

**Bishop of Guildford's Communities Fund
Application Form**

Section 1: About your organisation

Name of your organisation		Address	
Main Contact		Job/Role	
Contact number		Email	

Parish		Incumbent	
Deanery		Incumbent email	

Income		Staff		FTE	
Reserves		Volunteers		FTE	

Additional information if not applying from PCC.

Type of organisation (Charity, CIO etc)	
Charity number if applicable	
Please briefly detail the aims of the organisation	
Guildford Diocese PCC supporting the application	
Please confirm that your safeguarding policies comply with the current Church of England's Safeguarding Policy	

Section 2: About the Project

Project Name		Proposed start & end dates:	
Project Leader		Role	
Tel No		Email Address	
Where does/will the project operate?		Where do most of the beneficiaries come from?	
Total amount applied for		Year 1 amount applied for	
Total Project Cost		Subsequent years funding applied for	

a) What is the need you are aiming to address?

b) Briefly detail how your project will address this need

c) What long-term benefits do you expect from the project, and how will you continue to sustain it beyond the end of the grant period?

d) Please note any potential for joint working with the wider deanery/neighbouring parishes/organisations.

Section 3: Project Evaluation

a) What are the specific goals for the project and how will you know if you have achieved them?

Goals	Measure

b) How will progress be monitored against the outcomes listed above?

c) Who will be managing the project/person?

d) How many people do you anticipate to be helped by the project?	
e) Which issues will your project address?	
Poverty and disadvantage	
Disadvantage	
Community support and development	
Supporting family life	
Health and wellbeing	
Sport and Recreation	
Counselling, mentoring and advice	
Social Inclusion	
Education and Training	
Homelessness	
Employment and Labour	
Disability and Access Issues	
Other (please state)	

Section 4: Finance

Year 1 project costs & resources required

What are your Year 1 estimated project costs?		
Item/Expenditure (If employing a member of staff, please list salary, NICs, pension, training, expenses etc as separate items)	Capital/operating	Estimated cost (£)
Total Project Cost		

Other sources of income for the project	
Source	Estimated income (£)
Total income secured	
Amount applied for (Year 1)	

Grant request/funding for any subsequent years:			
	Year 2	Year 3	Year 4
Total Project cost			
Contribution from parish			
Other funding			
Amount Applied for			

Finances

Please attach a PDF copy of the latest Annual Report & Financial Accounts

If appropriate, please inform us of any recent expenditure or income which would materially alter the organisation's financial position.

Please provide a clear summary of your reserves :

Last financial year ending 201.....	£	Comments
Income		
Expenditure		
Total reserves		
Designated reserves (provide a detailed breakdown of each designation and its purpose in the Comments box)		
Restricted reserves (provide a detailed breakdown of each restriction and its purpose in the Comments box)		
Cash & other short-term deposits		

Which bank account should the money be paid into should your application be successful

Account Name	
Sort Code	
Acc. Number	

I confirm that to the best of my knowledge the information given within this form is accurate.

Signature: Date:

You may be asked to provide more information. If you have any questions, please contact Louise Kenyon on 01483 301927. Please return this form in electronic format to grants@bgcf.org.uk . If necessary, we can accept applications by post to Louise Kenyon, c/o BGCF, Willow Grange, Woking Road, Jacob's Well, Guildford, Surrey, GU4 7QS – but please allow plenty of time for your application to arrive in advance of the deadline.

For Office Use Only:

Evaluated by Grants Manager		Amount recommended	
Signed		Date	
Reviewed and Approved by BGCF Trustees		Amount approved	
Signed		Date	
Payment processed		Date	