

Chesham Connect

Project Funding Application Form



Hello

Welcome to Chesham Connect.

We are delighted that you are thinking of making an application for funding from us. Below is some information about our criteria for approving applications. Please, take a moment to read these notes before completing the form.

If you have any questions or would like to discuss your proposal before submitting your application, please feel free to contact: Stuart Ottley (Chesham Connect Treasurer) treasurer@cheshamconnect.org

Kind Regards – The Chesham Connect Committee

Chesham Connect Funding Criteria

Criteria for Approving Funding

- Chesham Connect aims to be the Hub of the local community: supporting voluntary and community groups, and providing advice, financial help and encouragement to both new and established groups, for the wider benefit of Chesham.
- We offer small grants (in the region of £250) to groups, organisations and individuals in support of initiatives of benefit to the Chesham Community.
- Chesham Connect funding is intended to help start a new project or, occasionally, to assist in initiating a new phase of an existing project and should usually be related to a specific proposal.

Our key criteria used to assess an application are:

- Applicant has strong links to the Chesham/Greater Chesham area and is a member of Chesham Connect (or undertakes to become a member as result of making this application)
- The project will benefit the community and fits Chesham Connects' Mission Statement and Aims. (Please see our website- <http://cheshamconnect.org/our-purpose/>)
- The applicant has presented a plan with details of the aims of the project and projected outcome. Also with details of the planned costings and health and safety considerations commensurate with the scale of the project.
- An applicant can only be supported for a maximum of three years for the same project other than in exceptional circumstances (these circumstances to be agreed by the Executive Committee when considering each application).
- The applicant must agree to support and promote Chesham Connect and must present their results at the Chesham Connect AGM. Date to be advised.

Contact Information

Name of your group:			
Title:		Name	
Telephone		Mobile	
Email			
Website			
Postal Address			
Please tell us about the aims of your organisation/group/ self – in particular your relationship with the Chesham/Greater Chesham Community			
What type of group are you? (tick all that apply):			
Community group, club, society	<input type="checkbox"/>	Company limited by guarantee	<input type="checkbox"/>
Registered Charity in England	<input type="checkbox"/>	Registration no:	<input type="text"/>
Exempt or excepted charity registered with the Inland Revenue			<input type="checkbox"/>
Other – Please explain:			
Number of people in your organisation:		<input type="text"/>	
In what year did your group start:		<input type="text"/>	
If you are a branch of, or related to, a larger organisation, please tell us about them:		<input type="text"/>	

Your Project

Please give the name and description of the Project for which you seek funding, adding any documents that think will add relevant detail:

Please tell us how your project benefits Chesham and the surrounding area. Please be as specific as possible about who benefits, how much, when:

How will you measure the success of the project? This could be a quantitative measure such as "number of attendees". Alternatively, it might be "an outcome"

Please give details of any partners and what they are contributing, e.g. in-kind support:

Please describe the contribution your group is making towards this project:

How will your project be funded?

How much money will your project need in total (not just what you are asking Chesham Connect for)? Please give a breakdown of what the money is for.

Item or activity	Costs (£)	Amount requested from Chesham Connect (£)	Other external funding applied for (£)	Name of external organisation applied to
Totals	£	£	£	

Referee Contact Details

Title:		Name:	
Telephone:		Mobile	
Email:			
How does this person know you:			

The referee should know you and the project. We may contact the referee during the processing of this application. So, please make sure they have a copy of your application.

Bank Account Details

If your application is approved we will make a BACS payment to your approved account.

We cannot make payments into personal accounts. If your organisation does not have an approved account let us know – we may be able to help.

Account Name:		Sort Code:	
Account Number:		Bank:	

Your Signature

I confirm that, in the event of our not already being a Chesham Connect member, I would like this note to be accepted as an application for membership.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Please sign:	
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What happens next?

Please submit your completed form to:

Stuart Ottley (Chesham Connect Treasurer) treasurer@cheshamconnect.org

Alternatively, deliver or post to:
Chesham Connect, c/o Chesham Town Hall, Chesham, HP5 1DS.

The application will be forwarded to the Chesham Connect Committee for consideration.

If your application meets our key criteria you will be invited to attend a general meeting of Chesham Connect to promote your application and answer any questions. If you are a new member we would also like you to tell us about your organisation. The final decision will be made by the Committee and you will be advised of their decision soon afterwards.

Thank you for your application.

Using your personal information

Chesham Connect will use the information you have provided to process your funding application and to process your membership of Chesham Connect. As a member of Chesham Connect, we will send you email communications to keep you up to date with Chesham Connect news and activities.

Chesham Connect will retain your contact details for as long as you remain a member. You may contact Chesham Connect at any time to ask us to remove your details from our records. Get in touch with us by email to admin@cheshamconnect.org or in writing to Chesham Connect, c/o Chesham Town Hall, Chesham. HP5 1DS