**Application form for the Wandsworth Queen’s Platinum Jubilee Micro-grant Fund**

1. **TELL US ABOUT YOU**
2. **Applicant Details**

Organisation Name:

Address:

Website:

Primary Contact Name:

Organisation Role:

Email address:

Telephone Number:

**b**. **Type of applicant:**

Voluntary/community group (constituted) [ ]

Residents’ Association [ ]

Registered Charity [ ]

CIC (Community Interest Company) Limited by Guarantee [ ]

Charitable incorporated organisation (CIO) [ ]

Social Enterprise [ ]

Company Limited by Guarantee [ ]

Other [ ]

Please specify:

1. **TELL US ABOUT YOUR PLATINUM JUBILEE PROJECT**

**a) What is the name of your Platinum Jubilee Project:**

**b) Please state where your Jubilee event or activity will take place? e.g., Tell us the name of the Street, Ward, Estate, Community Building, Church Hall, Care Home (etc) where the event will be held.**

Locality Name:

Post-code:

**c) Which day/days, will your Jubilee Project take place?**

Thursday 2nd June [ ]  Friday 3rd June [ ]  Saturday 4th June [ ]  Sunday 4th June [ ]

Times of day(s):

**d) What type of Jubilee event/activity are you applying for?**

Wandsworth Unique Jubilee Event or Activity – grants up to £500 [ ]

Participate in National Jubilee Activity e.g. The Big Jubilee Lunch – grants up to £500 [ ]

Wandsworth Unique Jubilee Legacy Activity– grants up to £1,000 [ ]

**e) Please tell us in as much detail as possible about the Jubilee project you wish to deliver.**

***Things to consider:***

* Briefly explain the activity or event you are planning.
* Tell us about the numbers of people (or various groups) you expect will get involved and contribute towards Jubilee planning and delivery.
* Tell us about the numbers of people (or various groups) you intend to bring together on the day to attend your Jubilee Celebration?
* How will you record and capture the moment and/to create lasting Jubilee memories for the people and communities that attend?
* If planning a Jubilee legacy activity, do you have any permissions already agreed that are required?

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**f) Please explain how/ways you aim to ensure your activity will be inclusive and accessible to all**. *For example, for residents on a low income,* *residents with disabilities, from different faith communities, younger and older residents, with different ethnicities, LGBTQ+ and across genders*).

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**Budget and Grant request**

**g) Please provide a breakdown of costs for your project e.g., PA Sound System £129 per day. Please state which items you would like funding for from the Queen’s Platinum Jubilee Fund and which items will be funded through match funding or in-kind support.**

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| **Item of expenditure** | **Grant requested** | **Match-Fund / In Kind Cost** |
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| **Total grant request** | £ |  |

**h) Is there any other information you want to tell us about your activity or event?**

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1. **ADDITIONAL INFORMATION REQUIRED TO SUPPORT YOUR APPLICATION**

 Please confirm that you have and can provide the following:

YES/NO: Constitution or governing document.

YES/NO: Public Liability Insurance

YES/NO: Safeguarding Policy - Children and Vulnerable Adults

YES/NO: Bank Account

If your application is successful, these documents will be requested along with a signed Grant Agreement which will be sent to you.

1. **DECLARATIONS**

**4. Declaration:**

* I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign and represent this application on behalf of the applicant/organisation.
* I confirm that the information given in the application is correct and that the project/service is not, in any way, established or conducted for profit or individual gain.
* I am happy to be contacted by Officers if additional information is required to complete the assessment of your application.
* I shall inform Wandsworth Council of any changes to the project/ or in organisational circumstances that would affect this application post submission.
* I confirm that the organisation will adhere to all advice on protecting its staff, volunteers and beneficiaries [Protecting your staff, volunteers and beneficiaries — Knowhow Nonprofit](https://knowhow.ncvo.org.uk/coronavirus/protecting-your-staff-volunteers-and-beneficiaries#section-1). And adhere to any Public Health England Coronavirus guidance at the time of the event.
* If awarded a grant I shall provide evidence of the activity taking place, in the form of pictures, social media updates, local newspaper articles etc., and comply with UK GDPR (General Data Protection Regulation) rules for photographs of the project containing people. I will obtain the subject's consent in writing before photographing, in accordance with the individual's rights. The Council will ask for evidence that you have obtained their consent.
* I acknowledge that the Council accepts no liability for any consequences whether direct or indirect, that may come about from the Project and use of the Grant. Subject to the foregoing, the Council’s liability under this declaration is limited to the payment of the Grant (if successful).
* The Council reserves the right to enquire about any further permissions or relevant insurances that your project may require depending on the activity.

**Name:**

**Role/Position:**

**Date:**

**5. Data Privacy Statement**

The contents of this application are protected under the Data Protection Act 2018. Information gathered in this form may be shared with assessors, auditors and funders. The contact details of your group may be shared with other organisations and individuals with a legitimate interest in learning about your work.

The Council’s Privacy Notice can be found here [Wandsworth Council Privacy Notice](http://www.wandsworth.gov.uk/info/200316/open_data_and_transparency/1535/wandsworth_council_privacy_notice)

[ ]  I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).

**Name:**

**Role/Position:**

**Date:**

Please send back your completed form to us by email: **Applywgf@richmondandwandsworth.gov.uk**

By, post: **The Queens Platinum Jubilee Micro-Grant**

 **Voluntary Sector Partnerships Team**

 **Room 162**

 **The Town Hall**

 **Wandsworth High Street**

 **London**

 **SW18 2PU**