Maximum Grant - £2500 (Sample application form showing questions and evidence required. All forms must be submitted online).	**Tonbridge & Malling Borough Council** **50ᵗʰ Anniversary** **Community Grant Scheme**	WORKING FOR YOU 1974-2024 **50 YEARS**

How to submit this application

1. The decision about a grant will be made based on information you submit.
2. It is essential that you fully complete all sections, even if this information is included in other documents you may submit.
3. Please remember to upload copies of your latest signed accounts (or a budget for the first year if this is a new venture) and a copy of your constitution or set of rules.
5. Please use the checklist to ensure that you have submitted all the required information.
6. This form should be submitted **by midnight on 2 March 2025**

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1. **Contact information**

   Name and Address of organisation: (as it should appear on a grant cheque)

   Name of applicant: Position in organisation:

   Address to which correspondence should be sent:

   Daytime telephone number:

   Email Address:

   Registered Charity No (if applicable):

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2. **The purpose of your organisation**
   What is the purpose of your organisation?

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3. Additional information about your organisation

If successful, this grant funding will support residents living in the following area: (please tick one)

Focused on **identified deprived communities** (Trench, Snodland, East Malling, or Ayelsford)   ☐

Focus will be across **all** areas of Tonbridge & Malling   ☐

Focus will be in a **specified area** of Tonbridge and Malling ☐   (please state area) ……………………….

How many people living in Tonbridge & Malling Borough directly benefit from contact with your organisation each year? ……………..

How many staff are employed by your organisation?..............

How many volunteers assist your organisation?...............

Have staff/volunteers who work with young people/vulnerable adults obtained DBS clearance if required?
Yes   /   No

Have you received a Community Grant from TMBC in the last 2 years?   Yes   ☐   No   ☐

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4. INFORMATION ABOUT HOW YOU WOULD USE A GRANT FROM TONBRIDGE AND MALLING BOROUGH COUNCIL

What is the amount of grant you are applying for:

Please provide here a brief summary of what the grant will fund:

The grant will fund:

A specific project or purchase   ☐
Ongoing work   ☐
A combination of the above   ☐
Establishment of a new group   ☐

Which of the following priorities does the grant application seek to support?

Helping vulnerable communities through the cost-of-living crisis   ☐
Supporting healthy lifestyles   ☐
Improving Community Safety
Helping people gain skills to access the workplace   ☐
Supporting environmental and carbon reduction initiatives   ☐

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5. **WORKING IN PARTNERSHIP**

Is this a joint grant application submitted with other partners?   Yes ☐   No ☐

If yes, please list partner organisations ……………………………………………………………..

Please list details of any applications made to other funding bodies for a grant for the financial year 2024/25 and 2025/26:

Funding:
Amount:
Confirmed yes/no :

6. Accreditation

Do you have or are you working towards any quality accreditation?

Yes ☐ (Please provide details)

No ☐

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7. Performance Indicators

Please list at least 3 indicators which will help you measure your success and will also enable us to assess whether our grant support to your organisation will have achieved its intended objectives. This will assist us to monitor progress throughout the year.

1.
2.
3.

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8. Your confirmation

If my application is successful, I agree to acknowledge the support of the borough council in my publicity material or on my premises. I confirm that my organisation is committed to equal opportunities and complies with statutory requirements.

Signed:
Position:
Date:

Your Checklist

- Applications must be submitted by no later than **midnight on 2 March 2025**

- Please upload a copy of your latest set of audited or signed accounts and a copy of the constitution of your organisation.

- Any grant given must be spent within 6 months from receipt of funding.

- Please ensure that all sections are completed and any supplementary information which is required is uploaded. Please note we do not need additional information/literature about your organisation.

- Be sure to tell us full details about why you need a grant, what it will be used for and how you will measure your success.

- Please be aware that grant applications are assessed against scoring criteria (as set out in the guidelines for this scheme). Ensure your application addresses the criteria where appropriate.