

## VCSE Covid Recovery Grant Application 2021

<b>Name of organisation</b> (please include registered charity number if applicable):	<b>Ref No:</b> <i>(office use only)</i>
<b>Address:</b>	<b>Contact Telephone no:</b>
<b>Contact name and position in organisation:</b>	<b>Contact email:</b>
<b>Purpose of grant – How will this grant be spent to mitigate the financial impact of Covid-19 on your activities?</b> (max 300 words):	
<b>Please provide a breakdown of costs this funding will cover/help cover and indicate any other funding you have applied for to cover these elements even if unsuccessful:</b>	
<b>Please provide key milestones for your activity, noting that full spend must have occurred by 31st March 2022.</b>	
<b>How much are you applying for?</b> (min £1500 max £7500)	£
<b>How will the grant directly benefit Stevenage people - and how many - in their recovery from Covid 19</b> (max 300 words) Please link this to at least two of the <a href="#">5 Ways to Wellbeing</a> :	
<b>Who are the people most impacted by the service you provide?</b> (max 300 words): Please consider <a href="#">protected characteristics</a> - age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation and socio-economic	
<b>Please tell us about any collaborative working this funding would help to facilitate and how it might help your organisation to build a more sustainable future</b> (max 300 words):	
<b>Any other comments or supporting information you wish to provide</b> (max 300 words):	
<b>SBC is committed to assisting <a href="#">Community Wealth Building</a> (CWB) and <a href="#">Tackling Climate Change</a></b> It would help us to have an idea of your efforts to source goods and services locally and on minimising your environmental impact in general (not specific to this funding). (max 300 words):	
<b>Declaration</b>	
Please check the list below before you submit. Failure to submit all relevant supporting documentation may result in your request being delayed or declined. Bank details will be requested if your application is successful.	

**Constituted groups:**

- Constitution (or set of rules)
- Insurance certificate/s
- A full set of most recent accounts, audited or otherwise certified
- A recent bank statement
- Planning and building regulation consents (if appropriate)
- Quotes (if your application involves purchasing goods or services)
- Safeguarding policy including safe recruitment and training
- Equalities policy or statement.

**Non-Constituted Groups:**

- Letter of endorsement (from a constituted charitable organisation, local Councillor, Police Community Support Officer or other similar representative on their organisation's headed paper) when you submit your application.
- Quotes (if your application involves purchasing goods or services)
- Copy of Public Liability Insurance (if applicable)
- Basic financial information held by the group (if any)

I confirm that the information in this application is correct to the best of my knowledge. I understand that any grant awarded must only be used for the purpose it was intended, and agree to comply with any conditions that Stevenage Borough Council may attach to it.

<b>Signed</b>		<b>Date</b>	
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Please send completed form to [community.development@stevenage.gov.uk](mailto:community.development@stevenage.gov.uk)

All applications will be acknowledged.

If your application is successful we will contact you for payment information.