Love Luton Community Award Application bid

– smaller applications up to £1000

If you require any assistance at all in completing this application, please contact the

Love Luton coordinator by e-mail at [coordinator@loveluton.org.uk](mailto:coordinator@loveluton.org.uk)

Every area with a bold border requires an answer. We ask that the form is completed electronically in the first instance but handwritten bids will be accepted. These need to be completed in black ink.

1. Applicant details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of community group or organisation: | | | | |
| Address for correspondence:  Post code: | | | Address of premise/venue used:  Post code: | |
| 1. Contact details of person with whom we can discuss this bid. | | | | |
| Main contact person | | |  | |
| Title (please circle) | Miss/Ms/Mrs/Mr | |  |  |
| Name |  | |  |  |
| Position |  | |  |  |
| Telephone |  | |  |  |
| Mobile phone |  | |  |  |
| E-mail |  | |  |  |
| Web address of the group (if you have one) | |  | | |
|  |  | |  |  |
| 1. Organisation details | | | | |
| Please describe the main activities of your organisation (maximum 150 words): | | | | |
|  | | | | |
| What checks do you make on your staff and volunteers to ensure their suitability to work for your organisation? If you work with children or vulnerable adults, please confirm that CRB checks are obtained and provide the name of your appointed person. | | | | |

1. Project details

|  |  |  |
| --- | --- | --- |
| Please give us a brief description of the project you want us to fund. What are you trying to achieve? Under which criteria of this fund do you think your project qualifies? Can you include in this section the amount you require and how this will be spent?  *You must explain clearly how this project meets the criteria of the fund.* | | |
|  |  |  |
|  | | |
| When will it start? When will it finish? | | |
| How do you know this project/initiative/event is needed and why is it important to your community or the people you support? Have you carried out any research to support this? | | |

|  |
| --- |
| Any financial assistance awarded will be paid by cheque and sent to the person named as the first contact on this application form, payable to the organisation named. Please provide the following details of the organisation’s bank account:  Account name:  Bank name & address:  Account number: Sort Code: |

1. Publicity and promotion

|  |  |
| --- | --- |
| How did you hear about the Love Luton Community Award fund. | |
|  | |
| The Love Luton campaign will publicise its awards in a variety of ways, including to the local media. Do you have any objections to this? | Yes/No |
| In our monitoring of awards, we ask for photographs to be included where possible. Do you object to such photographs being used in our publicity? | Yes/No |

1. Declaration

|  |  |  |
| --- | --- | --- |
| It is essential that you understand and agree to sign up to the following statements. Please note that if you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the award on behalf of the organisation, you must inform us immediately.   1. Our signature(s) confirm our acceptance of the conditions below: 2. We agree to abide by the terms and conditions of any award made as set out in this application form, in any accompanying guidance and in any offer letter. 3. We confirm that the information given in this application is true and accurate to the best of our knowledge. 4. We understand that any offer of an award will be subject to our proposed work remaining within the funding criteria and any award made can only be spent on the proposal outlined within this bid unless specifically agreed beforehand by the Love Luton coordinator? 5. The funding provided will be spent within twelve month of receipt unless specifically agreed by the Love Luton coordinator | | |
| Signature | Name (please print) | Date |
| Signature of Committee Member | Name (please print) | Date |

Love Luton Community Award

[coordinator@loveluton.org.uk](mailto:coordinator@loveluton.org.uk)