

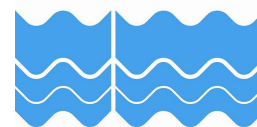


Administered by
HVA
 Hastings Voluntary Action
 on behalf of ESCC and
 the East Sussex CVSs

Community Partnership Finance **SEEDCORN FUND**

APPLICATION FORM

**East Sussex
 County Council**



SECTION 1 - ABOUT YOU AND YOUR GROUP (All questions must be answered – see notes)

1. Name of Group

If Registered Charity please give number _____

If an Incorporated Company, please give company number _____

2. Contact name and address:

Phone:

Mobile:

E-mail:

3. How much income did your group receive in the last 12 months?

4. In which year did your group start?

5. Eligibility Checklist

Please tick the checklist below to verify that your group is eligible to apply for funding and ensure that you can provide supporting information as requested

yes	no	
<input type="checkbox"/>	<input type="checkbox"/>	We are a voluntary/community group or social enterprise as defined in the guidance notes
<input type="checkbox"/>	<input type="checkbox"/>	Our group provides a service or activity for the benefit of East Sussex residents
<input type="checkbox"/>	<input type="checkbox"/>	We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application is current and properly authorised
<input type="checkbox"/>	<input type="checkbox"/>	A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals OR we have an agreement with another organisation who will support us and receive money on our behalf.
<input type="checkbox"/>	<input type="checkbox"/>	The turnover of our group for the last 12 months does not exceed £150,000
<input type="checkbox"/>	<input type="checkbox"/>	A copy of our latest annual accounts is enclosed OR (for new groups) we enclose income and expenditure plans
<input type="checkbox"/>	<input type="checkbox"/>	We have public liability insurance to the value of at least £1 million
<input type="checkbox"/>	<input type="checkbox"/>	We have an appropriate management structure to ensure that the funded service` can be properly delivered, and grant funds accounted for within the specified time
<input type="checkbox"/>	<input type="checkbox"/>	We have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate).

6. Where will the proposed service be delivered? (tick one or more boxes)

Hastings	
Rother	
Eastbourne	
Lewes District	
Wealden	

Please describe actual location

7. What are the aims of the group and what does it do?

8. How many people are involved in running your group? (Please put numbers in the boxes.)

Committee Members		Paid staff: Full time		Paid staff: Part time		Volunteers		Members	

SECTION 2 - ABOUT THE SERVICE FOR WHICH FUNDING IS SOUGHT

(Note - Questions in this section will be scored for assessment purposes - please consult the guidance notes to ensure that you answer fully)

9. Please tell us about the service for which funding is sought and how it links with at least one of the priority theme groups described. (scored) – maximum 200 words

10. Please tell us how the service fits within the aims of the Seedcorn Fund to support new activity and innovation. (scored) - maximum 200 words

11. How many people do you anticipate will benefit from this service? (not scored)	<i>Enter No.</i>
Please indicate if this service is specifically aimed at any of the following groups	<i>Please tick</i>
Children (0-11 approx) and families	
Young people (circa 12-18)	
BME	
Older people	
Disabled people (including people with learning disabilities)	
LGBT	
Mental health	

12. How have you identified their needs and how will they benefit from the services described above. (scored) – maximum 150 words

13. How will you ensure that the service is known/accessible to all the people who might benefit? (scored) – maximum 150 words

14. Management - Please describe the management structure that will enable you to deliver this service successfully, within the agreed timescale and within budget. (scored) – maximum 150 words

15. Monitoring - How will you know that you have achieved the benefits you have described in questions 9, 10 & 12? (scored) – maximum 150 words

16. Sustainability - What plans do you have for the service after this grant ends? (scored) – maximum 150 words

17. How much will the service cost? Please give breakdown of main items.	
Item	Cost
	£
	£
	£
	£
	£
	£
	£
Total Cost of Service	£
If you are making a contribution from other funds please indicate here (Please indicate whether any funding is agreed, conditional etc. in the space below)	£
Amount of Grant Requested (Maximum £5,000)	£

SECTION 3 – BANK DETAILS & DECLARATION

Bank Details		
Name of Bank	Address of Bank	
Account in name of	Sort Code of Bank	Account Number

DECLARATION

The declaration must be signed by two people authorised to sign on your group's behalf

We confirm that we are authorised to sign this declaration on behalf of our group and that to the best of our knowledge all answers to the questions on this form are accurate. We understand that if our application is successful we will only use the grant for the purpose specified.

Signature:	Print name:	Position in organisation:
Signature:	Print name:	Position in organisation:
Date:		

Checklist for enclosures

Please ensure that all required supporting information is enclosed along with your application

- This application form, signed by two authorised persons
- A current copy of your constitution, or other governing document
- A copy of your latest annual accounts (or income/expenditure plans for brand new groups)
- Estimates/quotations for any proposed items of expenditure exceeding £1,000-00
- Any other supporting documents providing evidence of your ability to manage this service

**When completed, please return to The Seedcorn Fund Administrator,
C/o Hastings Voluntary Action, 31a Priory Street, Hastings, East Sussex, TN34 1EA.**