

SECTION 22

Please estimate who will benefit from your project/ proposal. You may tick as many or as few boxes as you feel necessary. Please only tick the 'Whole Community' box if you have absolutely no idea who will benefit from your plans.

Section 23

Please provide geographical details of the area(s) which will most benefit from your project/proposal. If you are unsure of your District/ Borough please leave blank. If you feel the benefits will relate to all of Cornwall then please tick the appropriate box.

Section 24

Ensure that either a set of your most recent annual accounts are attached, or full estimates of works or equipment including any copies of quotes you may have received.

What to do now?

You must complete the data protection section of the application form and the declaration by applicant. The declaration confirms that the information supplied on the application is true and accurate.

Once the applicant has completed the form they must send to their local County Councillor for their consideration.

Notes to Councillors

Once this form has been completed by the applicant and agreed and signed by the Local County Councillor it must then be Forwarded to the address below including any relevant attachments.

**The Executive Office, Room 219,
County Hall, Truro TR1 3AY**

Tel: 01872 322570

e-mail: memallowance@cornwall.gov.uk



GUIDANCE NOTES

MEMBER COMMUNITY GRANT SCHEME

Grants for Local Community Initiatives

**Notes for Completing the Member
Community Grant Scheme Form**

SECTION 1

Provide the full name of the organization requesting the grant.

SECTION 2

Please provide the full postal address of the organisation. The postcode must be provided in order to process any payments.

SECTION 3

Please include any website addresses pertaining to the organisation. If no addresses available please leave blank.

SECTION 4

Please complete all boxes in section 4. This information is essential to process your application.

SECTIONS 5, 6 7 & 8

Please provide full details for the main person of Contact in relation to your application

SECTION 9

Tick the boxes which you feel best describe your organisation (you may tick as many boxes as you think necessary).

SECTION 10

Brief history of your organisation, Include any information you feel relevant to your application.

SECTION 11

Insert the full name of your project or proposal.

SECTION 12

Provide a brief description of your project/proposal ensuring you provide full information of what the funding, if successful, will pay for.

SECTION 13

Please provide details of any building works that you are planning to undertake and any dates relevant to these works.

SECTION 14

Please provide details of any groups or organisations that may already be using your premises and for what purpose.

SECTION 15

Please provide an itemised list of any actual or estimated costs that relate to your project.

SECTION 16

Briefly provide details of how you identified the need for your project/proposal. Include any relevant information or details of research that has been Undertaken. If the need incorporates any national or local guidance please provide full details and outline the relevance to your project/proposal.

SECTION 17

Please provide the exact figure you are applying for.

SECTION 18

You must ensure that if you have previously or are currently requesting funding from other sources (including other County Council departments) that you provide full details in the table provided.

SECTION 19

If you are applying for part funding of your project/proposal please provide full details of how the rest of the money will be obtained.

Section 20

If your project/proposal is on behalf of a larger organisation please provide the name, address and web address if available of the umbrella organisation.

Section21

Please provide the number of people for each box, there are non please put '0' in the box do not leave any boxes blank.