



Mottingham Big Local Refocused

Small Grants Application Form

Please read the guidelines carefully when completing your application form. Submit your completed application to us via the Community Links Bromley online bidding platform, with the items listed at the end of the form. The deadline for submission is 5pm on November 13th, 2023.

Section One: Applicant's Details

Please note that all this information will be kept on our database: in the case of unsuccessful applicant information will be deleted within six months; in the case of successful applications information will be kept for seven years, in line with Local Trust requirements.

Personal information provided here will only be used in relation to this grant application.

Please tick this box to tell us that you are happy for MBLR and its partner organisations to keep your information. NB if you feel that you do not want us to store your information we will not be able to proceed with your application. Please see Privacy Information on the Guidance Notes.

Name

Name of Group (if applicable)
Address
Postcode
Telephone number:
Email:

Section Two: About Your Project

Which theme does the activity best fit? (Please see guidance information and the MBLR Plan on the [Community Links Bromley website](#))

Choose 1

- People
- Economy
- Place

What do you want to do with the grant? Maximum 50 words – who is the target group? How many people will be involved? What the focus of the activity is and what are the outcomes?

Tell us more about what you will be doing. How and when will you be delivering your service/activity/event? Who will be involved? Maximum 500 words

Will you be working directly with children or vulnerable adults?

- Yes No

If yes, how will you manage safeguarding issues and DBS responsibilities?

Where will the activity take place? (Please be as specific as possible)

How will this activity benefit people living in the MBLR area? What outcomes do you aim to achieve and how will you monitor them? Maximum 500 words

How will you ensure equity, diversity and inclusion? Maximum 300 words – please refer to your partner organisation's for guidance, if you are working with a partner.

Please detail any risks identified. How will you mitigate these within a realistic and achievable timeline? Maximum 500 words

How will you sustain your activity/project/service when the funding ends? What legacy will you leave? Maximum 500 words

Section Three: Budget

Please read the following points before completing this section of the form:

- Break down your budget into appropriate headings – e.g., Training, Travel Costs, Publicity etc.
- Please attach copies of any quotes or supporting information you have in relation to this project.
- If you are unsure how to complete this section of the form please contact us pec@mottinghamblr.com

Please provide a detailed breakdown of the total cost of this project including VAT if applicable

Item	£ amount
<i>e.g. Project Worker Salary @ £12ph 7 hours per week x 10 weeks</i>	<i>840.00</i>
Total Cost of Activity	

How much money are you requesting from MBLR’s Small Grants Programme?

Section Four: Bank Details

Please tell us if you will be using your own organisations bank details or if another group has agreed to hold the grant on your behalf:

- Using own bank account - Please complete section 4a
- Using a supporting organisations bank account - please ask the organisation to complete section 4b

4a

Bank

Account

Name:

.....

Bank Account Number:

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Bank Sort Code: - -

Bank Name and Branch:

4b

Name of Organisation:

Name of Contact: Position:

Address:

Postcode:

Bank Account Name:

Bank Account Number: [grid of 8 boxes]

Bank Sort Code: [grid of 6 boxes]

Bank Name and Branch:

Main Activity of this Group:

Start Date of this Group:

Statement from organisation that has agreed to accept the grant on behalf of the applicant

I confirm that [group name]

has agreed to accept the grant on behalf of [name of applicant]

I am authorised to give this permission. I agree to ensure that all of the grant will be passed on to the applicant to be spent solely for the purpose for which it was given, and that the grant will be accounted for separately in the organisation's annual accounts.

Name: Position:

Signed: Date:

Declaration of Applicant

By signing this application form I/we agree to abide by the Terms and Conditions included in the Grant Guidelines and any additional special conditions detailed on any offer of a grant letter sent by Mottingham Big Local Refocused.

I/we understand that we will be expected to monitor expenditure and provide MBLR with receipts and report on the progress of the project.

Name

Signature

Section Six: Checklist

It is important that you send the following information to the address at the beginning of the application form. Failure to include this information may delay your application. Please use the tick boxes to confirm enclosure.

- Completed Section 1 Applicants Details
- Completed Section 2 Information about the project
- Completed Section 3 with a clear budget
- Completed Section 4 with the correct bank details
- Have had 2 referees complete the reference form
- Signed the Declaration
- Sending before the deadline

For Office Use Only:

Date Received:	Organisation	Reference:	Amount Requested