



ST MARY'S
GUILDHALL

St Mary's Guildhall Community Grants Programme – Application Form

Applications forms to be sent to Niamh.carton@noordinaryhospitality.com by **29 March 2024**

SECTION 1 – APPLICANT DETAILS

1.1 Applicant Name	
1.2 Applicant Address	
1.3 What sort of organisation are you?	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Community Interest Company (CIC) <input type="checkbox"/> Company limited by Guarantee <input type="checkbox"/> Charitable Incorporated Organisation <input type="checkbox"/> Other constituted not for profit organisation. Please specify: <input type="text"/> <input type="checkbox"/> Non constituted organisation/group (see application notes to check eligibility)
1.4 Charity Registration Number (if applicable)	
1.5 Company Registration Number (if applicable)	
1.6 Lead applicant name	
1.7 Lead applicant contact number	
1.8 Lead applicant role in this project	
1.9 Lead applicant email address	

SECTION 2 – PROJECT DETAILS

2.1 Name of project	
2.2 Funding Tier	<input type="checkbox"/> Tier 1 – £2000 to £8000 <input type="checkbox"/> Tier 2 – £250 to £1999
2.3 Amount of being requested (£)	

2.4 What is the proposed timescale of the project?

Include expected start and finish dates (finish date must be within 9 months of receiving a grant)

2.5. Will your project involve visits to or staging events/activities St Mary's Guildhall? Please advise what the anticipated use will be.

e.g., 'half a day visit' or 'use of Great Hall or education space for 1 day'

2.6. Short description of project (under 500 words)

2.7. What audience/ participants are you targeting, and how do you plan to engage with/recruit participants?

2.8. Who will be managing the project and what skills and experiences do they/ your team have?

2.9. Give an indication of what additional support you may require (if any) from St Mary's Guildhall to deliver your project.

2.10. Which priorities will your project link to (please select any that apply – at least one)?

Please briefly describe how your outcomes will link to one or more of the above priorities? (under 500 words)

- A wider range of people from different backgrounds will be involved in heritage activities
- Linking in some way to the themes of St Mary's Guildhall either through the building, its collections or the stories told here
- People will be able to develop new skills
- People will be able to learn about the past hopefully leading to more engagement with places like St Mary's Guildhall in the future

SECTION 3 – FINANCIAL BREAKDOWN OF PROJECT

<p>3.1. How much funding are you asking for?</p>	
<p>3.2. Have you secured any other funding?</p>	
<p>3.3. If so, how much?</p>	
<p>3.4. Are you receiving any free resources for this project (such as venue, materials, volunteer time) – please give a short summary.</p>	

3.5. What is the OVERALL cost of the project?

This total figure should include costs you are requesting funding for through this grant and, if applicable, any other costs being funded from other sources.

3.6. Please include a financial breakdown of the project (please include quotes received where relevant).

SECTION 4 – THE LEGACY OF THE PROJECT

4.1. What is the planned legacy of the project? (under 300 words)

4.2. How will you know that your project is successful and how will you evaluate this? (under 300 words)

4.3. What will happen to any products of the project?

4.4. What are the top 3 risks to delivering the project and how will you mitigate them.

SECTION 5 – DECLARATION

- I have read, understand, and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- I am authorised to put forward this application on behalf of myself / my organisation.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.

Name	
Organisation	
Position	
Date	

SECTION 6 – APPLICATION FORM CHECKLIST

6.1. Documents required at point of application

Items that need to be submitted with your application form by the application deadline.

Document	Who is required to provide this?	Applicants to complete	
		Included (Yes/No/Not applicable)	Comments
Application form	All applicants		
Governing documents (e.g., constitution)	Constituted organisations/ groups only		
3 letters of reference from someone who has worked with your group and is not related to or living at the same address of the lead applicant, as well as evidence of previous community work undertaken	Non constituted groups only		
Annual accounts	Constituted organisations/ groups only		
General risk assessment	All applicants		
CVs or biographies of practitioners involved in the project (i.e., if you are planning to pay for this person's time e.g., artist, musician, historian with project funds) – 2 A4 PAGES MAX	All applicants		

6.2. Documents required before starting the project

Please give us an indication as to whether you have these documents currently available and/or whether you will be able to supply this documentation if you are successful in your application.

We may be able to support you with templates if you do not currently have these documents available, please contact the Community Engagement Manager once you receive your funding decision outcome.

Document	Who is required to provide this?	Do you currently have this documentation? (Yes/No/Not applicable)	Will you have this documentation available if you are successful with your grant application? <i>Estimated start date of most funded projects – mid-October to mid-November</i> (Yes/No/Not Applicable/Not sure)
Equal Opportunities Policy OR Equality, Diversity and Inclusion strategy document	<ul style="list-style-type: none"> • Tier 1 applicants (mandatory) • Tier 2 applicants (if available) 		
Specific risk assessments (where necessary)	All applicants – if proposing an activity that is not covered by their General Risk Assessment		
Health & Safety Policy	<ul style="list-style-type: none"> • Tier 1 applicants (mandatory) • Tier 2 applicants (if available) 		
Safeguarding policy for children and vulnerable adults	Constituted organisations/groups only		
Public Liability Insurance (minimum £5 million)	Constituted organisations/groups only		
Financial procedures (for example Reserves Policy, Internal Audit process)	Constituted organisations/groups only		
Confirmation of other sources of funding (if applicable)	All applicants (if applicable)		

