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| **1. YOUR CONTACT DETAILS** |
| **1.1 Your details:** *This must be the person who is able to discuss the project being applied for* |
| **Name** | **Address** |
|  |  |
| **Email:** | **Phone:** | **Mobile:** |
|  |  |  |
| **1.2 Are you able to provide current valid photographic ID such as Passport, driving licence?** | **YES** |[ ]  **NO** |[ ]
| **1.3 Are you able to provide evidence of your address?** | **YES** |[ ]  **NO** |[ ]
| **1.4 Do you have any unspent convictions for any dishonesty or deception type offences such as but not limited to theft, fraud etc?.** | **YES** |[ ]  **NO** |[ ]
| **If you have answered NO to questions 1.2, 1.3 or YES to 1.4 you are not eligible to apply to this programme.** |
| **If you applying on behalf of an organisation please complete SECTION 5** |

| **2. ABOUT YOUR PROJECT IDEA** |
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| **2.1 Project Title** |  |
| **2.2 Project Summary** (100 words Maximum) |
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| **2.3 How will the project benefit the communities in the St James Street Area?***Which people or groups in the local SJSBL area will be involved? – please specify the age groups, ethnic groups, other characteristics of those involved.*(100 words Maximum) |
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| **2. ABOUT YOUR PROJECT IDEA (Continued)** |
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| **2.4 What do you propose to use the grant for?** (100 words Maximum)Include details of the people that will be involved in delivering the activities. |
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| **2.5 Where will the activities or event take place?***How will you make sure the project is accessible?*(100 words Maximum) |
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| **2.6 How will you publicise the event to ensure diversity?** (100 words Maximum)All publicity for the project is required to state that the project is funded by St James Street Big Local and Local Trust. Logos are available from the SJSBL Programme Manager |
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| **2.7 Please describe how you will collect information about those involved.** (100 words Maximum) |
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| **3. PROJECT BUDGET Maximum Budget is £500**  |
| **3.1 How much will your project cost?** |  |
| **3.2 What will you spend this funding on?***Broken down as far as possible, please consider: Staff costs; Volunteer costs; Operational costs (activities); Capital costs (equipment); Premises costs; Other overheads; Publicity costs.* |
| **Item** | **£ Amount** |
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| **3.3 Will this cover the whole cost of the project?**  | **YES** |[ ]  **NO** |[ ]
| **If NO, please explain where the rest of the funding will come from.** |
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| **4. DECLARATION*** I have the power and authority to accept any funds offered **or** this form is also signed by an additional representative of the organisation who is able to accept the funds.
* I understand that if I do not spend the money on the activities specified, nor provide the **SJSBL monitoring report** on the impact and benefits, I will re-pay the award.
* I understand that any funding offered may be publicised by St James Street Big Local and Local Trust and will support publicity information requests in a timely manner.
* I confirm that the information I have given is true and I have answered all the questions on the form.
* I confirm that I will ensure any grant that is awarded will be spent within 12 months of the grant award date unless otherwise specified above and accepted by the SJSBL.
 |
| **Signature:** | **Name:** | **Position:** | **Date:** |
|  |  |  |  |
| **Optional:** Additional signatory, if primary signatory is not able to accept funds on behalf of an organisation |
| **Signature:** | **Name:** | **Position:** | **Date:** |
|  |  |  |  |

| **5. ONLY REQUIRED IF YOU ARE APPLYING ON BEHALF OF AN ORGANISATION** |
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| **5.1 Organisation name:** *Please use the constituted name if applicable* |
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| **5.2 What type of organisation are you?**Select all that apply and supply registration reference where applicable: |
| **Registered charity** |[ ]  **Charitable Incorporated Organisation** |[ ]  **Community Interest Company** |[ ]
|  |  |  |
| **Unincorporated club or association** |[ ]  **Company limited by guarantee** |[ ]  **Other (please specify)** |[ ]
|  |  |  |
| **5.3 Are you part of a larger regional or national organisation?** | **YES**  |[ ]  **NO** |[ ]
| **5.4 What does your organisation do? (100 words Maximum):***What is your organisation trying to do in the local area, and what does it deliver? This could include the mission, range of projects currently delivered and/or day-to-day activities. Could include links with local population, number of people currently benefiting from activities, etc. Please include details of the organisation’s history and track record.* |
|  |
| **5.5 Staffing and volunteers?** *How many of each of the following are involved in the organisation?* |
| **Volunteers (excluding management committee):** |  | **Full time staff / workers:** |  | **Part time staff / workers:** |  |
| **Please give details of any local networks or partners are you involved in:** |
|  |
| **5.6 Please include any further details on the history and track record of your organisation.** |
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