



**Miles & Daughters Community Fund Application Form**

*Please read accompanying Guidance notes before completing the application form.*

*Applications that do not contain the information requested below will not be considered for funding.*

*Please note we will only accept applications submitted by email*

**Organisation Detail and Contact Information**

<p><b>Name</b> <i>The name of the organisation applying for funding. This must match with the information on your bank statements, governing documents etc.</i></p>
<p><b>Address</b> <i>Address and postcode of the organisation applying for funding</i></p>
<p><b>Type of organisation</b> <i>Constituted community group, Registered charity, Social enterprise, Community Interest Company (CICs) Limited by Guarantee - <u>not</u> CICs Limited by Shares, Faith based group</i></p>
<p><b>Charity Number if applicable</b></p>
<p><b>Date established</b></p>



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**Name of main contact**

*This should be a key person involved in your project. They should be able to talk about your project and provide further information if required.*

**Email**

*It is very important to us that you provide the correct email so that we can communicate updates and decisions on your application. Please let us know if the main contact has any specific communication needs. We will use email as our main means of communication. If your application is successful, the funding offer will be emailed to the main contact. They will be responsible for completing the evaluation form when the project has ended. If your contacts change during the project, it is important that you let us know as we cannot discuss the application with anyone who is not a named contact on the application form.*

**Telephone number**

*Please ensure that the number is correct, and a daytime phone number is provided*

**Main contact home address if applicable**

*Must be provided if your organisation is not a registered charity or a registered company. Please ensure that a full postcode is also provided. If your organisation is a registered charity or a registered company, we do not require this information from you. You may provide your organisation office address.*



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**Name of alternate contact**

*The name must be different to that of the main contact*

**Email for alternative contact**

*The email address must be different to that of the main contact*

**Telephone number for alternative contact**

*The telephone number must be different to that of the main contact. Please ensure that the number is correct, and a daytime phone number is provided*

**Alternate contact home address if applicable**

*Must be different to that of the main contact. It must be provided if your organisation is not a registered charity or a registered company. Please ensure that a full postcode is also provided. If your organisation is a registered charity or a registered company we do not require this information from you. You may provide your organisation office address.*

**Proof of identification if applicable**

*As part of our funding administration checks, if your organisation is NOT a registered charity or a registered company, we require the additional information from your two contacts with this application form. One for proof of name – driving licence or passport and one for proof of address e.g. bank statement or utility bill. You cannot use one form of identification for both name and address*

Provided – **Yes/No**

**Project Information**

Please provide information in the space below about your project

**Name of Project**

*No abbreviations to be used and the name must be different from the name of your organisations*

**Location of Project**

*Address, including postcode*

**Nearest Miles & Daughters**

*Available at [www.milesfunerals.com](http://www.milesfunerals.com) the project must take place within a three mile radius of a Miles & Daughters location*

**Project category**

*Health, education, employment opportunity, poverty/social deprivation*

**Project summary**

*Max 300 words. A clear and persuasive description of a well-researched project. Include information about the need and demand for your project and how your project meets the need you have identified. Tell us what your project will be doing and provide information that will help us make a decision on shortlisting and funding. You do not need to provide information about the history of your organisation or previous projects. It is essential you read the Funding section of the accompanying Guidance notes before you complete this section*

**What benefits will the project bring to the local community?**

*Max 250 words. Tell us the overall aim and how it will improve your local community*

**How many people will benefit from the project?**

*The number provided should be realistic. You should explain what you have based your estimated number on*

**Project delivery period**

*Please let us know if your project has to happen at a specific time e.g., Easter. Please ensure the start date is realistic. Note of funding awarding dates can be found in the accompanying Guidance notes*

**Do you need any permissions in order to deliver your project?**

*If you are in any doubt over issues around landowner or landlord permission then please contact the owner of the land or property before applying.*

**Confirm you have safeguarding in place if working with young people or vulnerable adults**

*If your project is working with children or vulnerable adults, you must have a safeguarding policy in place. You must have your own policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to your organisation's activities and has been agreed by your trustees or other governing body. This policy must be reviewed regularly, and staff and trustees must be trained on its contents. By confirming you have a safeguarding policy in place you are declaring you understand that a copy of this document can be requested for review at any time.*

**Total cost of project**

*Including any match funding*



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**Community Fund**

**How much funding are you requesting?**

***The maximum amount of funding you can request is £1,500 and the minimum is £300.***

*Please note, if your project is for any kind of sports kit or equipment, we may request that our logo and branding is included. You should include these costs. NB If your group is registered for VAT, your expenditure figures should not include VAT that you can claim back. If you're not registered for VAT your costs should include VAT.*

**How and by when will it be spent?**

*You must provide a budget breakdown of how you intend to spend your grant should you be successful. Please note, in this section we only want a list of what the grant would be spent on. You should not include details as to how any match funding may be spent.*

**Match funding**

*If some of the money for your project will come from other sources, tell us the total amount, where it will come from and when it needs to be spent by.*

## Privacy Information

### Privacy policy

*In this section of the application form we're asking you to read some important information about our data protection responsibilities. It's important you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential. We ask you to sign the application form to confirm you have read and understood the Privacy Information, know your rights and how your data will be used. Please do not provide us with personal data about others unless there is a need to know this as part of your application e.g., name of applicant. We will handle any personal data you do provide us in line with data protection obligations. For a copy of our privacy policy, please refer to <https://www.funeralpartners.co.uk/privacy-policy/>*

I confirm I have read and understood the above

Signature

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Date

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## Conflict of Interest

### Details of any conflict of interest

*In this section, please give us brief details of any conflict of interest you may have. For example, if you are involved in a business which provides goods or services to the project if it is funded. A conflict of interest is any situation in which an applicant, or the applicant's organisation, has a personal connection with, or a business interest in any organisation or individual that will be paid to deliver the project. Conflicts of interest or potential conflicts of interest must be declared before any grant funding is awarded. Failure to disclose conflicts of interest may result in the withdrawal of funding and the repayment of the grant. Miles & Daughters and Funeral Partners want to make sure that any conflict of interest associated with fund applications is declared, so that any conflict can be appropriately managed. Please declare to us any conflict of interest you may have in relation to your application for funding.*

Signature

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Date

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### Mandatory Requirements

- *Demonstrate that the proposal is in response to identified community need;*
- *Have a minimum of 3 unrelated Trustees/Directors/Management Committee members;*
- *Have a Governing Document, i.e. a constitution or Memorandum & Articles;*
- *Have a Bank Account in the name of the group, with at least 2 unrelated signatories - or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement;*
- *Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income they will need to provide an Income & Expenditure forecast;*
- *Have a Safeguarding Policy if working with young people under the age of 18, and/or working with vulnerable adults;*
- *Groups will also need to have DBS checks in place where required and have the relevant insurance in place, including public liability (if required) before delivering activities.*

**I confirm we have met the mandatory requirements.**

*If the application for funding is successful these must be sent to Funeral Partners, by email before the funding will be awarded. **Funding awards will be withdrawn if the mandatory requirements are not met.***

Signature

Date

**How did you hear about the Miles & Daughters Community Fund?**



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<b>Attending promotional events</b>
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<b>Please confirm you are happy to participate and cooperate for promotional events and activity in relation to advertising and promoting the community fund and awards</b>
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<b>I am happy to participate on behalf of my organisation</b>
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Signature
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Date
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<i>Please note we will carry out follow up visits as part of our monitoring process.</i>
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