

Small Grant Application

Please select which Small Grant you would like to apply for:

- Start-Up (up to £500)
 Activity / Project (up to £500)
- Training and Development (up to £500)
 Equipment / Resources (up to £500)

Name and full details of leader/worker responsible for the application:

Name of group / organisation			
Applicant Name			
Role			
Address			
Postcode		Telephone	
Email Address			
District area your group operates in			
Aims and objectives of your group / organisation			

Grant details:

Please tell us how you will use the grant?

What do you expect the outcomes to be for your young people as a result of this funding? How will you measure and provide evidence of this?

Please provide evidence of how you have consulted with young people about this activity / project or the equipment / resources you wish to buy.

If applying for equipment / resources please tell us how these will be stored securely:

When will the activity take place?

Does your group work directly with: (tick all that apply)			
<input type="checkbox"/> Under 5's	<input type="checkbox"/> 6-10 year olds	<input type="checkbox"/> 11-19 year olds	<input type="checkbox"/> 19+

Number of young people that attend your group / are supported by your group or organisation:	
Males:	Females:

How many 11-19 year olds will benefit from this funding?	
Males:	Females:

Financial information:

Please give a breakdown of the total costs. You must include proof of the costs with your application. (screen prints or quotes)

Description / Breakdown of Costs	Amount
Total Cost:	£

Please detail any funding you have already raised to cover these costs:

Funding already in place:	Amount
Total raised by young people	£
How much are you asking Momentum (Norfolk) for:	£

Documents to be enclosed:

- A recent copy of your group's / organisation's bank statement
- Evidence of how young people have been involved in choosing the equipment / resources / activity or project
- A copy of your Safeguarding policy and Health and Safety policy

Please confirm you have the following:

	Tick	Date adopted / last reviewed / renewed
Constitution or rules of Governance		
Public liability and contents insurance		
Health and Safety policy		
Equal opportunities policy		

An application for funding does not necessarily mean an award of grant will be made.

What is your preferred payment? (Please tick)

BAC'S Payment *(these details must match your group's bank statement, funds will not be transferred to personal bank accounts)*

Sort Code	Account Number

Cheque *(Please note cheques will not be made payable to individuals)*

Cheque to be made payable to (if different from above):

If the account is different from the named organisation please explain why:

Before submitting your application, please use this checklist to ensure you have provided all the information required. If you do not send all the required information with your application, you may miss the grant deadline.

Item	✓
You are a member of Momentum (Norfolk)	
Evidence of the costs and booking forms (if relevant) are included with your application	
A recent copy of your group's / organisation's bank statement (unless you are opening an account with a Start-Up Grant)	
Evidence of how young people have been involved in choosing the equipment / resources / activity.	
A copy of your Safeguarding policy and Health and Safety policy	

Declaration

- I the undersigned, confirm that all details given on this form are correct.
- I accept that the grant, if awarded will only be used for the purposes detailed in this application.
- I have enclosed all supporting documents.
- I accept that if any portion of this grant is unspent by the end of the financial year (31 March) in which the application was made it will be returned to Momentum (Norfolk).
- I will complete and return an evaluation report within 3 months. This will include feedback from young people.
- I am aware that if my evaluation is not considered satisfactory then Momentum (Norfolk) has the right to ask for the grant money to be returned.
- I understand that my application will be assessed by Young Commissioners and that they may visit my group / organisation as part of their assessment.

Signed	
Print Name	
Date	

Please return your completed application form and all accompanying paperwork to our Finance Officer, Janice Booth:

Post: Momentum (Norfolk) Room 11 Diamond House, Vulcan Road North, Norwich, NR6 6AQ

Email: janice@momentumnorfolk.org.uk