



# Community Grant Scheme Application Form

## Introduction to the Application Process

Thank you for your interest in applying for the Stratford-on-Avon District Council Community Grant 2025.

Please ensure you have read the Information and Guidance document before completing this application. The Information and Guidance document contains all the necessary details for completing this application, including eligibility criteria, suggested points to consider in your answers and the scoring methodology.

You will be able to complete this form in stages, and save and return to it as you go along: just click 'Save' at the bottom of the page and you will then see a webpage with a link that you can use to return to the form, or alternatively you can input your email address and then you will be emailed the link.

In addition to your project details, in order to complete this form you will need:

- Your group/organisation's charity number or similar (if relevant)
- Your group/organisation's VAT number (if relevant).

**Please note, completing the form is part one of the application process. The second stage is explained below:**

Once you have submitted this online form, you will receive an email containing a Project Workbook (an excel spreadsheet) for you to complete and return to us in a follow-up email. This will ask for more details about your project, including costings, additional funding sources, project delivery plan (GANT chart) and risk register. Examples of these can be found in the Information and Guidance Document.

You will also need to include all the necessary additional documentation for your application when returning this spreadsheet in your follow-up email, in order for your project to be considered. If you have any questions about any part of your application, please contact [socialinclusion@stratford-dc.gov.uk](mailto:socialinclusion@stratford-dc.gov.uk)

Our privacy statement can be viewed here. [www.stratford.gov.uk/council-democracy/communities-privacy-notice.cfm](http://www.stratford.gov.uk/council-democracy/communities-privacy-notice.cfm)

Please click **NEXT** to continue to the application form.

## Contact Details for this Application

This section captures all the required contact information for the main point of contact for your project.

The main contact must be authorised to submit the application on behalf of your group/organisation and will be the individual that the Council corresponds with throughout the application and project delivery process.

Please do not include details of multiple people.

**Please note, your organisation must be based in Stratford-on-Avon District to be eligible for this grant.**

**First name of main contact person**

**Surname of main contact person**

**Main contact's role in the group/organisation**

**Telephone number of main contact person**

**Alternative phone number e.g. mobile**

**Email address**

## **About Your Group/Organisation**

This section captures information about your group/organisation and will allow the Council to assess your eligibility to the Grant Scheme.

### **Name of group/organisation**

### **Address of group/organisation**

### **Postcode of group/organisation**

### **Website address of group/organisation**

---

### **Social media page(s) of group/organisation**

### **What type of group/organisation are you?**

- Town/Parish Council
- Company limited by guarantee with charitable status
- Registered charitable organisation
- Community Interest Company
- PTA or "Friends of..." with charitable status
- Any other constituted group

If "any other constituted group", please specify below

### **If your organisation has a charity number or similar, please enter below:**

### **I confirm I will supply the governance document in our follow-up email.**

- Tick here

### **Is your group/organisation able to recover VAT?**

- Yes
- No

**If yes, please provide your VAT registration number.**

Type Here

**Please confirm your group/organisation has not received more than £315,000 in public sector funding in the last three financial years. For Small Grant applications this will be between 1st April 2023-31st March 2026. For Large Grant applications this will be between 1st April 2024-31st March 2027.**

Tick here

**I confirm that the group/organisation has no known financial sustainability issues and I will include the last 3 years of annual accounts in our follow-up email.**

Tick here

**I confirm that the group/organisation has Insurance, Equality & Diversity, Health & Safety and Data Protection policies in place and will include a copy of all in our follow-up email.**

Tick here

## About the Project

This section is your opportunity to bring your project to life.

Provide a clear description of what your project involves and how it will meet the Objectives of the Grant Scheme. Demonstrate that your project is well thought out and how it will improve the provision in your community.

Tell us how you know the project is required, will meet local plans and strategies, and what local support there is for the project. Tell us how you will measure the impact of the project.

### **Project Name for this application (as opposed to any overarching project)**

### **Building/space name**

### **Project address**

### **Project postcode**

### **What3words reference [what3words.com/](https://www.what3words.com/)**

**In no more than 100 words, tell us the type of facility this project will support e.g. Village hall with associated car park and garden.**

Type Here

### **Please select which of the Grant Schemes the project is applying for:**

- Small Grants (projects with a total cost of between £5,000-£20,000)
- Large Grants (projects with a total cost of between £20,001-£100,000)

**I confirm that the project has not already commenced.**

- Tick here

**Please select which of the Fund Objectives the project meets:**

- Improving resilience
- Improving accessibility
- Improving diversity
- Maximising utilisation
- Building community
- Reducing environmental impact
- Creation of a new community asset

**Please provide a short description of how your project will meet these in the boxes below. (max 250 words per objective; only provide a description for the objectives ticked above)**

**Improving resilience**

Type Here

**Improving accessibility**

Type Here

**Improving diversity**

Type Here

**Maximising utilisation**

Type Here

**Building community**

Type Here

**Reducing environmental impact**

Type Here

**Creation of a new community asset**

Type Here

**Describe what improvements your project will deliver to your building/space.  
(max 250 words)**

Type Here

**You may send us up to 5 photographs to demonstrate what the completed project will look like. Please include these in your follow-up email along with the completed project workbook.**

**Why is this project required and what evidence do you have? (max 250 words)**

Type Here

**You may send us up to 5 photographs of the current condition of the facility. Please include these in your follow-up email along with the completed project workbook.**

**Once complete, what impact will this project have on the local community?  
(max 250 words)**

Type Here

**How will you monitor the impact of the project? (max 250 words)**

Type Here

## Project Details

This section focuses on the technical aspects of the project, including land/building ownership and planning permission. Further information including project costs, funding sources and timescales will be required in the Project Workbook, which will be emailed to applicants upon receipt of this form.

**Is the lead group or organisation the land/facility owner of the location where the project will be delivered?**

Yes

No

**I confirm that I will include a copy of proof of ownership in the follow-up email.**

Tick here

**If no, please provide details of what lease arrangement or security of tenure you have over the land/the facility.**

Type Here

**I confirm that I will include a copy of permission from the land/facility owner to undertake the project and any other relevant documentation relating to lease/tenancy in the follow-up email.**

Tick here

**Is the organisation applying for this funding also the organisation responsible for repairs to the facility concerned?**

Yes

No

**Will planning permission or building regulations approval be required to deliver the project?**

Yes

No

**I confirm that I will include evidence confirming the planning permission/building regulations required for the project, or evidence that neither are required, in the follow-up email.**

Tick here

## Additional Information

This section is to get an understanding of engagement from your local Councillors, any connections your community has to VE and VJ Days or the Second World War, and to provide you with the opportunity to include any further information you feel is important to tell us, that you haven't already. **These questions are NOT compulsory and will not have any impact on the success of your application.**

**Please explain what engagement and feedback you have had from your local Parish, District and County Councillor(s), if any.**

Type Here

**The Grant has been made available to remember the legacy of the generations who sacrificed so much during the Second World War and the importance of community cohesion and support during that time.**

**Does your project/community have a link to the Second World War and or VE/ VJ day?**

**If you would like to provide a story or some background about this, we would love to read it. (max 250 words) If your application is successful, this may be used in promotional material.**

Type Here

**Please tell us anything else that you feel is relevant to support your application, that you have not already said. (max 250 words)**

Type Here

## Declaration

In submitting a Community Grant application, you are declaring that you have read and understood this Guidance Document, and confirm you agree with the following statements:

The information supplied is true and accurate to the best of my knowledge.

I accept the conditions and undertakings requested in the application documentation.

I understand that false information could result in my exclusion from further participation in this and future funding application processes.

I undertake to notify the authority immediately of any material changes of information and/or circumstances, including change of address occurring at any time subsequent to the submission of this application.

I understand that in the event of the authority entering into an agreement with me, the answers given in my application will be binding upon me and any misrepresentation may lead to termination of the agreement.

I understand that the authority is not obliged to accept any proposal submitted or to enter into an agreement with any provider.

I have no claim against the authority for any costs or expenses incurred in submitting this application.

I confirm that the project as detailed in this application has not started and will be able to commence, upon successful assessment, by April 2026 (for Small Grants) or by May 2026 (for Large Grants).

I accept that Stratford-on-Avon District Council may publish delivery details of the project, along with performance against the outputs and outcomes committed to in this application.

### **Have you ever been implicated in or convicted of any activities in line with the following?**

	Yes	No
Participation in a criminal organisation	<input type="radio"/>	<input type="radio"/>
Conviction of corruption or fraud	<input type="radio"/>	<input type="radio"/>
Money laundering	<input type="radio"/>	<input type="radio"/>
Terrorist financing	<input type="radio"/>	<input type="radio"/>

**If you have answered yes to any of the above, please provide further information in the box below. The Council reserve the right to eliminate applicants where there is an adverse position which presents risk to the process and the Council itself.**

Type Here

**Please declare if you consider there to be any conflicts of interest which could compromise the conduct of this project.**

Type Here

Thank you for completing this application.

Once you click Submit, you will receive a confirmation of receipt of the application. A copy of the Project Workbook for you to complete in order for you to return to us, along with all the required documentation, will then be sent to the main contact's email address.

**NOW PRESS SUBMIT**