**Apply to the   
Communities Fund 2019/20**

**This is not an application form**

We’ve provided this list of questions to help you prepare your bid. It’s a template to help you draft long answers and refer to when researching the information you need.

Everything you type here will need to be entered into the [online form](https://communities.brighton-hove.gov.uk/link/communities-fund) to complete your application.

This document was last updated for the 2019/20 Communities Fund.

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**1) Fund choice**

Brighton & Hove City Council's Communities Fund comprises of three schemes. Please tell us which one you're applying for:

☐ Engagement Fund  
  
☐ Resilience Fund  
  
☐ Collaboration Fund

If you pick Collaboration Fund, you need a completed Expression of Interest form to progress

To get one, please contact the Grants manager, by calling 01273 291114, or emailing communitiesteam@brighton-hove.gov.uk

**Bank account**  
  
Your organisation needs a bank account to apply for a grant  
  
☐ I confirm our organisation has a bank account, or is in the progress of setting one up

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**2) Contact details**

Your first name  
  
Last name  
  
Phone number  
  
Email address

**Tell us a second person in your organisation we can talk to about this application**  
  
Their first name  
  
Their last name  
  
Email address  
  
Phone number

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**3) Address**  
  
Has your organisation previously received a grant from us?

☐ Yes

☐ No

Name of your organisation

Address line 1  
  
Address line 2  
  
Town or City  
  
Postcode

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**4) Organisation type**

What type of organisation are you?

☐ Constituted community group or voluntary organisation

☐ Company limited by guarantee

☐ Registered charity

☐ Charitable Incorporated Organisation

☐ Community Interest Company

☐ Other

If Company limited by guarantee, Registered charity, Charitable Incorporated Organisation, Community Interest Company you may need your organisation’s number. The application form has links to where these can be found

If Other, describe your organisation

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**5) Organisation activities**

Which wards does your organisation operate in?

☐ All of Brighton & Hove  
☐ Specific wards in the city (pick from a list)

Does your organisation's work include services to Brighton & Hove City Council tenants or leaseholders, or take place on council estates?

☐ Yes

☐ No

If Yes:

- Approximately what percentage of your organisation's work benefits council tenants or leaseholders?

- Tell us how you estimated this percentage

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**6) Staff and volunteers**

How many people manage your organisation, for example trustees, directors, committee members?

How many volunteers do you have in total?

Do you have any paid members of staff?

☐ Yes  
☐ No

If Yes, tell us:

- Number of paid full time staff  
  
- Number of paid part time staff  
  
- How you support your paid staff

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**7) Project details**

What do you need the grant for?

☐ Core running costs  
☐ A specific activity or project (e.g. a community festival, clean up day or a performance project)

Tell us what your organisation does and what you want the funding for (max 2500 characters)

How do you link with other organisations in the city? (max 2500 characters)  
  
How many people will benefit from this work?  
  
How have you identified the need for your work? (max 2500 characters)  
  
How will you know how successful your organisation and activities have been? (max 2500 characters)

Which of these three outcomes will you address?

☐ Improving wellbeing

☐ Building cohesion

☐ Promoting fairness

Does your organisation have, or are you working towards, a quality system or standard?

☐ Yes  
☐ No

If Yes:

- Tell us the name and level (if applicable)

- Tell us when you finished, or when you hope to finish

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**8) Equalities**

How does your organisation ensure equal opportunities? (max 2500 characters)

Does your organisation have an equal opportunities policy?

☐ Yes  
☐ No

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**9) Bank details**

Tell us about your bank account

☐ We have a bank account already  
☐ We're in the process of setting up a bank account

If you have a bank account, tell us:

- Name of account ( eg 'Anytown Community Group')  
  
- Account number  
  
- Sort code  
  
- How do you ensure that your organisation’s finances are appropriately managed? (max 2500 characters)

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**10) Last year’s finances**

Tell us about your organisation's income last financial year (from 1 April 2018 - 31 March 2019)

Was your organisation operating last financial year?

☐ Yes  
☐ No

If Yes:

- What was your organisation income in the last financial year?

- Did you receive a grant from the council in the last financial year?

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**11) This year’s finances**

How much funding are you applying for? £

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**12) Budget and payments**

Tell us about sources of income:

- Other funding or grants that have been confirmed £

- Other funding or grants that haven't been confirmed £  
  
- Sales of goods or services £  
  
- Subscriptions or membership fees £

Tell us about your costs:

- Salaries, wages and recruitment £

- Volunteer costs £

- Venue costs £

- General running costs £

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**13) Reserves**

Do you have any of the following reserves?

Free reserves  
Money that can be used to pay for any activity that furthers your organisation's aims and objectives  
£

Restricted reserves  
Money that must be spent on specific activities, for example grant given to buy a photocopier  
£

Designated reserves  
Money that you've set aside for a specific purpose, like for children to attend a specific sports event, but could be used for something else if the event is cancelled  
£

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**14) Evidence**

Please upload documents to support your application. Photographs of documents are acceptable

The documents you’re asked for will depend on your answers and could include:

* Annual accounts for last financial year (2018-19)
* Budget for this year (2019-20)
* Equal opportunities policy
* Constitution or rules
* Evaluation report on last year’s Communities Fund project (if you received funding from us in 2018-19)
* Bank statement or paying in slip
* Evidence of potential expenditure to support your application
* Expression of Interest document (if you’re applying for the Collaboration Fund)