

gentoo



# Community Grant Application Form

Fill in this form to apply for up to £1,000



[www.gentoogroup.com](http://www.gentoogroup.com)

# Community Grant application form

Please fill this application form in full, with as much detail as possible. Do not leave any section blank in this form.

## Your details

Your full name:

Name of group / organisation:

Address:

Telephone number:

E-mail address:

Website:

Main contact:

Position in group / organisation:

Contact details for correspondence (if different from above):

Social media details for group / organisation:

Please select your type of organisation:

<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Voluntary Group	<input type="checkbox"/> Other
<input type="checkbox"/> Community Group	<input type="checkbox"/> Social Enterprise or CIC	<input type="checkbox"/>

How did you hear about the Gentoo Community Grant Programme?

Please tick which of the following best describes your group/organisation:

- ☐ Formal - an organised group that has a governing document in place and usually an elected committee or volunteers who carry out specific roles
- ☐ Informal - a group of unpaid people without a committee who want to organise an activity/event etc.

Please tell us what your group or organisation does and tick which category best describes your group or organisation:

- ☐ Community project – events and projects set up and support for existing groups
- ☐ Youth projects – projects and activities designed and delivered by young people
- ☐ Inclusion projects – addressing issues around digital, social and financial inclusion
- ☐ Environmental projects – improvements to the area around your home or neighbourhood
- ☐ Health and wellbeing – projects that tackle health and wellbeing issues

Does your organisation/group link to one of Gentoo's three priorities?

- ☐ Child poverty - helping children and families have the best start in life by maximising income, access to essentials and opportunities to thrive
- ☐ Employability - supporting customers to build skills, confidence and pathways into education, training and work
- ☐ Ageing Well - enabling older customers to live independently, safely and with dignity for longer
- ☐ None that apply

Does your organisation have: (please tick)

Public Liability Insurance?

☐ Yes

☐ No

Employers' Liability Insurance?

☐ Yes

☐ No

Does your organisation have a bank account?

☐ Yes

☐ No

If your group works with children, young people or vulnerable adults, do you have a Safeguarding Policy in place?

☐ Yes

☐ No

We may be able to signpost your group/organisation to obtain more information.

## Details of your project/activity

How much are you requesting? (up to a maximum of £1,000)      £

Total match funding secured\* (please provide details below)      £

\*Who else have you approached?

\*How much have you requested?      £

\*Date you will have a decision, if successful:

Please provide a description of your project/activity and what you intend to use the funding for if successful.

If you plan on using a supplier, please provide their details below.

Please tell us why we should fund this activity (for example, why is there a need for it?)

Please provide a breakdown of what the grant funding will be used for. Please be specific about the items for example: ‘200 packed lunches including a sandwich, fruit and a drink’ rather than ‘Food’.

Items / description	Type of evidence provided (e.g Link to item, quote)	Cost (£)

When will your project/activity start?

Where will your project/activity take place?

Please let us know the best time for us to attend your project or event, so we can promote our successful grants and show how the funding has been used.

How many people will it benefit?

Of those, how many are Gentoo customers?

This information is required for monitoring purposes.

Have you or your group/organisation received a Community Grant previously from Gentoo? (Please provide details of when, what for, and how much)

Do you work for Gentoo, or are you related to anyone who works for Gentoo or is a Board or Committee member?

☐

Yes

☐

No

If yes, please state name and relationship.

## Declaration

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information contained in this application is correct.
3. I will notify of any changes in the information given as soon as possible.
4. If my application is successful, I agree that the funds awarded will only be used for the purposes stated in this application form.
5. I agree to submit feedback on completion of the project/event.
6. Should the group receive funding I give permission for Gentoo to release information of the activity supported and agree that Gentoo may request to attend my project for marketing purposes.
7. I will provide photographs and supporting information and will be prepared to take part in a case study if required.
8. I agree to keep copies of all receipts to support expenditure associated with this grant application (Gentoo may audit expenditure and reclaim grants where it is not satisfied that monies have been spent appropriately)

Signature:

Position:

Please check that you have completed all of the questions on the application form and send your completed application form to the office below or email it to **[customerinvolvement@gentoogroup.com](mailto:customerinvolvement@gentoogroup.com)**

**Customer Involvement  
Gentoo Group  
Emperor House  
2 Emperor Way  
Doxford International Business Park,  
Sunderland  
SR3 3XR  
0191 525 500**

For more information on Community Grants, how to apply, and how previous grants have made a difference visit **[www.gentoogroup.com/communitygrant](http://www.gentoogroup.com/communitygrant)**