**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjD5LvqjIfjAhUs3uAKHeX0C00QjRx6BAgBEAU&url=https://publictechnology.net/articles/news/west-sussex-council-launches-investigation-after-publishing-vulnerable-citizens%E2%80%99&psig=AOvVaw1CxbQGjnMA5yb2wxJApg76&ust=1561636868518008)  
  
  
  
Community Initiative Funding**

FOR OFFICE USE ONLY

CLC Date:

Amount(£):

Local Member:

Applicant:

App Ref:

**Micro Fund: for grants up to £750**

Please read the guidance note at the bottom of the page before completing an application.   
  
The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).   
**Please contact your County Councillor to discuss your application prior to submission.**    
For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[**Find your local committee and additional information**](https://www.westsussex.gov.uk/about-the-council/how-the-council-works/committees-and-decision-making/county-local-committees/)

**[FIND YOUR COUNTY COUNCILLOR](https://www.westsussex.gov.uk/location-directories/find-your-councillor/)**

Which County Local Committee are you applying to?  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please leave blank if you don’t know)

Does your County Councillor support your application?

Yes No Please state their name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines**

* The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
* Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](https://www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/#west-sussex-crowd).   
  *- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project’s delivery without the need to seek additional funding.*
* The Micro Fund is a sub-fund within the County Council’s Community Initiative Fund and operates under the same [eligibility criteria](https://about.spacehive.com/wp-content/uploads/2018/09/Eligibility-Criteria-CIF-August-2018.pdf).
* Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.   
  *- If you’re not sure, please contact the CLC Development Team for advice.*
* CLCs may award all or part of the grant requested, at their discretion.
* Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.   
  *- Applicants should seek advice from the CLC Development Team as to which CLC to apply to.*

**Section one: About your project**

a. Organisation name:

b. Project title:

c. Total project cost: £

1. Location of project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Dates when project/service will take place:  |  |  |  |  |  | | --- | --- | --- | --- | --- | | START | mm/year | END | mm/year | Or, is it on-going? |   By what date do you need funds: |

1. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support [The West Sussex Plan.](https://www.westsussex.gov.uk/campaigns/the-west-sussex-plan/)  
     
   Ideas may include:

* Increasing group membership and widening participation
* Starting-up new activities and expanding existing services for members of the community
* Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
* Organising community events and activities
* Providing specific items for community spaces
* Organising one-off events to increase visitor numbers to the local area
* Activities aimed at developing skills for residents to benefit them and the area
* Providing improvements to community infrastructure and developing communally-held assets
* Helping groups and organisations to develop their assets and/or resources to support future financial independence
* Helping communities influence the planning and delivery of local services
* Protecting the environment and promoting sustainable local development
* Taking note of significant events and community achievements

1. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:
2. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

1. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

|  |  |
| --- | --- |
| **Item or activity** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**Section Two: Your organisation/ group**

1. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name:

Type:

Registered charity number (if applicable)

1. How many people are involved in your group or organisation?

How many are:

|  |  |
| --- | --- |
| Members/service users |  |
| Volunteers |  |
| Committee/board members |  |
| Paid employees |  |
| Other (please provide details) |  |

1. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:
2. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

|  |  |  |  |
| --- | --- | --- | --- |
| Period covered | mm/year | to | mm/year |

|  |  |
| --- | --- |
| Total income | £ |
| Total expenditure | £ |
| Balance at year end | £ |
| Reserves (savings, cash, investments, assets) | £ |
| Of the reserves stated how much is allocated earmarked for specific purposes? | £ |

Please detail for what purpose(s)

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members’ Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website

County Councillor CVS event   
  
  
Other Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

**Privacy Note**

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council’s website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: [www.westsussex.gov.uk/privacy-policy/](http://www.westsussex.gov.uk/privacy-policy/)

**Community Initiative Funding Terms and Conditions**

1. The funding must be used only for the purpose specified in the application.

2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.

3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.

4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.

5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.

6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.

1. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.

8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

**Section Three: About you**

|  |  |  |
| --- | --- | --- |
| Name of applicant: |  | |
|  | | |
| Contact address:  Postcode: |  | |
|  | | |
| Day time contact telephone number: |  | |
|  | | |
| Email address: |  | |
|  | | |
| Bank account details for electronic payment:  Sort code: Account no: | | |
| Name of account: | |  |

*\*PLEASE NOTE: Financial information will only be used if your application is successful*

**Section Four: Declaration**

I am authorised to apply for the grant set out in this application.

I confirm I have read and understood the privacy note and terms and conditions and declare that the information is true and accurate to the best of my knowledge.

I understand that the grant applied for is to be used within 12 months of receipt and for the purpose specified.

I enclose a copy of the following documents where appropriate to support my application:

Quotes and/or estimates covering all specific elements of the total application sum

xv

Current financial position statement

Governance documents (written constitution, memorandum/articles of association)

Copies of insurance documents

Children/Young People/Vulnerable Adults policy and procedure details (where appropriate)

**Signed Date**

**Please send the completed form** via email to: [talkwithus@westsussex.gov.uk](mailto:talkwithus@westsussex.gov.uk) or by post to: CLC Development Team, Room 102, County Hall, Chichester, West Sussex, PO19 1RQ.

To make an enquiry, phone 033 022 25075.