



Rushcliffe Borough Council

Grants to Individuals

Guidance for Applicants 2009/10

1. The Council, under the terms of its Grant Aid Criteria and working through its cabinet member for resources, awards grants to individuals where the activities concerned contribute towards the Council's Priorities.
2. Applications can be received at any time, with the cabinet member for resources having delegation to approve grants in consultation with council officers where the applications meet the Council's criteria and approved budgetary provision is available. Only one application per individual may be approved.
3. To qualify applicants must be residents of the Borough and assistance is limited to travel and accommodation costs relating to activities which fall within the following two categories.
 - Category 1 - for activities that "directly promote the concepts of good citizenship and community involvement".
 - Category 2 - for activities that "directly" relate to an achievement of excellence in the arts or sport.

Applicants in both categories have to show how they will personally contribute towards the costs which will allow them to take part in the activity for which the application is made, and the Council may then award grants in accordance with the following scale:

- a. Applicants needing to raise £500 of eligible expenditure and above - 10% of the eligible costs, with the maximum amount awarded being £250;
- b. Applicants needing to raise £200 to £499 of eligible expenditure - £50

No grants will be awarded where less than £200 of eligible expenditure has to be raised.

4. To enable applications to be considered in good time, they should be received at least 12 weeks before the activity for which the application is made is due to start.
Grants cannot be given retrospectively
5. It will help if as much evidence as possible accompanies the application. In particular, evidence will be required to show that the project complies with all the criteria. Those applying under the “achievement of excellence” criteria will normally be required to submit evidence of selection to represent county/region/country in order to qualify. **PLEASE NOTE: All applications should identify how much of the costs relates to travel and accommodation**
6. Recipients of grants will be asked to submit a short report of their experiences once the activity has been completed.
7. The Council reserves the right to publicise details of successful applications.
8. Grants to individuals will not be made for, or include provision for, training fees and expenses or the purchase or procurement of equipment.
9. Complaints – If you think that the Council has made a wrong decision then you may make a complaint by either writing to Katherine Marriott, Community Engagement Manager at the address below or contact your local Borough Councillor (see who that is by logging on to www.rushcliffe.gov.uk) who will take the complaint up on your behalf.
You will receive a reply in writing and receive details about the Councils official complaints procedure.

<p>If you need any further help, please let me know Please return completed application form to</p>	<p>Katherine Marriott Community Engagement Manager Rushcliffe Borough Council Civic Centre, Pavilion Road West Bridgford Nottingham NG2 5FE</p> <p>Telephone direct line 0115 914 8320 Email: kmariott@rushcliffe.gov.uk</p>
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Rushcliffe
Rushcliffe Borough Council

Application Form – Grants to Individuals – 2009/10

Rushcliffe Borough Council welcomes applications from individual Rushcliffe residents for financial assistance, where the project or event concerned
a) directly promotes the concepts of good citizenship or
b) the achievement of excellence in the arts or sport.

Name of Applicant

Date of Birth

Address and contact details of Applicant
(including telephone number, e mail, etc)

Are you a resident of Rushcliffe, and how long have you lived in the Borough?

If you are in full-time education, please state where

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Description of the project / activity for which grant funding is requested, including dates, venue / location

Please note, grant funding may be provided for a single trip or event only

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How were you selected for this activity?

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What are the personal goals you are looking to achieve in taking part in

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this activity?

How does this activity demonstrate Excellence in the Arts or Sports or Promote Good Citizenship?

Please give a breakdown of costs, including the total cost of the project / activity?

(Specifically breakdown the travel and accommodation costs as it is on these that any grant will be based)

Please provide details of fundraising efforts being undertaken in support of the activity / project

Who is organising the project / activity?

Please attach copies of any supporting documentation, such as invitation or notification of selection letters, quotations, estimates etc. Continue on additional sheets if necessary.

**Declaration and
Signature of Applicant**

I certify that I am a bona fide resident of Rushcliffe and that the information I have given is accurate to the best of my knowledge

Signed:

Date of Application

Equality Monitoring

To ensure that there is complete equality of access to all of the services offered and to make sure that everyone is treated equally, fairly and with respect could you please complete the following information about yourself. This is optional but will help us improve our services

Age	Under 16	<input type="checkbox"/>	35-50	<input type="checkbox"/>	Gender	Male	<input type="checkbox"/>
	16-24	<input type="checkbox"/>	50-64	<input type="checkbox"/>		Female	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	65+	<input type="checkbox"/>			

Disability Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she has; “a physical impairment, which has substantial and long term affect on his of her ability to carry out a normal day to day activities”.

Do you consider yourself to have such a disability? Yes No

If yes, please state in box below.

Ethnicity For the purpose of this monitoring form, ethnicity relates primarily to skin colour and not nationality, place of birth or citizenship.

Asian or Asian-British	Indian	Pakistani	Bangladeshi	Other Asian	Black or Black-British	Caribbean	African	Other Black
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chinese or any other Ethnicity Chinese Other Ethnicity Please state other in box below

Dual Heritage	White & Black Caribbean	White & Black African	White & Asian	White	British	Irish	Gypsy & Traveller	Other White
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Religion

Religion / Belief is “any religion, religious belief, faith, or similar philosophical belief” (this definition is likely to cover fringe religions and cult memberships.)

Christianity	Hindu	Jewish	Sikh	Muslim	Buddhist	No Religion	Other Religion / Belief (please state)	Prefer not to state
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>