



# Small Grants Application Form

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Each of Low Carbon Hub’s network of community groups can apply for a small grant of 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 this small grant application form and return it, along with a **Small Grants Finance form**, to the Low Carbon Hub by midnight on the grant application deadline. We would prefer to receive electronic applications, emailed to [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 [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with any queries you may have.

## Part A – General Information

1. Lead organisation name

2. Name of contact person

3. Position in the organisation

4. Address for correspondence

5. Telephone number

6. Email address

# Community Grants Fund

## 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 Low Carbon Hub community groups?  No  Yes 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? E.g. 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?

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 grant finances form to:  
**[info@lowcarbonhub.org](mailto:info@lowcarbonhub.org)**