

Ref:
Office Use Only

## HAVA Small Grant Application Form

**Please read the Guidance Notes BEFORE completing this form**  
***This grant is for a maximum grant of £500***

<b>Type of Grant</b> (please tick which type of Grant you are applying for) (only tick one)			
Business Support	<input type="checkbox"/>	Community Support	<input type="checkbox"/>

<b>1</b>	<b>Name of organisation/group</b>		
	<b>Organisation address</b>	<b>Tel No.</b>	
		<b>Fax No.</b>	
	<b>E-mail address</b>		
	<b>Contact name</b>	<b>Position</b>	
	<b>Organisation/group type</b>	<input type="checkbox"/> Charity <input type="checkbox"/> Partnership <input type="checkbox"/> Education Provider <input type="checkbox"/> Community / Voluntary Group <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Council Service <input type="checkbox"/> Other Public Sector Organisation <input type="checkbox"/> Other (please state): _____	
	<b>Company/Charity Registration No. (if applicable)</b>		

### Section 1: About the Business/Project

<b>2</b>	<b>Briefly describe what the grant application is for</b>	
	Include information on start date, how/why this is needed, benefit to your organisation and the community. Who will this benefit, how long will the project run	
	<b>Total cost of the grant</b>	£
	<b>Funding from other sources (if any)</b>	£

<b>3</b>	<b>Describe your organisation/project and its objectives? Please also let us know how many staff and volunteers you employ/get involved</b>

## Section 2 : Financial information

<b>4</b>	<b>Provide a breakdown of <u>all</u> the costs related to Grant</b>		
<b>Item</b>		<b>Cost (£)</b>	
		<b>Grant asked for</b>	<b>Other</b>
<b>Total Costs</b>			
<b>Please Note – THREE QUOTES SHOULD BE OBTAINED WHERE POSSIBLE, PLEASE PROVIDE COPIES</b>			

<b>5</b>	<b>If your organisation has or intends to apply anywhere else for funding, e.g your bank, please give details of who you have applied to, how much for, and when you expect to hear the outcome of these applications</b>		
<b>Name of funding body</b>		<b>Amount Requested</b>	<b>Amount Approved or Expected Decision Date</b>

<b>6</b>	<b>Please include the following documents (not applicable for Community Grants)</b>	
<small>If you are unable to send them, please state the reason for this</small>		
	<b>Attached?</b>	<b>If 'No' please state why</b>
Bank Statement (Last 6 months)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Declaration -</b>	
<ul style="list-style-type: none"> <li>I can confirm that to the best of my knowledge the information contained in all parts of the application and any supporting information is complete and accurate.</li> <li>If funding is granted the delivery organisation/group is aware it will be required to enter into an agreement to adhere to terms and conditions of the funding, to supply any additional information which is required, and that failure to comply may result in legal action being taken to recover any monies paid.</li> <li>I agree to details about the project/organisation being entered onto a computer database.</li> <li>I am authorised by the organisation/group to sign and submit this application on their behalf.</li> </ul>	
<b>This project application has been completed by:</b>	
<b>Name</b>	
<b>Organisation</b>	
<b>Date</b>	
<b>Signature</b>	