



Small Grants Finance Form

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

Section A

Lead community group	<input type="text"/>
Project Name	<input type="text"/>
Amount applied for	<input type="text"/>
Date of application	<input type="text"/>

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

Low Carbon Hub community groups are welcome to pool their small grants together to support a single project. We need to know:

- how much each group is claiming from their £500 maximum small grant allocation
- 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.
- 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 Low Carbon Hub community 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.)

Organisation name	Grant amount per group(max £500 per community group)	Amount to be paid to this group
Total		

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	<input type="text"/>	
Organisation name	<input type="text"/>	
Charitable status (<i>are you a Registered Charity or CIO?</i>)	<input type="text" value="Yes/No"/>	
Name and position of contact person	<input type="text"/>	
Email	<input type="text"/>	
Telephone	<input type="text"/>	
Signed	<input type="text"/>	<input type="text" value="Date"/>

Yes

No

Please tick to confirm the following:

We are a Low Carbon Hub community group.

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.)

Payment schedule: Tick to choose between one of these options

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.

Bank account name

Company address associated
with the bank account

Name of Bank

Sort code

Account Number