

Marlborough Ward Community Grant Programme 2024/25

Application Form

Please complete this application form by referring to the information with the Marlborough Community Grant Programme Guidance Document.

The deadline for applications to be completed in **4pm on 28/11/24**. **Completed applications should be emailed to edo@harrow.gov.uk**

1. About you and your Organisation:

1.1). Your Contact Details

Your Name and Job Title	
Name of the group	
Date established	
Address	
Postcode	
Phone number	
Email address	

1.2). Please tick all that apply to your group

Community Group

Not for Profit

Registered Charity

If registered charity, please provide the charity number: _____

Voluntary Group

Company Ltd by Guarantee

Other

If Other, please provide details: _____

Does your group have a constitution? Yes No

Does your group have Public Liability Insurance? Yes No

Does your group have a group bank account with 2 or more unrelated signatories?

Yes No

1.3). Please outline your:

- Organisations aims and objectives.
- Numbers of users/beneficiaries that your organisation serves, providing details of any groups served that belong to those with [protected characteristics groups](#), and
- The current benefits that your organisation delivers to the Harrow community.
- (Maximum response - 1 side of A4 page)

2. Project Details

Putting Residents First



LONDON BOROUGH OF
HARROW

Please complete the following sections, providing information on the project that your organisation seeks to deliver:

2.1). Project Name

2.2). What does your organisation propose to deliver through the funding sought?

Please include project details:

- I. Aim of project
- II. What will the funding be spent on (*only a high-level description is needed in this section, the granular details are required to be completed in section 3*).
- III. What benefits will the project deliver
- IV. How will the project help your existing beneficiaries
- V. Can new beneficiaries' of your organisation benefit from the project and if so, how?
- VI. How will the project benefit your organisation
- VII. Please also include details if the project will help wider residents and stakeholders, please list them and detail how.
- VIII. How will the project benefit the area.

➤ (Maximum response – 3 side of A4 page. Please structure your response by using the 8 bullet point headings listed above).

2.3) How does the project align with The London Borough of Harrow's priorities and / or vision?

Please refer to section 2 within the guidance document.

(Maximum response - 200 words)

2.4). Further Details About How the Funding Can Help Your Group

Please tick all that apply in the relevant column below and elaborate by providing details in the column titled 'how' in the column.

	Tick all that apply	How
My group is a newly established group, within the last 12 months and the funding will assist it to sustain.		
The funding will assist my existing group to sustain.		
The funding will assist to add growth into the organisation and its delivery		
The funding will assist to improve or celebrate community cohesion		
The funding will assist to deliver new or improved initiatives.		
The funding will enable partnership with other local and wider stakeholders and partners		

3. Project Budget

3.1). Applicants must provide a cost breakdown of the activities / equipment / works required to deliver the project as well as amount of funding request.

Description (e.g. venue hire, materials, equipment, construction works)	Cost breakdown (e.g. pitch hire £20 per hour x 4 hours = £80)	Total cost
Total project cost		£
Total fund request via Community Grant Scheme		£

Please note, the grant programme will not fund core costs of the organisation. This includes staff costs, rent, utility and other associated costs that are required for the day-to-day running of the organisation.

3.2). If you have obtained match funding, please outline details below

Other Funding/Income Source	Amount
	£
	£
	£
Total	£

3.3). Please detail how your project is cost-effective and represents good value for money?

(Maximum response - 100 words)

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3.4). How will the project be sustained after implementation?

Please include details of any maintenance (if relevant).

And also include details of any ongoing spend required and how it will be financed.

(Max 150 words)

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4. Timeframes

4.1). Please include the start date and end date of the project.

Start Date:	
End Date:	

5. Declaration

When you have completed the application, please sign this declaration.

I *(insert name here)* am an authorised representative of *(insert name of organisation/group)* as *(position in organisation/group)*. *(state your role in the organisation)*

I confirm that the information given in this application is correct.

I undertake to inform the London Borough of Harrow of any changes in the project/organisation's circumstances that would affect this application.

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Note, The London Borough of Harrow reserves the right to withdraw any offer in the case of the breach of any of the conditions of the scheme or fail to deliver the agreed project in the application form.