

# Bromsgrove District Council – New Homes Bonus Application for Grant 2017/18

## £2,880 and under



### APPLICATION FORM

Please complete ALL sections of the form; it is not sufficient to refer to attached information. Please refer to the Application Pack for guidance. The closing date for receipt of all applications is 5.00 pm on Friday 16<sup>th</sup> June 2017. No late applications will be accepted under any circumstances. For the first time, this year there will be an opportunity for applicants to have their submissions verified, giving them an opportunity to be resubmitted prior to the closing date. This will apply to applications received no later than 9 am on 30<sup>th</sup> May 2017. Any incomplete application received after that date will be automatically rejected.

PLEASE ANSWER ALL QUESTIONS IN FULL – failure to do so may result in your application being rejected.

#### 1. CONTACT DETAILS Prime Contact for all correspondence.

GROUP/ORGANISATION: .....

PERSON SUBMITTING THE APPLICATION: .....

POSITION IN ORGANISATION: .....

Address: .....

Post Code: ..... Email address: .....

Telephone number: Day: ..... Evening: .....

How did you find out about the grant scheme: .....

Project title: .....

Aims and Objectives of the Project: .....

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**2. ELIGIBILITY- including Support from Ward Councillor**

Project title: .....

When will your project: Start: ..... Finish: .....

Total Cost of Project: .....

Amount of grant applied for: .....

How do you intend to provide the balance of funds required for the project?

.....

**a) Please ask your Ward Councillor to provide a short statement as to why they support your project (including highlighting how it meets the Council's strategic priorities) and ask them to sign the form where indicated.**

**b) Please evidence how your community has been affected by growth and is therefore eligible for a NHB Grant (including the details of all relevant housing developments):**

**c) Please describe in 350 words (maximum) the details of your project**

**d) Please demonstrate how the impact of growth on your community will be met by this project.**

### **3. PROJECT COSTS**

Have you got all necessary permissions (e.g. planning; Environment Agency) and insurances for this project to go ahead?

YES       NO

Provide a full breakdown of the project, item costs and sources of funding. Describe each item and its funding source. If the NHB Grant Scheme is to fund the item enter BDC as the source.

Item	Cost
<b>Total</b>	

**Will part or all of your project still go ahead if the Council is unable to give you all the funding that you have applied for?**

Please tell us what you could achieve if only part of the Council's funding was awarded.

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**4. GROUP/ORGANISATION DETAILS**

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation name: .....

Headquarters' address: .....

.....

Does your organisation have its own bank account?       YES       NO

Is your organisation a registered charity?       YES       NO

If YES, please provide your registration number: .....

Is your organisation VAT registered?       YES       NO

If YES, please provide your VAT registration number: .....

How many years has your organisation been in existence? .....

Briefly list your organisation's main aims and objectives:

.....

.....

.....

## 5. STRATEGIC PURPOSES FOR 2017

Please state which of the Council Strategic Purposes you believe your project relates to:

Purpose	Yes /No
Help me to live my life independently	
Help me to be financially independent	
Keep my place safe and looking good	
Help me run a successful business	
Provide good things for me to see, do and visit	
Help me find somewhere to live in my locality	

Please give a brief description of how your project meets the strategic objectives that you have ticked above.

## 6. SUPPORTING INFORMATION

Please provide a copy of your Organisation's latest audited accounts. If not available please state why, together with a copy of your organisation's Rules and Regulations and/or Constitution.

If you have any evidence of local need for this project (e.g. letters, petition, etc) please submit copies with your application.

Please enclose any other information that will support your application (for example: background to the project, details of local support/need for the project, how you intend to involve the community, benefits to Bromsgrove District residents, partnerships, etc).

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**Ensure the following information is enclosed with this form and tick off all items provided. If you are not enclosing everything requested you MUST explain why as this may invalidate your application.**

- Application Form for Grants
- Audited Accounts
- Copy of your organisation's Rules and Regulations and/or Constitution
- Evidence of local need for the project.
- All signatures completed.

Please feel free to include any other relevant information in support of your application, for example photographs. *The Council reserves the right to request further information if required.*

Signed by applicant: ..... Date: .....

Second Signature: ..... Date: .....

Second signature of person in authority within the organisation e.g. Chairman or Treasurer

Ward Councillor Signature: ..... Date: .....

**THE CLOSING DATE FOR ALL APPLICATIONS IS 5.00 p.m. on Friday 16<sup>th</sup> June 2017. Application forms will not be accepted after this date under any circumstances.**

## 7. PAYMENT DETAILS

If your organisation is granted a New Homes Bonus award, the Council will transfer the money direct to your bank account using the Bankers Automated Credit System (BACS). The BACS system is quicker and more secure, you will receive by post a remittance advice slip advising you when the payment will be made. To ensure swift payment of your grant, please provide us with the following information:

<b>Bank Details</b>	
Account Name	
Account Number	
Bank Sort Code	
Bank or Building Society Name	
Building Society Roll Number (if applicable)	