

Area Fund Grant Application Form

Before applying, please read the eligibility guidance <https://www.cfsurrey.org.uk/guidance/>

Name of organisation:			
Cheque Payee:			
Contact name:			
Contact phone number(s):			
Contact e-mail:			
Contact address:			
Short summary of the main activities carried out by your organisation: <i>(Where and when do you meet, how many people attend, and what you do?)</i>	<i>Post Code:</i>		
Amount applied for:		If a grant of over £2,500, indicate if Director of Grants has approved:	Yes / No
What the money is to be used for:			

Together we can

<p>Please explain how you know that people in your community want/need this project/activity?</p>	
<p>Please tick to confirm that your organisation has the following in place:</p>	
<input type="checkbox"/>	<p>A Management Committee of at least 3 unrelated members which operates in line with your Constitution;</p>
<input type="checkbox"/>	<p>A bank account on which at least two signatories are required to authorise transactions.</p>
<p>CONDITIONS OF GRANT AWARD</p> <ul style="list-style-type: none"> • Any and all monies awarded must be used for exclusively charitable purposes. • The award is intended to fund the items specified in your request. • The grant should be recorded as Restricted Income in your accounts. • If the project/activity changes in any way from the original application, the Community Foundation for Surrey must be notified immediately. • If you have been unable to start using the grant within three months of receipt, or it cannot be used for the purpose for which it was awarded you must contact the Foundation as soon as possible. • Public information about any grant awarded may be shared in open datasets. No personally identifying information will be published. • As part of the conditions of the grant, you agreed to complete a short end of grant report. 	
<input type="checkbox"/>	<p>I have read and agree to the terms and conditions.</p>
<p>Has the organisation received a grant from the Hambledon Community Fund prior to this application?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Declaration by organisation contact:</p> <ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation and certify that the information above is correct. • If this information changes in any way, I will inform the Community Foundation for Surrey (CFS). • I give permission for the CFS to record the details of my organisation electronically. 	
<p>Signed:Date:</p>	

Once you have completed this form, please send to the Chair of Hambledon Community Fund by e-mail at: **hambledoncommunityfund@gmail.com**

Together we can

For Hambledon Community Fund / Community Foundation for Surrey use only:

Supporting Comments of Hambledon Community Fund Grant Panel / Community Member:

Guidance for completing the due diligence can be found in the 'Due Diligence Guidance for Area Fund' document.

Does the Organisation pass the Eligibility Criteria? Yes / No

Has the Governing Document been checked?	Yes / No
Do they have a good financial policy?	Yes / No
Do they have a good safeguarding policy?	Yes / No
Have they sent a recent bank statement?	Yes / No
Has the Charity Commission / Companies House been checked?	Yes / No

Committee Member Checking Due Diligence:

Date Due Diligence Completed:

Approved by Hambledon Community Fund Committee Members:

Signed:..... Date.....

Print name:.....

Signed:..... Date.....

Print name:.....

Application No.

Approved by Date.....
Community Foundation for Surrey, Chief Executive

Approved by Date.....
Community Foundation for Surrey Fund Manager

