



# Small Grants Application Form

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All CIC Community Shareholder Member groups can apply for up to £500 in any financial year, which will be granted so long as the application meets the criteria and sufficient funds are available in the pot. You can either apply singly, or in consortia with other Community shareholders.

Please complete a small grant applications form and return it, along with a grants finances form, to the Low Carbon Hub by midnight on the grant application deadline. We would prefer to receive electronic applications, emailed [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org). You can also submit your application by post.

There are no word limits for each section, but use the size of the box as an indication of the level of detail required.

Please refer to the *Community Grant Fund Guidance notes* and *Help Completing the Small Grants Form* for further information, or contact Saskya Huggins at [saskya.huggins@lowcarbonhub.org](mailto:saskya.huggins@lowcarbonhub.org) with any queries you may have.

## Part A – General Information

1. Lead organisation name	<input type="text"/>
2. Name of contact person	<input type="text"/>
3. Position in the organisation	<input type="text"/>
4. Address for correspondence	<input type="text"/>
5. Telephone number	<input type="text"/>
6. Email address	<input type="text"/>



## Part B – About your project

1. Project name

2. Amount being requested  If funds sought are towards the cost of a larger project, what is the total cost?

3. Project start date  4. Project end date

5. Is this application being made on behalf of a consortia of two or more Hub family members? Yes / No If yes, please ensure each organisation completes the **Grant Finances form**

6. Give a brief description of the activity that will be funded. Be specific as you can (100 words)

The Low Carbon Hub measures its impact in relation to planet, prosperity, people and perception. The following section helps us understand how your activity might contribute to one or more of these measures. Leave sections blank if not relevant.

7. PLANET: How will the project contribute towards cutting Oxfordshire's carbon footprint?

8. PEOPLE: In which community will the activity will take place?

9. How many people will be involved and in what capacity? Eg volunteers, event attendees



10. Tell us about any other organisations that will be involved in the delivery of the activity, and their role.

11. PROSPERITY: Will the activity help attract further resources into your community, or result in cost savings?

12. CO-BENEFITS: Detail any other social, economic, health or environmental benefits you anticipate.

13. What success measures will you be using to evaluate your activity?

14. What lasting impact do you hope your project will deliver?

15. Is there anything else you would like to tell us about your application?

16. Finally, please let us know of any suggestions you might have to improve our grant application process.

Please return your completed application form, along with a grants finances form to:  
Saskya Huggins at the Low Carbon Hub by emailing [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org)