

FOR INFORMATION ONLY

Small Grants Application Questions

Applicants must have an annual turnover of less than £250,000 per annum.

Grants are not available to individuals or private organisations operating as a business to make a profit.

Section 1

1.Organisation name: Required to answer.

2.Main contact name: Required to answer. Enter your answer

3.Contact details (email and phone number): Required to answer.

4.Location of group (town or parish within Somerset): Required to answer.

5.Type of organisation (select one): Required to answer. Single choice.

- Constituted community group
- Registered charity
- Informal community groups (with a constituted group as an umbrella organisation which can hold funding on their behalf)
- 2 or more community organisations working in partnership

6.Do you have a safeguarding policy and a GDPR policy? (select one)

- Yes
- No

7. How much money are you applying for: (select one): Required to answer.

- £500
- £1,000
- £1,500

8.What are the aims of your project?

Think about the people you want to work with and what you want to achieve, in terms of food resilience, through running food preparation and cookery classes, other planned activities, purchasing equipment etc. Required to answer.

9. Why is your project needed?

Think about providing some evidence of need, including who you've spoken to, what other organisations are involved, whether any other similar projects exist in the area etc. Required to answer.

10. What difference will your project make to food resilience/security in your area?

Think about how you will achieve your aim(s). Required to answer.

11. How do you plan to spend the money?

E.g. running food preparation and cookery classes, purchase of white goods, storage and cooking equipment, seeds, plants and gardening equipment, supplies, facilities hire, marketing, volunteer expenses etc. Required to answer.

12. What will happen after your project ends? e.g. briefly describe next steps in your project if applicable. Required to answer.

13. What are the planned start and finish dates of your project/activities? Required to answer.

14. Please complete your bank details to allow us to pay any awarded grant monies as soon as possible.

Account Name:

Sort Code:

Account number:

Required to answer.

Section 2

Grant Agreement

The information below sets out the agreement of the grant offered to your organisation should your application be successful. If there are any issues with your project, reporting, timescales or finances please get in contact with us. We want to work with you to help find a solution and make sure your project is a success.

14. The award is offered subject to the following conditions:

The grant shall be considered as a restricted fund and the recipient organisation (referred to as 'the Organisation') shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received.

The grant will be used for the exact purpose(s) set out in the application.

Any required changes to the project should be e-mailed to jill.loader@casomerset.org.uk and we will be in touch to discuss further.

If the Organisation does not spend the entire grant they will not use the funds for another part of their work. We may request the return of any unspent funds.

We may request to visit the project to see how the grant is being spent.

It is the Organisation's responsibility to comply with all relevant legislation that affects the way in which the project is carried out.

We will send the Organisation a link to an online monitoring and reporting form, for completion at the end of your project.

The Food Resilience Project may hold back a grant or ask for repayment in whole or part if the Organisation fails to keep to this agreement or if the Organisation closes down.

If there are any disputes the Food Resilience Project will attempt to resolve them quickly and simply but in the event of any further input being required, the issue will be escalated to Citizens Advice Somerset.

By submitting this application form the Organisation consents to the data being stored and shared by Citizens Advice Somerset for the purposes of grant making and reporting as set out in our privacy policy online here: <https://citizensadvice-somerset.org.uk/about-us/information-charter/>.

You also confirm that, should the Organisation be successfully awarded a grant, the Organisation agrees to the above terms and conditions.

15. Signature. Required to answer.

16. Date. Required to answer.

Section 3

Thank you for your application

We will assess your application after the closing date and advise you of the outcome in due course. If you require any further support from the Food Resilience Project please get in touch with us on jill.loader@casomerset.org.uk