Name of your organisation:**

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**1b. Address where the project or activity is, or will be based:**

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| **Address:**  |
|  |
|  | **Post Code:**  |
| **Website:**  |

**2a. Main contact for this application – this is someone in a management position who knows the organisation’s activities and can ideally be contacted during normal office hours:**

**Title First name(s)**

**Surname**

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| **Position held:**  |
| **Telephone:**  | **Email:**  |

**2b. Address for correspondence (if different from the address given in 1b above):**

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| **Address** |
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|  | **Post Code:** |

**Alternative contact name and details in case main contact is unavailable:**

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**3. Do you have any particular communication needs (such as textphone, sign language, other language)?**

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*SECTION 2. ABOUT YOUR ORGANISATION*

**4. Please indicate the legal status of your organisation (tick those that apply):**

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| --- | --- | --- | --- | --- |
| **Unincorporated voluntary or community group** |  |  | **Registered Charity** |  |
| **Local branch of a national organisation (see question 5)** |  |  | **Awaiting Charity registration** |  |
| **Charitable company limited by guarantee** |  |  | **Other (describe)** |

|  |  |  |  |  |
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| **Charity Registration no:** |  |  | **Company no:** |  |

**5. If you are a branch of or related to a larger organisation, please tell us which one.**

**Please indicate what your relationship is with this organisation.**

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**6. What are your organisation’s overall aims and objectives? (300 words)**

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*SECTION 3: ABOUT THE SERVICE/ACTIVITY FOR WHICH YOU REQUEST A GRANT*

**Grow, Cook, Eat is seeking to award grants to voluntary, community and similar not-for-profit organisations that wish to engage in this community growing and cooking initiative and support the local community to access the training.**

**7. Brief description of what you are applying for -what you will spend the grant upon? (Will need an exact breakdown of costs in section 4)**

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**8. List the key outcomes of how you will use this funding to contribute towards the Grow, Cook, Eat initiative?**

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**9. How many people do you expect to benefit from your activity?**

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**10. Please identify which area in North Northamptonshire you will deliver in?**

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**-**

**11. How many community cooking and growing champions will you help identify for training (trained provided by Groundwork Northants/Grow, Cook, Eat)?**

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**12. How many members of the community will be supported/trained by your community champion in this cooking and growing initiatives?**

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*SECTION 4. GRANT REQUESTED*

**13. Sum requested as a grant from Grow, Cook, Eat Grant Programme**

**Please note that the** minimum **amount of grant applied must be** at least £500 **and the** maximum **must be** £3000

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 Please give an exact breakdown of costs?

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| --- | --- |
| Details  | Costing |
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**14. What contribution (financial and / or in kind) if any, are you making towards this activity from your own resources?**

**15. Please provide a bank details for transfer of the funds should you be successful:**

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| **Name of Bank or Building Society:**  |
| **Account/s Name/s:**  |
| **Account/s Number/s:**  |
| **Sort Code/s:**  |
| **Address/s:**  |
|  |
| **Post Code:**  | **Telephone:**  |

*SECTION 5. APPLICANT’S DECLARATION*

**16.** Agreement and Undertaking**:**

**Please read this section carefully before signing. It is your responsibility to ensure your application is properly presented.**

* **Please ensure you have completed every part of this application form. Omissions of vital information in your application may lead to it being rejected.**
* **By signing this agreement, you undertake:**

Data Protection Act – **Groundwork Northampton will use the information provided on the application form during assessment and for the life of any grant awarded. In addition, the information and supporting documentation will be used in the analysis of the grant process and for our own research we will also provide copies to North Northamptonshire Council who provide the funds for the Grow, Cook, Eat Programme. The Council and Groundwork Northamptonshire may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the Council’s funding programmes work and the effect they have. These individuals and organisations may include accountants. The Council recognises the need to maintain the confidentiality of applicants and their details will not be made public in any way, except as required by law.**

**17.** *Declaration****:***

**I, the undersigned agree:**

* 1. **to utilise any grant from Groundwork Northampton solely in connection with the activity described in this application form. If for any reason the grant is unused it will be repaid before the end of the twelve-month grant period**
	2. **to keep the appropriate coordinator of Grow, Cook, Eat scheme of any proposed changes to the activity, the organisation’s manager, or changes in contact details**
	3. **to recognise Groundwork Northamptonshire, North Northamptonshire Council in any and all literature related to the activity.**
	4. **to provide Groundwork Northamptonshire with information which will enable Groundwork Northamptonshire to monitor achievement of the stated outcomes.**
	5. **to provide and have included details of your grant and what it has enabled you to achieve across our social media channels and on our website:**[**https://www.groundwork.org.uk/northamptonshire/growcookeat/**](https://www.groundwork.org.uk/northamptonshire/growcookeat/)
	6. **to include all relevant logos (Groundwork Northampton, Grow Cook Eat and Public Health) in any promo materials created/advertised.** **Logos will be provided.**
	7. **You grant Groundwork Northants/Grow, Cook, Eat and affiliates the permission to share, interview and publicise details of your application, achievements and work, including but not limited to project descriptions, images, videos and written content.**
	8. **That by signing this declaration you understand the obligations under the Data Protection Act 1998**

**Signature: Position**

**Date:**

Checks: Have you included:

 **Governing Documents**

 **Any relevant policies: Equality & Diversity**

 **Safeguarding**