**Near Neighbours Small Grants Application Form**

Please ensure that you read through the [Small Grants Criteria and Guidance](https://www.near-neighbours.org.uk/small-grants) before starting this form.

Your local Near Neighbours Coordinator is happy to help you with your application, so please ensure that you also speak to them before you submit this form to them. [You can find their contact details here](https://www.near-neighbours.org.uk/local-hubs).

We have produced a [Small Grant Check-List](https://www.near-neighbours.org.uk/small-grants) to help you through the steps in applying for funding. There are also several resources and toolkits available on our website to help you with planning your project, [which you can see here](https://www.near-neighbours.org.uk/start-a-project).

**About Your Group/Organisation**

**(if awarded a grant, the organisation named here will be responsible for running the funded project)**

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| Name of Applicant Group/Organisation | |  | |
| Group/Organisation Address  (including town and post code) | |  | |
| Charity/Company Number (if applicable) |  | Group/Organisation Email Address |  |
| Group/Organisation Telephone Number |  | Group/Organisation Website |  |
| Staff and Volunteers | | Number of Full-Time Staff |  |
| Number of Part-Time Staff |  |
| Number of Volunteers |  |
| What is the main purpose of your group/organisation and what activities do you currently run? (100 words) | |  | |

**About You**

**(if awarded a grant, the person named here will be responsible for overseeing the funded project and ensuring the grant terms and conditions are met)**

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| Your Name (including title, e.g. Mr/Ms etc) | |  | |
| Your position in the above group/organisation | |  | |
| Your Address (if different from above) | |  | |
| Your Phone Number |  | Your Email Address |  |

**Project Summary**

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| Please provide a short title for your project |  | | | |
| Please summarise what you would like to do in your neighbourhood (50 words) |  | | | |
| What is the **full post code** for where your project will take place? |  | | | |
| What is the **local authority** where your project will take place? |  | | | |
| What are the proposed start and end dates of your project? | Start Date: |  | End Date: |  |
| What is the total cost of your project? | £ | | | |
| How much have you already raised? | £ | | | |
| How much of this are you requesting from Near Neighbours? | £ | | | |
| If your application is approved, when would you request payment of the grant? |  | | | |
| Is this the first time ever that your group/ organisation has applied for any funding? |  | | | |
| If no to the above, has your group/organisation applied for funding (or have you applied on behalf of another group/organisation) from Near Neighbours or Church Urban Fund before? |  | | | |
| If yes to the above, what was the group/organisation name and reference? |  | | | |

**About Your Project**

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| 1. How would you describe the strengths of your local community? (No more than 100 words) |
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| 1. To what extent do you agree or disagree that your local area has places or activities that are good at bringing people together? | | | | |
| Strongly agree | Somewhat agree | Somewhat disagree | Strongly disagree | Unsure |
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| 1. To what extent do you agree or disagree that people in your local area respect differences between other people in the area? | | | | |
| Strongly agree | Somewhat agree | Somewhat disagree | Strongly disagree | Unsure |
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| 1. Are there any challenges that local people are facing? (No more than 100 words) |
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| 1. What are the main aims and activities of your project? (No more than 100 words) |
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| 1. What are the specific faith and ethnic groups of the people you hope will take part in the project? Please explain how you will bring these people together in order to understand each other better (No more than 100 words) |
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| 1. How many times will people come together or how many sessions will you run? When and where will these sessions take place? (No more than 100 words) |
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| 1. How will people hear about your project in order to take part, and how will you reach out to people that would not normally take part in activities such as your project? (No more than 100 words) |
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| 1. What are the specific names of individuals, groups, and organisations involved in planning and running the project, and what are their roles in delivering the proposed work? (No more than 100 words) |
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| 1. How will your project address the challenges and build on the strengths of your local community mentioned earlier? (No more than 100 words) |
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| 1. What do you hope will be the long-term impact of the project on your local area and how could it continue and/or how will people continue coming together, after the funding has ended? (No more than 100 words) |
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| 1. Who will oversee the project to make sure the objectives are met, and the activities run, and what experience do they have? (No more than 75 words) |
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| 1. How could participants get involved in leadership roles within the project? (No more than 50 words) |
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| 1. What skills and resources will the applicant organisation be providing for the project? (No more than 75 words) |
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| How many unique people do you estimate will take part in your project? Please also provide an estimate from each gender, age group, faith group, and ethnic group. |  |

**Additional Required Documents**

Please ensure you have included the following additional documents with your application:

* Project Budget or Breakdown of Proposed Expenditure
* Copies of Written Quotes or Estimates for Expenditure (if applicable)
* Relevant Policies, such as safeguarding or health and safety (if applicable)
* Latest Annual Report and Accounts (if you are a new group and do not have an annual report and accounts, please speak to your local Near Neighbours Coordinator)

**Declaration**

I am authorised to act on behalf of the aforementioned group/organisation in relation to this application, and to the best of my knowledge, all information given is a truthful representation of facts.

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| **Signature of Applicant** |  | **Date** |  |

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| Having previously sought their advice, your completed application and [Equal Opportunities Form](https://www.near-neighbours.org.uk/small-grants) (optional) should be sent to your local Near Neighbours Coordinator. [You can find their contact details here](https://www.near-neighbours.org.uk/local-hubs).  The Near Neighbours Coordinator will then forward the completed form to Church Urban Fund (acting for Near Neighbours in assessing and administering the grants). The grants assessors will test it against our criteria and make a decision on your application, which normally takes at least two weeks, and then they will contact you directly with their decision.  By submitting this grant application form, you recognise that we will process your personal data in order to assess your proposal and determine whether you fulfil our criteria and are eligible for funding. We promise to respect any of your personal information which is under our control and to keep it safe. Your personal data may be shared with our delivery partners, such as our Local Hubs, which will be covered by a data sharing agreement. Please see our Privacy Policy for more information: [www.near-neighbours.org.uk/privacy-policy](https://www.near-neighbours.org.uk/privacy-policy) |