



## Comic Relief and Sport Relief Grant Application Form – Part A

### Section 1.0 – All about you

1.1 Name of your organisation \_\_\_\_\_

1.2 Organisation Address details

Address Ln1			
Address Ln2			
Address Ln3			
Post Town		Post Code	
Main Phone		Email	
Web Address			

Main Contact Person (these are the details that will be used for correspondence purposes)	
Title	
Forename	
Surname	
Role	
Daytime Tel No.	
Evening Tel No.	
Fax No.	
Mobile No.	
Email	
Address Details (if different from Org address)	
Ln1	
Ln2	
Ln3	
Town	
Post Code	

1.3 When did your organisation start?  Month  Year

1.4 What type of organisation are you? (Tick as appropriate)

- A registered charity, if yes, please give your number \_\_\_\_\_
- A limited company. If yes please give your number \_\_\_\_\_
- Unincorporated club or association
- Community Interest Company
- Other: Please specify: \_\_\_\_\_

1.5 Are you part of a larger regional or national organisation

- Yes       No

1.6 Staffing and volunteers

How many of each of the following are involved in the organisation (Numbers) :

Full time Staff / Workers	<input type="text"/>	Management committee	<input type="text"/>
Part Time Staff / Workers	<input type="text"/>	Volunteers (not incl Management Committee)	<input type="text"/>

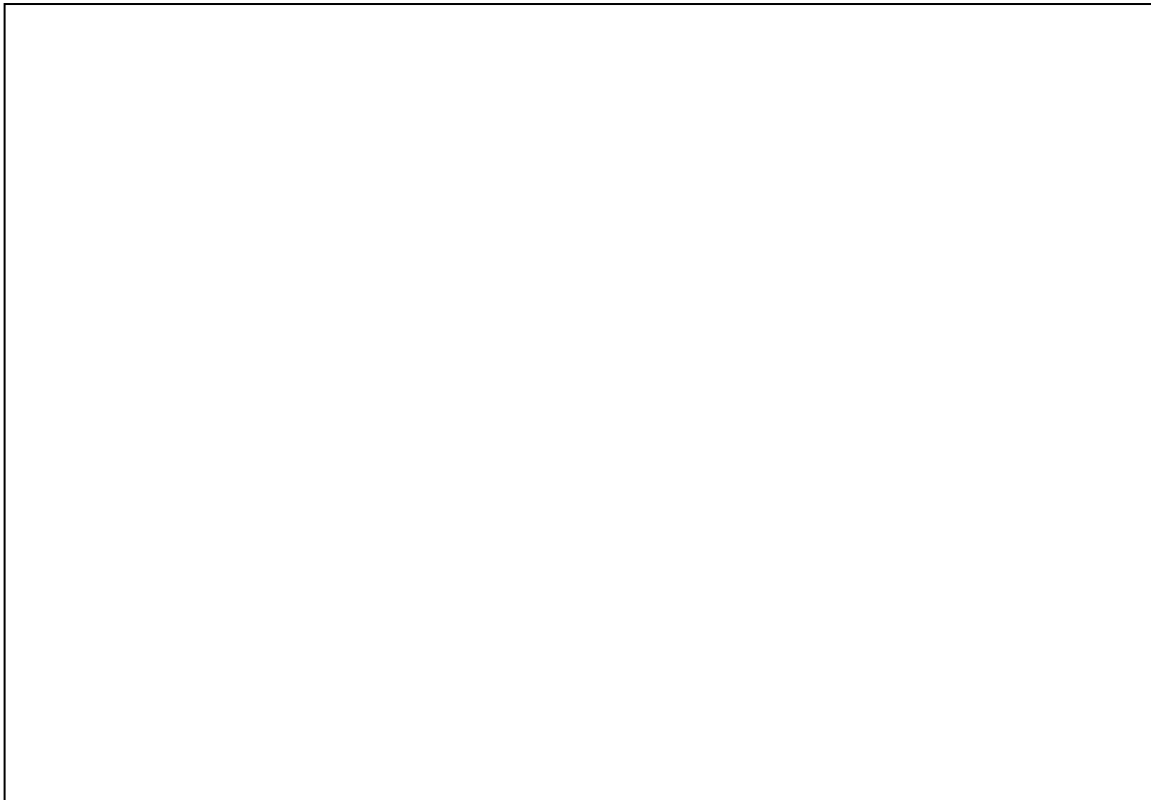
1.7 Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides



2.7 Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face. (e.g. low income, lack of facilities, lack of opportunity)



2.8 Please outline the benefits or outcomes that you expect to achieve as a result of the funding.



**Section 3.0 - Who will benefit**

**3.1 Approximately how many beneficiaries will there be** \_\_\_\_\_

**3.2 Primary beneficiaries**

Enter into the box below a single option from the list below. This should represent the primary beneficiary group who will benefit from this grant

Other Beneficiary groups who will benefit, (please tick all that apply)

<input type="checkbox"/>	Children & Young People	<input type="checkbox"/>	Women	<input type="checkbox"/>	People with mental health disabilities
<input type="checkbox"/>	Older People	<input type="checkbox"/>	People in Rural Areas	<input type="checkbox"/>	BME groups
<input type="checkbox"/>	Lesbian, Gay, Bi-sexual & Transgender groups	<input type="checkbox"/>	People with physical disabilities	<input type="checkbox"/>	
<input type="checkbox"/>	Others (please state):				

**3.3 Primary ethnic group**

Enter into the box below a single option from the list below. This should represent the primary ethnicity group that will be addressed by this grant

Other ethnic groups who will benefit (please tick all that apply)

White		Mixed		Asian and Asian British		Black or Black British		Chinese or other group	
<input type="checkbox"/>	British	<input type="checkbox"/>	Black Caribbean and White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Irish	<input type="checkbox"/>	Black African and White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>	Any Other
<input type="checkbox"/>	Eastern European	<input type="checkbox"/>	Asian and White	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Black		
<input type="checkbox"/>	Gypsies & Travellers	<input type="checkbox"/>	Other Dual Ethnicity	<input type="checkbox"/>	Other Asian				
<input type="checkbox"/>	Other White								

**3.4 Primary issues**

Enter into the box below a single option from the list below. This should represent the primary issue that will be addressed by this grant

Other issues addressed, (please tick all that apply)

<input type="checkbox"/>	Arts and Culture	<input type="checkbox"/>	Health and Wellbeing	<input type="checkbox"/>	Social Inclusion
<input type="checkbox"/>	Community Support and Development.	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Social Services and activities
<input type="checkbox"/>	Counselling/Advice/Mentoring	<input type="checkbox"/>	IT / Technology	<input type="checkbox"/>	Sport and Recreation
<input type="checkbox"/>	Crime	<input type="checkbox"/>	Poverty and disadvantage	<input type="checkbox"/>	Supporting family life
<input type="checkbox"/>	Disability and Access issues	<input type="checkbox"/>	Racial and Cultural Integration	<input type="checkbox"/>	Transport Issues
<input type="checkbox"/>	Education and Training	<input type="checkbox"/>	Religion	<input type="checkbox"/>	Volunteering
<input type="checkbox"/>	Employment and Labour	<input type="checkbox"/>	Rural issues	<input type="checkbox"/>	
<input type="checkbox"/>	Environment/Recycling/Renewable energies	<input type="checkbox"/>	Social Enterprises	<input type="checkbox"/>	
<input type="checkbox"/>	Others (please state)				

**3.5 Primary Age group**

Enter into the box below a single option from the list below. This should represent the primary age group that will benefit from this grant

Other age groups affected, (please tick all that apply)

<input type="checkbox"/>	Early Years (0-4)	<input type="checkbox"/>	Young People (13 – 18)	<input type="checkbox"/>	
<input type="checkbox"/>	Children (5 – 12)	<input type="checkbox"/>	Young Adults (19 – 25)	<input type="checkbox"/>	Seniors (65+)

### **Section 4 - Project Budget**

4.1 What is the total project cost £ \_\_\_\_\_

4.2 How much has been raised so far £ \_\_\_\_\_

4.3 How much money are you applying for: £ \_\_\_\_\_

4.4 Budget breakdown summary (incl VAT)

Please provide a breakdown of costs under separate headings for instance - staff, volunteer expenses, publicity and activity costs. Please also provide a cost breakdown i.e. 10 hrs @ £10 - £100.

**Section 5 – Your Bank Details**

Grants will be paid by cheque. Cheques will only be made payable to the account of the voluntary or community organisation applying for the grant, not personal accounts

**5.1 Bank Account Name:** .....

**5.2 Bank Name and Branch:** .....

How many people are needed to sign cheques on this account?

Please give the names and positions of the cheques signatories

Name:.....Position:.....

Name:.....Position:.....

Name:.....Position:.....

**Section 6 – Check List**

Please make sure the following documents are included with your application:

- A copy of your groups constitution
- A copy of your groups latest accounts
- Evidence of cost for items listed in the application (if applicable)

**Section 7 – Statement of Application**

Please check that all sections of the form have been completed, and sign below.

I confirm that the information in this application form is correct. If a grant is awarded, it will be used for the purpose given and according to any conditions specified.

We understand that after payment of a grant, we be expected to provide information on the progress of the project and proof of expenditure.

**Signature 1 (person submitting this form)**

.....Date.....

**Signature 2 (member of your group’s management committee)**

.....Date.....

Name:.....Position:.....

**Please return your completed application form to:**

Comic Relief Grants  
Cheshire Community Action  
96 Lower Bridge Street  
Chester  
CH1 1RU