**Application form for the VE Day 80th Anniversary Grant Fund**

1. **TELL US ABOUT YOU**

**Applicant Details**

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| --- | --- |
| Organisation Name: |  |
| Address: |  |
| Website: |  |
| Primary Contact Name: |  |
| Role in Organisation: |  |
| Email address: |  |
| Telephone Number: |  |

**TYPE OF ORGANISATION/REGISTRATION NUMBER**

|  |  |  |
| --- | --- | --- |
| **Type** | **ü** | **Registered Number** |
| 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 constituted not-for-profit |  |  |

1. **TELL US ABOUT YOUR VE DAY 80th Anniversary Event**

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| What is the name of your event? |  |

**Please say where your VE Day 80th Anniversary event or activity will take place? e.g., Let us know the name of the Street, Estate, Community Building, Church Hall, or Care Home (etc) where the event will be held.**

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| Locality/Venue Name: |  |
| Postcode: |  |

**Which day/days and times, will your Event take place?**

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**Please tell us in as much detail as possible about the Event you wish to deliver.**

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| Briefly explain the activity or event you are planning |
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| How are residents or members of your organisation involved **in contributing towards VE Day activity planning and delivery?** |
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| How many residents or members of your organisation/community **do you plan to bring** **together on the day to attend your VE Day 80th Anniversary Celebration?** |
|  |
| How are you planning to support residents to come together **who do not live on** **streets/communities where there are no street parties or other VE Day celebration events?** |
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| How will you record and capture the moment and/or create lasting memories for the people and communities that attend? |
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**Budget and Grant request**

**Please supply a breakdown of the full costs for your project. Please** **state which items you would like funding for from this Fund.**

*Note: A grant will not cover the costs of alcohol (see Guidance Notes for excluded items)*

*Please detail your full itemised budget with the FULL COSTS, including all that you receive free or paid for in another way. Then show which items you wish a grant to pay for (Grant requested). And in the final column, show the items which are being paid for by another way of supplied free e.g., if you got free use of a hall which normally would cost £30 per hour x 3 hours = £90 full cost, and £90 in Match funding column too.*

*Please only use full pounds (£).*

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| --- | --- | --- | --- |
| **Full Budget for event** | **Full cost (£)** | **Grant** **requested (£)** | **Other funding (£)** |
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| **Totals** | £ | £ | £ |

**What permissions do you require for your activity to take place (if any) and at what stage are you at in obtaining these?**

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**ADDITIONAL INFORMATION REQUIRED TO SUPPORT YOUR APPLICATION**

**Please confirm that you are providing the following with your application form ( ü):**

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| --- | --- |
| Constitution or governing document |  |
| Public Liability Insurance |  |
| Safeguarding Policy - Children and Adults at Risk |  |
| Bank Account statement from within the last 3 months (must show Sort Code and Account number) |  |

**DECLARATION**

**Please read carefully before completing the form:**

* 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 other information is needed to complete the assessment of your application.
* I shall inform Council of any changes to the project/ or in organisational circumstances that would affect this application post submission.
* 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.
* The organisation shall keep financial and other records (including receipts) that can show all outgoing expenditure from the Grant and how it is spent.

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| --- | --- |
| **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 council officers, 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 [www.wandsworth.gov.uk/privacy](http://www.wandsworth.gov.uk/privacy)

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).

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| --- | --- |
| **Name:** |  |
| **Role/Position:** |  |
| **Date:** |  |

Please return your completed application form **AND attached documents** to: [**Applywgf@richmondandwandsworth.gov.uk**](mailto:Applywgf@richmondandwandsworth.gov.uk)

**Application deadline: Midnight on 21 April 2025**.