****

**Communities Experiencing Racial Inequality III**

**Application Form**

**Section 1 - Contact Details**

|  |  |
| --- | --- |
| Name of Community Group |  |
| Address of Community Group (including Postcode) |  |
| Website (if you have one) If not, social media handle. |  |
| Name and email address of the Main Contact Person (the individual who is best placed to provide further information about the Community Group and the grant application) |  |
| Position of the main Contact Person  |  |
| Telephone number for the main contact person  |  |
| Are you working in partnership with any organisation? If yes, please provide the name ofthe partner organisation. |  |

**Section 2 –What type of Community Group are you? Please mark ‘X’ as appropriate and insert Charity number where applicable**

|  |  |  |
| --- | --- | --- |
| **Type of Community Group** | **Please mark ‘X’ as appropriate** | **Charity Number**  |
| Registered Charity  |  |  |
| Scottish Charitable Incorporated Organisation |  |  |
| Company limited by guarantees |  |  |
| Community Interest Company |  |  |
| Unincorporated community group, club or association |  |  |

**Section 3 - Financial Details**

|  |  |
| --- | --- |
| What was your total income in the last accounting year? (Answer if applicable) |  |
| Bank Account Name (as shown on the Group's bank statement/cheque book) |  |
| Bank account number (8 digits) |  |
| Bank sort code (6 digits - no spaces or dashes)  |  |

**Section 4 – Organisation and Funding Details**

|  |  |
| --- | --- |
| Briefly describe your organisation (maximum 300 words) |  |
| Where will this project take place? (Please mark ‘X’ as appropriate) | Within local neighbourhood  |  |
| Across several neighbourhoods |  |
| Town or City-wide |  |
| Within one local authority |  |
| Across several local authorities  |  |
| Please state the main location where this project will take place  |  |  |
| What project or activities do you want us to fund (activities to be undertaken to justify funding: maximum 400 words) |  |
| Do you have a theory of change for the proposed project? Please Mark ‘X’ as appropriate. If yes, kindly upload with the rest of the documents. | Yes  | No |
| Which group will the project focus on?  | **Focus Group** | **Please Mark ‘X’ as appropriate** |
| Children (up to 18 years) |  |
| Youth  |  |
| Women  |  |
| Families  |  |
| People with disabilities |  |
| Single parents  |  |
| Migrants |  |
| Unemployed  |  |
| Other equalities group (please specify) |  |
| Please indicate the anticipated number of community members who will benefit from this project |  |
| How did you arrive at this number? |  |
| How will your project make the most of people, places and other resources within the community?(maximum 300 words) |  |
| What are the issues or gaps within your community that the project will address? (maximum 300 words) |  |
| Kindly tell us how members of the community you support have been involved in the design /delivery of your projects (maximum 300 words) |  |
| How do you manage and account for finances within your organisation? What mechanisms do you have in place to ensure accountability, transparency, and effective governance?(maximum 300 words) |  |

**Section 5 - Details of Grant Requested**

|  |  |
| --- | --- |
| What is the total cost of the project?  |  |
| How much are you requesting? (Note grants are a maximum of £25,000) |  |
| Please provide a full breakdown of the total cost of project/activities (please see guidance notes for items we can fund) | **Activity/Item Description**  | **Amount (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Section 6 - Evaluation**

|  |  |
| --- | --- |
| What impacts do you anticipate from the project/activities/organisational development initiative. Please be specific (maximum 300 words).We will provide you with a reporting template at the end of grant to tell us how the money has been spent and the difference it made.  |  |

**Section 7 - Case Study**

|  |  |
| --- | --- |
| Are you willing to use your project and its impact on your community members as a case study? This could include quotes and images. We will require these to evidence the impact of this project to the funders. | If yes, please provide contact details of individual that can assist with this if different from above. |

**Declaration (Please Mark ‘X’ as applicable)**

|  |  |
| --- | --- |
| I certify that the information contained in this grant application is correct |  |
| I certify that that I am authorised to make the application on behalf of the above-mentioned organisation |  |
| I understand that decisions made by Next Step Initiative and any decision-making panel are final.  |  |
| I confirm that the following documents have been included (Please mark ‘X’ as appropriate) | Constitution  |  |
| Safeguarding policy  |  |
| Most recent bank account statement  |  |
| Audited annual account (Last financial year) or management accounts for unincorporated organisations. |  |
| I am aware, and I agree that Next Step Initiative will retain our details on their database to process our Grant application(we will use the information you have provided to assist us in assessing your application and to administer any grant we award you).This information may also be used for our own research or for the research of other Grant making organisations. Please be aware that we will also use the contact information provided to contact you.If you have any concern (s) on any of these terms, kindly contact us at: grants@nextstepinitiative.org.uk  |  |
| Submission of this application implies your agreement to use the grant in accordance to the purpose detailed in this application.You will spend the grant within twelve months of the date of award.Upon completion of the project, you will submit a project evaluation report. |  |

Please email completed application form and supporting documents to: grants@nextstepinitiative.org.uk