Community Grants Fund

Small Grants Finances Form

Please return your completed application by email to info@lowcarbonhub.org

Section A

Lead community group

Project Name

Amount applied for

Date of application

If this application is on behalf of a single group, please go straight to Section B

If this application is on behalf of a number of groups, please complete the table below.

Applications on behalf of more than one group

CIC community groups are welcome to pool their small grants together to support a single project. We need to know

a) how much each group is claiming from their £500 maximum small grant allocation

b) how the grant payments are to be made. The grants can be paid equally to each group, or, with the agreement of all parties, to just one lead partner.

c) With prior agreement we can also make grant payments direct to a third party, eg when a grant application is to enable eligible activity carried out by another organisation eg a village hall, in which case please include the recipient organisation in the table below.

Please use the table below to indicate

- the names of all the Community Shareholder Groups making this application
- the amount each group is applying for in relation to this activity.
- The amount each group would like paid to their organisation’s account (for example, you may nominate one or more organisations to administer expenditure relating to the activity on behalf of all the groups.)

<table>
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<tr>
<th>Organisation name</th>
<th>Grant amount per group (max £500 per CIC community group)</th>
<th>Amount to be paid to this group</th>
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Community Grants Fund

Section B
To be completed by all groups applying for a grant even if they are not directly receiving funds, to confirm their agreement to the payment arrangements in Section A

Project name

Organisation name

Charitable status (are you a Registered Charity or CIO?)

Yes/No

Name and position of contact person

Email

Telephone

Signed  Date

Yes  No  Please tick to confirm the following:

☐ We are a Low Carbon Hub CIC Community Shareholder

☐ My application has the support of my organisation’s committee

☐ We agree to the payment as set out in Section A.

☐ By submitting this application, it will be used for the purposes described in this application and to meet any the financial and activity reporting conditions set out in the guidance notes.

Section C
To be completed only by those Groups receiving a direct payment.

☐ We have a UK based bank account in the name of our organisation

☐ We have financial procedures that require at least two people who are unrelated to sign cheques or make a withdrawal.

☐ I attach evidence of my organisation’s bank details (scan or photo of a blank cheque, paying in slip, or confirmation of bank details on headed paper signed by a Trustee or Director.)

☐ Either: I would like our grant paid prior to the activity taking place. I understand that in order to do so I should submit a written quotation for costs relating to the activity with my application and agree to provide receipts for all spend and return any underspend.

☐ Or: I will reclaim our costs after the activity has taken place, and understand I need to submit copies of all receipts to make a claim.

Payment schedule: Tick to choose between one of these options

Bank account name

Company address associated with the bank account

Name of Bank

Sort code  Account Number