



GRANT APPLICATION FORM

The Kent People's Trust is dedicated to the reduction and prevention of crime in Kent. We welcome applications for grants for projects that fulfil this aim.

To apply for a grant, please:

- Read the guidance notes provided before completing the application form.
- Complete this application form in full.
- Return the application form with supporting information to the Trust prior to the application deadline, as advertised on our website.

Section 1 – Organisational details

Name of organisation _____

Name of contact: _____

Position: _____

Address: _____

Postcode: _____ Website address: _____

Daytime contact number: _____ Email address: _____

Briefly describe what your organisation does:

Is your group a registered charity?

If so, please supply your registration number: _____

If not, please describe the nature of your organisation (e.g. voluntary group, public sector etc.)

When was your organisation established? _____

Where do you work? _____

How many people are there in the organisation? _____

Please name other partners who you are working with on this project and what part they will be responsible for:

Section 2: About your project

Please feel free to continue your answers to the following questions on a separate sheet.

Project title: _____

Please tell us about the project that the grant will be used for:

How much funding do you need from the Kent People's Trust? _____
(Maximum grant is normally £2,500)

The Kent People's Trust will only fund projects, which are directly related to community crime prevention and reduction initiatives, community safety, and crime prevention education: All projects must be based in Kent and centred around people living, working or visiting Kent. Which of these objectives does your project fit into? Please explain how your project will achieve the results:

What is the need for the project?

How have you identified the need for this project?

Tell us about the people who will most benefit from your project (include number of participants and volunteers involved):

Briefly describe what difference your project will make by listing four or more outcomes:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Section 3 – Project delivery

Please feel free to continue your answers to the following questions on a separate sheet.

**How will you track your progress towards what you have set out to achieve?
Do you have a project time line that states what you will achieve by set dates?**

How will you know that you have achieved what you set out to achieve?

How will you ensure that this project is delivered effectively and is well managed?

What, if any, media events are planned around the project? How can the Kent People's Trust be involved in these?

Section 4 – Project costs

Please provide a minimum of two quotes/estimates for any work/equipment, which forms part of the project costs.

Please give details of the total costs of the project in the following table. If the Kent People's Trust grant is for all or part of it, please specify the amount in the final column. Please provide supporting evidence for costs.

Cost centre	Amount required	Trust Grant
Salaries/professional fees		
Rent/council tax		
Heat/electricity/gas		
Materials/equipment		
Travel		
Running expenses		
Publicity		
Training		
Capital Costs		
Total Costs		

If some of the money for your project will come from other sources, tell us where it will come from. Tell us how much it is, and whether you have secured it yet [tick the relevant box].

Funding source	Amount	Secured	Yet to be secured	In kind contribution
Kent People's Trust Grant				
District Council				
Parish Council/Town Council				
National Lottery				
Charity (please specify)				
Fundraising				
Volunteer time				
Sponsorship (please specify)				
Own contribution				
Bank loan				
Gifts in kind				
Other (please specify)				
Total Income				

Is your organisation registered for VAT?

Have you contacted your local VAT office or a VAT expert to find out how much CAT you can recover on the costs of your scheme, and do your budget costs reflect this?

Yes

No

Section 5 – Checklist

To be considered for a grant you must send in any additional information we have asked for. This checklist will help you to check that you are sending us a fully completed application.

Please tick the following boxes:

- You have enclosed a copy of your governing document
- You have enclosed your most recent annual accounts
- You have sent us a copy of your most recent bank or building society statement
- You have enclosed supporting evidence for the need for this project
- You have enclosed quotes for any materials or services, which this grant will be used to cover
- You have enclosed a breakdown of costs for this project

Section 6 – Feedback

Where did you hear about the Kent People's Trust funding programme?

Section 7 – Confirmation

Name of person authorised to sign on behalf of the organisation: _____

Position: _____

Signature _____

Date: _____

Please return this form to:

Director
Kent People's Trust
c/o Kent Police HQ, Sutton Road, Maidstone, Kent, ME15 9BZ

or email to: kentpeopletrust@kent.pnn.police.uk

If you have any suggestions on how this form can be improved, please let us know.

FOR OFFICE USE ONLY

Date received:

Which criteria best describes the organisations work:

Work with young people

Work with offenders

Work with older people

Statutory body (police/council/CDRP)

What type of grant applied for?

Grant up to £2,500

Grant over £2,500

Small grant up to £500

Loan

Follow up
Telephone:
Visit:
Further information required:

Grant agreed:	Amount:	Date:
Purpose of grant:		
Conditions:		