



## Better Community Business Network Application Form 2018

Please ensure that you have **read and understood the application terms and criteria** before completing the following application. Please complete this form electronically and submit it by email as a PDF to [grants@bcbn.org.uk](mailto:grants@bcbn.org.uk)

### Section 1 - Contact Details

Name of organisation/ project

Address

(this address could be your organisations offices or meeting house)

Post Code

Full name

(contact details of the person responsible for the application)

Position in organisation/ group

Email

Telephone (daytime)

### Section 2 - About your Organisation/ Project

Nature of Organisation

In what year was it founded?

Are you a profit making organisation?  Yes  No

Are you a registered charity?  Yes  No

If Yes, please provide registered number

Number of Employees (full time and voluntary)

What is its annual revenue for the latest financial year?

Website URL\*

Social Media accounts:

Facebook

Twitter

Others

*\*If you do not have a website you may include a link to a blog page or any online/ published resources/ material regarding your organisation, community group or project.*

### Section 3 - About your project

In your own words, please describe the activities you/ your organisation/ group undertake

What category does your project fall into?

*Please tick **one** category most applicable for this funding*

- Children/ Education
- Arts & Culture
- Environment
- Health
- Homeless/Poverty
- Prisoners/ Ex-offenders
- Disability
- Elderly
- Social Cohesion/ Community
- Sport & Recreation

If "Other": please specify

In which UK City is your project taking place?

Project start date

Project end date

*For any of the following questions, please continue on a separate sheet available at the end of this application if necessary*

What are you planning to do?

Why is there a need for this project?

How will you use the funding?

How will your project benefit your local community?

Why is BCBN key to your funding?



## Evaluation

How will your organisation evaluate and monitor the project?

## Output and Outcomes

How do you measure and define success?

What would be your media campaign for the grant?

#### Section 4 - Bank Details

How does the name of your organisation appear on your bank account? (Please write in full)

Name of bank/ building society

Address/ Postcode

Account Number

Sort Code

#### Section 5 - Past Funding in General

Has your organisation received previous grant funding in the last 3 years?  Yes  No

If the name of the organisation has changed since your last financial award, please enter the previous name here

What was the date of your last financial award?

What was the value of your last financial award?

£

Is the project complete?

Yes

No

If Yes: Have you submitted all claims/ monitoring forms?

Yes

No

#### Section 6 - Independent reference details

*To be completed for all applications of £1000*

Please give the name of someone\* who can provide an independent reference on behalf of you/ your group

Job title/ occupation of referee

Referee daytime telephone number

Referee email address

Relationship to the group (if any)

\* Your reference must be from a person who has a professional standing. It is important that the referee is not formally connected to your organisation, nor a representative of an organisation to which your organisation has a formal and/or commercial relationship. Please see FAQ for further information.

**Section 7 - Terms and Conditions**

Please read the terms and conditions before submitting your grant application.  
Please tick to indicate you have done so.

**Section 8 - Applicants Declaration**

This declaration must be signed\* by the primary contact AND one other authorised member of your organisation. These two signatories should not be related. *\*please just print name in full. You may use an electronic signature if you have one:*

**Primary Contact**

Full Name

Electronic Signature

Position in organisation

Date

**Authorised Member**

Full Name

Electronic Signature

Position in organisation

Date

Add here any additional information you would like us to know, or list any supplementary documents you have provided



## What Happens Next?

Before you send off the form, please check you have completed all the following:

- I have answered every question in the application
- I have arranged for two authorised people in my organisation to sign the form
- I have attached relevant supporting documents if referenced in the application
- I have taken a copy of the completed application form and documentation for future reference

**Please submit your application electronically to [grants@bcbn.org.uk](mailto:grants@bcbn.org.uk).  
Hard copy postal applications will not be accepted**

*If you have not heard from BCBN after the award date for the relevant quarter assessment, then your application has been unsuccessful this time.*