**2025 Small Grants Application Form**

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| **ORGANISATION DETAILS** |
| Name Of Organisation: |
| Type Of Organisation: |
| Charity Number (where applicable): | Company No |  |
| Number of employees: |
| Do you use regular volunteers: Y/N  |
| Contact Name: |
| Position in Organisation: |
| Address: |
| Email: |
| Telephone Number: |

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| 1. **Please briefly describe the main goals and ambitions of your organisation**
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| Whilst this is an unrestricted grant, we are looking to work with organisations that support **connectivity** within the Wakefield District. |

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| 1. **Please provide the date of your most recent set of accounts and a copy of your latest income and expenditure report**
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| The financial criteria states that you have an annual income of less than £250,000 and less than 6-months unrestricted reserves. Please ensure that this is visible within the set of accounts you provide. |

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| 1. **How much funding are you applying for?**
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| Unrestricted grants are available up to £5000, but we may have to reduce this amount depending on the number of eligible applications received. We cannot guarantee to fund every eligible application.  |
| 1. **How will your organisation use this grant to support connectivity?**
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| Please use this space to tell us how your organisation supports connectivity and how an unrestricted grant would help you do this.  |
| 1. **Please describe how the funding will be managed**
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| Please advise who will be responsible for the monitoring of the funding within your organisation and who will be responsible for providing the feedback within 6 months as stated in the grant application criteria. |

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| 1. **Timescales**
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| Please provide any key dates that we need to be aware of. |

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| 1. **Terms and Conditions**
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| 1. Prosper Wakefield District reserves the right to close the application process at any time if an unprecedented number of grant applications are received.
2. The funding is unrestricted, to be used to support the running of the organisation specified within the application process. The grant can only be used for your organisation. It cannot be passed on to another organisation, or to an individual.
3. At our discretion we will primarily look to fund organisations with accounts below £250,000 and 6 or less months reserves. Evidence of accounts is required prior to any grant payments.
4. You must inform us of any change to the contact details for your organisation during 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. 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”
9. We ask that all successful grantees have a 30-minute call with Prosper Wakefield District staff to discuss how the grant will support your organisation, plus a brief update within six months to let us know how the funding has supported or is continuing to support your organisation. This can be done by email with testimonials and/or photographs to support the feedback.
10. Prosper Wakefield District reserves the right to make changes to Terms and Conditions: written notice and a full explanation will be given.
11. 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.
12. 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.
13. Information provided to the Charity will not be sold to a third 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: |

PPlease return completed forms to info@prosperwakefielddistrict.org

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| **Coming soon… funded opportunities with HDRC Wakefield** |
| Prosper Wakefield District is working with Wakefield Council, St George’s Community Centre and local Universities as part of the Health Determinants Research Collaboration (HDRC) Wakefield. This is funded by the National Institute for Health and Care Research (NIHR) and aims to help Wakefield Council understand why people in Wakefield often have worse health than people in other parts of the country, and use local knowledge to make better decisions that lead to healthier, happier lives for everyone across the district.To achieve this, we want to build up skills of the Voluntary and Community sector and strengthen the voices of local people. There will be funded opportunities available to get involved in Community Research training, Community Journalism, and local research projects that matter to you. Please put an X in the box below if you are interested in hearing from our team and finding out more about this work.Alternatively, you can email HDRC@Wakefield.gov.uk   |