

**Application Form  
Number**

Supported by



the coalfields  
regeneration trust

# **The Kent Coalfield Community Fund**

## **Grant Application Form**

The Kent Coalfield Community Fund is a new £30,000 grant programme created to support projects based in areas affected by the closures of Snowdown, Betteshanger and Tilmanstone collieries. The fund will be available from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

The Coalfields Regeneration Trust has provided the funding for the programme and it has been developed in partnership with the Aylesham and District Community Workshop Trust. Projects should be community focussed and seek to align with The Coalfields Regeneration Trust's strategic themes of **employment**, **skills** and **health**.

Decisions on grant awards will be made by a panel of local community representatives coordinated by the Aylesham and District Community Workshop Trust (A&DCWT).

### ***Kent Coalfield Community Fund Eligibility Criteria***

Please read the following points to check your eligibility.

- Grant applications will be accepted for bona fide projects only and not for the general running costs of an organisation.
- Grants will only be accepted from Non Government Organisations with a committee structure and a bank account in the organisations name.
- Applicants will be required to state (A&DCWT) funds held in the organisation's bank accounts.
- Grants will be awarded to projects which will deliver in the following communities:

**Aylesham**  
**Bettshanger**  
**Elvington**  
**Mill Hill**  
**Snowdown**

- The maximum grant available is £5,000.

## Application Form Number

Supported by



the coalfields  
regeneration trust

- The grant can be used for both the capital and revenue costs associated with the delivery of a specific project. Each applicant will be expected to contribute funds of at least 25% towards the total project budget. For example, a project with a total budget of £5,000 will require a contribution of £1,250 from the applicant organisation.
- The fund will open in April 2018 and grants will be awarded at panels scheduled to take place quarterly. Grant awards must be claimed by 31<sup>st</sup> March 2019 and will be paid upon evidence of expenditure (receipts/invoices/photographs).
- Grant awards will be paid by BACS to the bank account stated in the application form. This must be in the organisations name and require a minimum of two unrelated signatories to authorise expenditure.
- Successful applicants will be required to record the difference made by the project. A monitoring report template will be provided and this must be completed at the end of the project and submitted with the evidence of expenditure.
- A&DCWT will provide details of all grant awards made to The Coalfields Regeneration Trust.
- The Coalfields Regeneration Trust plan to undertake visits to all projects delivered through the fund.

***For any clarification on the above eligibility criteria please contact the Aylesham and District Community Workshop Trust.***

**Application Form  
Number**

Supported by



**the coalfields**  
regeneration trust

**SECTION A ~ TELL US ABOUT YOUR GROUP/ORGANISATION**

**Please answer all the questions on this application form. Incomplete applications will not be considered.**

- 1. What is the name of your project?  
.....
- 2. What is the name of your organisation?  
.....
- 3. Contact Name .....
- Address .....
- .....
- Tel Number ..... Email .....
- 4. Please delete as appropriate is this project new/in addition to what you already provide or neither?
- 5. What does your group/organisation do?  
.....
- 6. When was your group/organisation established?  
.....
- 7. Is your group/organisation : ( Please tick as many as are appropriate)  
Charity – please give charity number: .....  
Voluntary Organisation/Group  
Company Limited by guarantee  
Other – please specify .....

**PLEASE PROVIDE A COPY OF THE GROUP/ORGANISATIONS SET OF RULES  
(e.g. Trust Deed, Constitution, Memorandum and Articles of Association)**

- 8. If you do not have any of the above please explain how your decisions are made:  
.....

**Application Form  
Number**

Supported by



**the coalfields**  
regeneration trust

9. Does your group/organisation have a bank/building society account?  Yes  No

10. If YES i) what is the account name?

ii) what is the current balance?

**PLEASE PROVIDE A COPY OF THE FOLLOWING:**

**YOUR MOST RECENT EXAMINED (AUDITED) ACCOUNTS, BANK OR BUILDING SOCIETY STATEMENT AND INCOME EXPENDITURE SUMMARY.**

11. Does your group/organisation receive a regular income?  Yes  No

**SECTION B ~ TELL US ABOUT YOUR PROJECT**

12. We need to understand your project and what you are trying to achieve  
Please tell us about your project and remember to include the following information

- What you will do with the money?
- How you will know it has been successful?
- How you will do it?
- Why you are doing it?

**PLEASE PROVIDE ANY SUPPORTING EVIDENCE and use an additional sheet if necessary**

13. How are local people involved in the project?

.....

**Application Form  
Number**

Supported by



**the coalfields**  
regeneration trust

14. Who will benefit from the project?

.....

Please give the approximate numbers of beneficiaries in the following age groups:

12 and under	<input type="text"/>	13-25 years	<input type="text"/>	26-40 years	<input type="text"/>	Male	<input type="text"/>
41-60 years	<input type="text"/>	60+ years	<input type="text"/>			Female	<input type="text"/>

15. How will these people benefit?

.....

16. Are volunteers making a contribution to the project?

Yes/ No

If YES please explain how; if NO please explain why not:

.....

17. When will the project start and how long will it last?

.....

**SECTION C ~ TELL US HOW YOU WILL MANAGE YOUR PROJECT**

18. Who will be responsible for this project? (if different from the person making the application)

.....

19. Please confirm that your project has all appropriate policies and procedures in place and complies with all relevant legislation (e.g. safeguarding, health & safety, data protection/GDPR, vulnerable adults)

Yes/No

**Application Form  
Number**

Supported by



**the coalfields**  
regeneration trust

**EVIDENCE WHERE APPROPRIATE.**

20. If your project is concerned with providing equipment or resources for general public use then please answer the following questions.

a) Who will be responsible for the upkeep/maintenance/repairs?

.....

b) Who will be responsible for ensuring the equipment/resource is safe and complies with Health and Safety legislation?

.....

c) Who, if anyone, will be responsible for seeing that it is used properly?

.....

d) Do you own the land/building to be used?

Yes/ No

**IF YES, PLEASE PROVIDE EVIDENCE**

**IF NO, PLEASE PROVIDE WRITTEN PERMISSION FROM THE OWNER OF ANY PREMISES INVOLVED IN THE PROJECT, EVIDENCE THAT YOUR PROJECT CAN OPERATE FROM THESE PREMISES AND THAT APPROPRIATE INSURANCE COVER HAS BEEN ARRANGED**

**SECTION D ~ TELL US ABOUT THE COST OF YOUR PROJECT**

21. How much will your project cost in total?

.....

22. Give details of the total costs of the project in the table below. Please indicate in the box on the right side of each heading the letter 'P' to denote 'Part Funded or the letter 'F' for fully funded if Kent Coalfield Small Grants to be used.

**Application Form  
Number**

Supported by



the coalfields  
regeneration trust

<b>COSTS</b>	<b>£</b>
Purchase Equipment/Fittings	
Other (please specify)	
<b>TOTAL COSTS</b>	

**SECTION E ~ PLEASE TELL US HOW YOU WILL FUND YOUR PROJECT**

23. Please explain how you intend to fund your project. If it is money you already have or money already approved please write it in the 'approved' column and include a copy of the approval. If it is money still to be raised or money that you have applied for but not yet received please write it in the 'expected' column with anticipated date:

<b>TYPE OF FUNDING</b>	<b>AMOUNT APPROVED £</b>	<b>APPROVAL COPY (please tick)</b>	<b>AMOUNT EXPECTED £</b>	<b>ESTIMATED DATE OF FUNDING APPROVAL</b>
<b>TOTAL OTHER FUNDING (excluding Coalfield Community Small Project Grant)</b>				

24. Please confirm how much grant funding you require from The Kent Coalfield Community Fund.

.....

**Application Form  
Number**

Supported by



**the coalfields**  
regeneration trust

**CHECKLIST**

Is the form signed and dated? Yes / No

Have you enclosed copies of:

- Your trust deeds, rules, constitution, memorandum and articles of association? Yes / No
- Your latest Bank/Building Society statement Yes / No
- Your most recent examined (audited) accounts Yes / No
- Supporting evidence of the need for the project Yes / No
- Proof that all applicable insurance Documents are enclosed Yes / No
- 2 quotes/estimates for work equipment Yes / No
- Evidence of Secured funding or Application for other funding (e.g. Grant letter offer/  
Copy of Application). Yes / No
- Letter of authority or copy of minutes from committee nominating project leader and  
identifying project. Yes / No

If you have answered NO to any of the above please explain why

.....

**ANY PAPERWORK WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED**

I certify to the best of my knowledge that the information provided on the form and in the enclosed supporting material is correct.

Signed

Name and Title

Authorised to sign on behalf of: (name of organisation)

Date