



# GUIDANCE NOTES – PLEASE READ THESE NOTES BEFORE COMPLETING YOUR APPLICATION FORM

Thank you for your interest in the Community Fund.

Please read the following guidance notes to guide you through the application process before completing the application form.

By addressing the key questions, it will help ensure you meet the eligibility criteria.

We look forward to receiving your application.



# **ELIGIBILITY**



#### EGCT will consider activities that:

- Will promote community cohesion or health & wellbeing
- Will be open and of benefit to the communities of the Garden City and delivered within one or more of the new Ebbsfleet Garden City development sites and/or the surrounding neighbourhoods, including: Castle Hill, Ebbsfleet Green, Springhead Park, Cable Wharf, Ashmere, Alkerden, Ebbsfleet Cross, Greenhithe, Swanscombe, Northfleet North and Rosherville (see Map Pg5)
- Are being organised by local residents, interest groups or incorporated organisations
- Are delivered by individuals or groups that are based in either Dartford or Gravesham Boroughs
- Can provide verified bank account details to which the funding will be paid if successful
- Have a safeguarding policy if the activity involves working with vulnerable adults and/or people under 18
- Are from repeat applicants who can provide an overview of their funding strategy for this and future events.





## **ELIGIBILITY**

#### EGCT will not consider activities that:

- Want funding for party-political or exclusively religious activities, commercial ventures, retrospective funding, or activities excluding people by religion, ethnicity, gender or sexuality.
- PLEASE NOTE: Priority will be given to first-time applications

Map of Community Fund Boundary EBBSFLEET GARDEN CITY TRUST Community Fund Northfleet & Springhead (Part of ward in UDA) B255 London Road Stone Knockhall Swanscombe Swanscombe edge Place Road Gravesend Rosherville (Part of ward in UDA) Whiteeliffe Whiteeliffe A2260 Northfleet & Springhead (Part of ward in UDA) Watling Street Watling Street War





### **GRANTS**

The Community Fund offers grants of up to £500. However, in certain circumstances, established organisations and constituted groups may be offered up to £1000 to support their activity.

Grants can be used for group activities, equipment, venue hire, marketing and promotional material, direct delivery or event costs, for example. Budget lists should include all the costs related to your activity/event.



EBBSFLEET COMMUNITY FUND PAST AWARDS

Community Fund



Community Cohesion and Health & Wellbeing: Repair Group, Northfleet

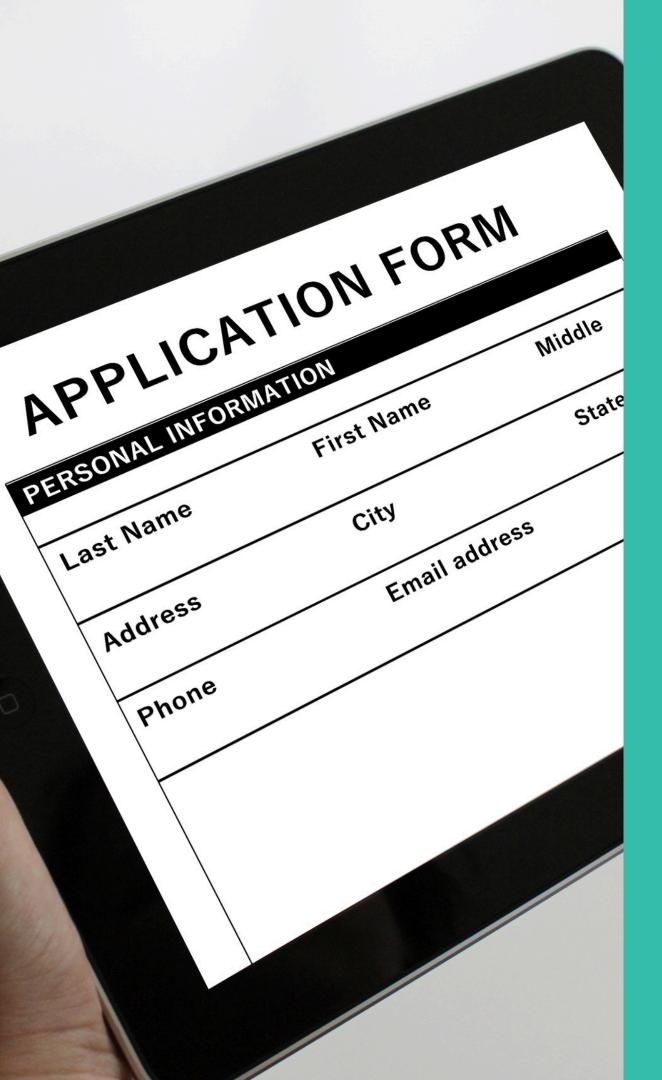
**Community Cohesion: Diwali Celebrations, Ebbsfleet** 

**Community Cohesion: Ebbsfleet Summer Fair, Ebbsfleet** 

**Health & Wellbeing: Writing Group, Northfleet** 

Community Cohesion and Health & Wellbeing: Energise School Holiday Project, Northfleet





### **APPLYING**



The Community Fund is open 4 times a year. If your activity/event is time-sensitive, you should make sure you are submitting your application in time. You can find the closing dates on our website.

Time-sensitive applications must be received with at least four weeks remaining until the event AFTER the round closing date. This means your event start date must be at least four weeks later than the closing date.

Approval and the issuing of funds will take place 2-3 weeks following the Round closing date.

Click this link to complete our online application form: **Online Application Form** 

Alternatively, email us at **communityfund@egctrust.org.uk** for a link and other useful documents to be sent to you.

You can also find links and downloadable information from our website, www.egctrust.org.uk/communityfund.



# Evaluation Form Important Information for Applicants

Community Fund

All successful applicants are required to submit a short evaluation form within 4 weeks of completing their project. This helps us understand the impact of your work and continue supporting great community ideas.

Late submissions and what they mean for future funding:

- Submitted within 6 months of project completion:
   You can apply again, but not until the next round after your form has been received.
- You'll need to wait until the next financial year to apply again.
- X Not submitted within 1 year:
   You will no longer be eligible to apply for future funding.

If you think you might struggle to submit your form on time, please contact us—we're here to support you.





#### **Application Form**

When completing this section, please use the details of the individual, or main contact if part of group or organisation

# Section 1: Applicant Details

Name *				
First Name	Last Name			
Organisation	Name			
Email *				
example@example	e.com			
example@example				
	er *			
Phone Numbe	er *			
Phone Numbe	er *			
Phone Number	er *			
Phone Number	er *			
Phone Number	er *			

Street Address	
Street Address Line 2	
Charity/Company	Number
, ,	
A FLL .	1
Are you an Ebbsf Please Select	leet resident? *
Please Select	
If no subone de su	au liva?
If no, where do yo	ou live?
	connection to EGCT trustees or anyone else working for the Trust? *
Please Select	
If yes, please give	e details
Section 2: Pr	oject Overview
Desires Title 4	
Project Title *	
Start Date *	
Month Day Year	
End Date	
Month Day Year	
Brief Summary o	f the Project *



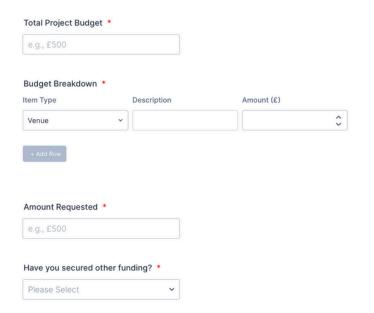
Please consider what impact will this project have on your community or beneficiaries? Who will deliver 0 this project? Have you had help with your application? /

Geographical Area/s To Be Served \* ☐ Castle Hill ☐ Weldon (Ebbsfleet Green) ☐ Springhead Park ☐ Cable Wharf Include all the areas Ashmere Alkerden you will cover. ☐ Ebbsfleet Cross ☐ Greenhithe and Knockhall ☐ Stone ☐ Northfleet and Springhead Rosherville ☐ Bean Village ■ Swanscombe

Please try to include as much detail as possible about your activity. When thinking about what to include, consider how you meet the fund objectives of promoting community cohesion or health & wellbeing. For example, will the activity bring members of the community together for a regular coffee morning or a book club? Or by doing something new like an art workshop or dance class? Does your activity include lots of physical activity like a running group or parent and child walking group? Or encourage healthy eating, or activities for mental wellbeing? Does your activity have the potential to continue in the future? Have you discussed your activity with an EGCT team member or attended a learning surgery? How will you engage Ebbsfleet residents in the activity? What benefits would you like them to achieve? What will you include to ensure the activity is delivered within all current Health & Safety guidelines?

(Please see here for guidance on Health and safety https://www.resourcecentre.org.uk/information/health-and-safety/#practice)

#### **Section 3: Funding Request**



If yes, please list other funders and amounts confirmed:

Section 3 asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on. Here, you itemise the costs that will be incurred. Choose from the preselected categories online that cover the areas your costs might fall under, and the description should be used to include a brief outline how the funds will be spent.



The details in this section may be estimates but could be based on prior interest or venue capacity. You should select from the list the most relevant options. If this is unknown, consider who you would like to benefit from your activity.

People with low skill levels

### **Section 4 - Activity Beneficiaries** How many people do you expect to directly benefit from this activity? \* How many of these people do you expect to be adults? How many of these people do you expect to be children under 18? PRIMARY BENEFICIARIES - Select up to 3 groups that best represent the beneficiaries for this activity \* ☐ Black, Asian and minority ethnic ☐ Carers ☐ Children and young people ☐ Women ☐ Men ☐ Ex-offenders/offenders/At risk of offending ☐ Families/Parents/Lone parents ☐ Homeless people ☐ Long-term unemployed ☐ Local residents Lesbian, gay, bisexual and transgendered groups □ Not in education, employment and training (NEET 16-24) People in care Older people ☐ People with alcohol/drug addictions ☐ People suffering serious illness

People with multiple disabilities	
People with learning difficulties	
Refugees/asylum seekers /immigrants	
People with mental health issues	
People with physical difficulties	
☐ Victims of crime/violence/abuse	
ETHNICITY - Please select the ethnic group most likely to bene select up to 6 groups that best represent the beneficiaries for the	
African	
White British	
☐ Black and Black British	
White Irish	
Caribbean	
White East European	
Black African and White	
☐ White Gypsies and Travellers ☐ Black Caribbean and White	
Other White	
Other Black	
Other Mixed Ethnicity	
☐ Indian	
Pakistani	
☐ Bangladeshi	
☐ Asian and White	
Asian and Asian British	
Other Asian	
☐ All Ethnicities	
AGE GROUPS - Please select the age group most likely to bene select 'All Ages' if there is no specific group *	fit from your activity. Please
☐ Early years (0-4)	
Children (5-12)	
Young people (13-18)	
☐ Young adults (19-25)	
☐ Young adults (19-25) ☐ Adults (26-65)	
☐ Young adults (19-25) ☐ Adults (26-65) ☐ Seniors (65+)	
☐ Young adults (19-25) ☐ Adults (26-65)	
☐ Young adults (19-25) ☐ Adults (26-65) ☐ Seniors (65+) ☐ All ages  OUTCOMES - Which primary aspect of community cohesion an wellbeing do you expect your activity to cover? Please select *	
☐ Young adults (19-25) ☐ Adults (26-65) ☐ Seniors (65+) ☐ All ages  OUTCOMES - Which primary aspect of community cohesion an wellbeing do you expect your activity to cover? Please select * ☐ Sport and recreation	
☐ Young adults (19-25) ☐ Adults (26-65) ☐ Seniors (65+) ☐ All ages  OUTCOMES - Which primary aspect of community cohesion an wellbeing do you expect your activity to cover? Please select *	

☐ People living in poverty



The details in this section should be considered carefully. Please select the most appropriate methods you will use.

#### **Section 5: Marketing and Evaluation**

MARKETING—Promotion will be a key part of your project's success. How will you promote you activity? *
☐ Social Media
☐ Website
☐ Newsletter/s
☐ Email Database
☐ Text/SMS/WhatsApp Group
Posters
☐ Flyers
☐ Word of Mouth / Established Network
☐ Via Other Groups/Organisations
EVALUATION - You will need to complete an Evaluation Form at the end of your project. What method/s will you use to evaluate your activity? *
□ Evaluation Form
☐ Feedback/Comments Form
☐ Photographs
☐ Testimonals
☐ Survey/Questionnaire
□ Other
If other, please state.

#### **Section 6: Supporting Materials**

If you have applied to the Community Fund before, please upload new documents if your previous application was more than 18 months ago.

Please upload the following and clearly label each document with applicant's name and a short description of what it is, e.g. John Smith, bank statement .:

- 1. Photo ID, e.g. a copy of a driving licence or passport
- 2. Proof of address, e.g. a copy of a utility bill with your name and address on it
- 3. Proof of Bank Account (where funds are to be deposited)
- 4. Safeguarding (if necessary)
- 5. A copy of a Risk Assessment completed for the required activity6. A copy of your Enhanced DBS (if necessary)
- 7. Any other supporting documents

All applicants will need to supply some, if not all, supporting documents. No matter the group, a Risk Assessment is a good idea to help reduce the impact of risks and the unexpected.

# THANK YOU!

