  

**St Matthews Big local grants Residents application Form**

Please ensure that you read the funding guidelines before filling in this form. Please fill in every question.

Should you have any queries, please contact Leicestershire and Rutland Community Foundation on

0116 26 24 916 or email the grants team at:

[grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)

1. Identification

1.1 do you currently hold any valid photographic identification such as a passport or driving Licence etc.?

Yes No

1.2 Can you provide a utility bill as proof of address?

Yes No

1.3 Do you have any unspent convictions for any dishonesty or deception type offences? (Such as, but not limited to, theft, fraud etc.)

Yes No

**If you have answered no to 1.1 and 1.2 or yes to 1.3 you are not able to apply to this programme.**

**Otherwise please continue to the next page**

  

2. About you: contact details

2.1 Please provide your full name in the box below:

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2.2 Please provide your full address in the box below:

**Note that to be eligible for a Big Local St Matthews grant you must be a resident of the St Matthews Estate.**

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2.3 Please provide your contact details in the boxes below:

**Please ensure a landline telephone number is submitted if possible.**

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| --- |
| Landline telephone number: |

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| --- |
| Mobile telephone number: |

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| --- |
| Email address: |

3. About you

3.1 How long have you lived in St Matthews?

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3.2 Do you have a bank account?  Yes  No

This is the bank account that the small grant will be paid into should you be successful. Please provide your bank details in the box below.

**If you are successful at securing a grant you will be asked to submit a copy of an original bank statement.**

|  |  |  |
| --- | --- | --- |
| Account Name | Sort Code | Account Number |
|  |  |  |

3.3 What is your date of Birth?

**If you are aged 16 – 17 you can apply for a grant of up to £100**

**If you are aged 18+ you can apply for a grant of up to £500**

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4. About your project

4.1 Tell us what you would like to do with this funding:

**Please be as detailed as possible.**

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4.2 Which of the programme priorities will your project meet?

To contribute to a cleaner and greener neighbourhood

To contribute to increase local residents feelings of safety and security

To celebrate diversity, talent and creativity

To increase community cohesion on the estate

4.3 What outcome are you hoping to achieve with your project: What change will the project make.

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4.4 Please tell us why is this project is needed/required.

**What information have you gathered that demonstrates the need for this project in St Matthews?**

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4.5 Where will your project or event take place?

**Please tell us the venue and area.**

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4.6 How many people will take part in the project? Tell us the number of people that will be involved in delivering your activities. This can include you and any helpers or volunteers

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4.7 How many people with benefit from the project? How many people will benefit from the activities you are delivering?

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4.8 How will the project bring residents of the St Matthews estate together?

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5. Project budget

5.1 How much will your project cost?

If you are aged 16 – 17 you can apply for up to £100

If you are aged 18+ you can apply for from £100 up to £500

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5.2 What will you buy with this funding?

For more examples of how to fill in this grid please see the FAQ’s at [www.stmatthewsbiglocal.com](http://www.stmatthewsbiglocal.com)

|  |  |
| --- | --- |
| Item | Amount(£) |
| Eg. Fence Paint x 3 @ £16.98 per pot | £50.94 |
|  |  |
|  |  |
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6. Reference – to be completed by your referee

As a local resident applying for small grant funding please ensure that an independent reference is provided. Please ask **your referee** to complete and sign all of section 6. This section is **not** to be completed by the applicant.

6.1 Please enter your full name:

6.2 Referee address:

6.3 Contact details: please ensure a landline telephone number is provided if possible.

Landline telephone number:

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| --- |
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Mobile telephone number:

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Email address:

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6.4 How long have you known the resident applying for funding? Please enter in years or months

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6.5 What is your relationship with the person/resident making the application and how do you know them?

Do they have any skills and experience that will be used to deliver the activities they are applying for?

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6.6 Signature

**Please sign and date in the box below:**

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7. Resident’s declaration

When completing this section please write in BLOCK CAPITALS and include your full name.

• The signature on the application form must be original

• We cannot accept photocopied or faxed signatures.

The Declaration – Please ensure you read before signing:

* I have the power and authority to accept any awards offered, on the conditions shown, if I do not meet these conditions I will repay the award.
* I understand that any award offered may be publicised by Leicestershire and Rutland Community Foundation, St Matthews Big Local and Local Trust
* I confirm that the information I have given is true and I have answered all the questions on the form
* I confirm that I will ensure any grant that is awarded will be **spent within 6 months of the award date**

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| Name: |

|  |
| --- |
| Signature: |

|  |
| --- |
| Position: |

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| --- |
| Date: |

8. Checklist

Completed and signed application form

**Data Protection:**

St Matthews Big Local (Leicester) collects and uses people’s personal information for the purpose of making Big Local happen locally. The personal information we collect includes people’s name / email address / telephone number / area / place of work. We use your information to update you and include you in Big Local progress, activities and opportunities. We may share your information with organisations that we trust that are supporting us to make Big Local happen locally as well as Local Trust, the national charity delivering Big Local in 150 areas across England. If you no longer want to us to contact you or store your personal information, please contact [stmatthewsbiglocal@gmail.com](mailto:stmatthewsbiglocal@gmail.com)

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