

SMALL GRANTS OPEN ROUND MAY- JULY 2024

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| **ORGANISATION DETAILS** |
| Name Of Organisation: |
| Type Of Organisation: |
| Charity Number (**where applicable**): | Company No |  |
| Contact Name: |
| Position in Organisation: |
| Address: |
| Email: |
| Telephone Number: |

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| 1. **PLEASE BRIEFLY DESCRIBE THE MAIN AIMS/AMBITIONS OF YOUR ORGANISATION**
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|  **2. PLEASE PROVIDE THE DATE OF YOUR MOST RECENT SET OF ACCOUNTS AND A COPY OF**  **YOUR LATEST INCOME & EXPENDITURE REPORT** |
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| 1. **HOW MUCH IS THE GRANT FOR?**
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| £If you are seeking funding from other sources in line with this application, please provide further details here: |

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| 1. **PLEASE DESCRIBE THE PURPOSE OF THE GRANT (500 words max)**
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| Please use this space to tell us what you would like to do with the grant and how it matches the criteria for the Fund. Please include aims and what the project will look like. |

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|    **4a. IF THIS IS A CONTINUATION OF A SERVICE ALREADY OFFERED, PLEASE PROVIDE**  **SOME EVALUATION/EVIDENCE OF THE SUCCESS OR IMPACT OF THIS SERVICE** |
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|  **4B. IF THIS IS A NEW INITIATIVE, HOW DO YOU THINK IT WILL BENEFIT THE TARGET**  **GROUP?** |
| **E.G. Market research, evidence of need (have people said that they want this?), does it meet a gap in provision? How do you know this will work? Are there other links to similar projects** |

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| 1. **BREAKDOWN OF COSTS**
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| Please state the total amount requested and provide a breakdown of costs. If you would like to include this as an excel document/other format, please attach it separately. |

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| 1. **TARGET GROUPS AND HOW THEY WILL BENEFIT**
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| **TARGET GROUPS** | **GEOGRAPHICAL AREA** | **NO. OF BENEFICIARIES** | **SPECIFIC NEEDS/REQUIREMENTS** |
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|  **7. PLEASE DESCRIBE HOW THE FUNDING WILL BE MANAGED?** |
| Who will be responsible for overseeing the use of the funds? How will you monitor the spending of the grant? |

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|  **7A. HOW WILL YOU MEASURE SUCCESS?** |
| Please describe how you will evaluate success. For example, what does success look like for those benefitting? What can you provide us to show you have evaluated the project? What will you learn from the project?  |

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| 1. **TIMESCALES**
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|  State your project timetable, specifying key milestones |

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| 1. **WHAT IS YOUR SUSTAINABILITY PLAN FOR THIS WORK?**
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| If this application is to fund a specific project, have you any plans for sustaining it beyond the funding? If not, what do you expect to be the legacy of the project? |
| 1. **TERMS AND CONDITIONS OF GRANT**
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| 1. Your grant should only be spent on the activities outlined in your application. If your grant offer specifies that the grant is to be used towards specific elements of your application, then you must use the grant only for those items. It is your responsibility to ensure that it is spent solely on these purposes.
2. In some cases, payment of your grant may be withheld until additional conditions (which will be specified within your grant offer) have been met. In this case, the conditions must be met to our satisfaction within 6 months of the date of your letter of grant, or your grant will be withdrawn.
3. The grant can only be used by your organisation. It cannot be passed on to another organisation, or to an individual. If your organisation merges with another during the course of your project, then please contact us.
4. You must inform us of any change to the contact details for your organisation or project during the course of the activities funded by the grant.
5. We reserve the right to audit a small number of grants each year to ensure that grants have been spent in accordance with your application, your letter of grant, and the Terms and Conditions.
6. Failure to adhere to these Terms and Conditions may result in no further grants being available to your organisation.
7. We may publish the name of your organisation and brief details of your grant award in our general publicity and social media. We will never divulge your personal or contact details. If you do not wish details of the grant to your organisation to be published, then please contact us.
8. If you wish to alter what the grant can be spent on, you must submit a request to change the purpose of the grant and receive written confirmation from us.
9. We may request the return of part or all of your grant within 3 months in the following circumstances:
* If you do not spend all of the grant on the items specified by the time you complete your project
* If your project does not proceed
* If your project is terminated, or if your organisation becomes insolvent or ceases operation
1. All recipients should acknowledge the support provided by Prosper Wakefield district in all formats such as plaques, marketing materials and/or publications and conference posters. Acknowledgement should be through the inclusion of our logo (available on request) and/or with the inclusion of the suggested statement ‘Prosper Wakefield district”
2. At the end of a grant, grantees are required to provide a final report using a standard report template that will be issued.
3. Prosper Wakefield district reserves the right to make changes to terms and conditions: written notice and a full explanation will be given
4. All information provided to Prosper Wakefield district, either through paper or online application and/or monitoring forms is held confidentially. We may choose to add specific information (grantee organisation name, project name, grant amount and project summary) to our database. Such information will only be released to a 3rd party or individual if a grant recipient gives their explicit approval.
5. Prosper Wakefield district will not disclose any sensitive data provided, either in an application or project progress report, to a third party in any circumstances other than what has been outlined above, unless the disclosure is required by law or specifically approved by a grant recipient.
6. Information provided to the Charity will not be sold to a 3rd party individual, organisation or commercial company for any gain, either financial or otherwise.
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| 1. **DECLARATION**
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| I understand that the attached information will be used in the appraisal process to assess my organisation’s suitability for funding as stated within this application. All information contained within this application is true and correct.I confirm that I am authorised to submit this application on behalf of my organisation.I confirm that I have read, understood and accept the Terms and Conditions of GrantNAME: POSITION WITHIN ORGANISATION:DATE: |

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Please return completed forms to info@prosperwakefielddistrict.org

Or post to

Prosper Wakefield district

35 Peterson Road

Wakefield, WF1 4DU