



EBBSFLEET GARDEN CITY TRUST

Community Fund

APPLICATION GUIDANCE NOTES

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

This document has been designed to provide tips to help you submit a strong application form and to answer any questions you have about applying to the Community Fund.

It will also help you understand what we can and cannot fund, ensuring your time is not wasted.

After you have read this document, please visit [**www.egctrust.org.uk/communityfund**](http://www.egctrust.org.uk/communityfund) to find lots more useful resources, including a 'How to Apply' video, a preview of all the questions in our online form, a budget template and a risk assessment template.

ELIGIBILITY

EGCT will consider funding activities that:

- Promote community cohesion and/or health & wellbeing.
- Benefit the residents of the Ebbsfleet Garden City development or the surrounding neighbourhoods (see map on page 5).
- Are 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 so we can transfer the funding if your application is successful.
- Have a safeguarding policy if the activity falls into the criteria to require this (do contact us to check if you're unsure).



ELIGIBILITY

ELIGIBILITY

Priority will be given to first-time applicants. If you have been funded by us before, please see page 19 for details of eligibility criteria. You will need to explain how you plan to move away from relying on our small grant fund in future.

EGCT cannot fund activities that:

- Involve party-political or exclusively religious activities, commercial ventures, retrospective funding, or activities excluding people because of their religion, ethnicity, gender or sexuality.

If you previously failed to submit an evaluation form to us, you won't be able to apply again.

EBBSFLEET
GARDEN CITY TRUST
Community Fund



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 activity running costs, equipment, refreshments, venue hire, marketing materials, facilitator fees or event costs such as DJs and decorations.

You will be asked to provide a detailed budget showing all the costs related to your activity/event.

It's useful to see that you have searched for the best value option. You can upload your quotes at the end of the form if you wish to.



COMMUNITY FUND PAST AWARDS

- ➔ Community Cohesion: Board Games, Ebbsfleet
- ➔ 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



WHEN TO APPLY

The Community Fund is open four times a year. You can find the closing dates on our website www.egctrust.org.uk/communityfund

If your activity/event is time-sensitive, you should make sure you are submitting your application in good time.

We aim to inform all applicants of their outcome within three weeks after the round closure deadline date.

This means that the start date for your activity/event must be at least four weeks later than the next round closing date.



APPLICATION FORM

PERSONAL INFORMATION

Last Name	First Name	Middle
Address	City	State
Phone	Email address	

HOW TO APPLY

We recommend watching our 'How to Apply' video on our website www.egctrust.org.uk/communityfund. You can also download other helpful templates and resources on this webpage.

If you want to clarify anything before applying, you are welcome to contact our team at communityfund@egctrust.org.uk.

Please note that there is no option to save a draft of the online form. So be prepared before you start. When you're ready, you can click this link to complete our [**Online Application Form**](#).

HOW TO FILL OUT THE ONLINE FORM...

Section 1: Applicant Details

(Please note that if you have previously applied for a grant from us and didn't provide the required monitoring report then you will sadly not be able to reapply)

Main Contact Person's Name *

First Name

Last Name

Main Contact Person's Email *

example@example.com

Main Contact Person's Phone Number *

00000 000 000

If you are applying on behalf of an organisation, what is the organisation's name?

Charity/Company Number (if applicable)

Organisation's connection to Ebbsfleet? (if applicable)

Do you or your organisation have any connection to Ebbsfleet trustees or anyone else working for the Trust? *

Please Select

If yes, please give details here:

Start by telling us your contact details and address. You'll need to attach photos of your bank statement/ID in order to prove where you live.

If you are applying as part of an organisation, tell us about this here.

The logo for Ebbsfleet Garden City Trust Community Fund. It features a stylized green leaf icon to the left of the text "EBBSFLEET GARDEN CITY TRUST" in a bold, sans-serif font. Below this, the words "Community Fund" are written in a smaller, cursive-style font.

HOW TO FILL OUT THE ONLINE FORM...

Project Title *

What exactly will your project be doing/delivering? *

(Please remember that we cannot fund any activities involving party politics, exclusively religious activities or commercial ventures)

How will your project improve community cohesion / health & wellbeing for local residents? *

Please be clear about what you plan to do with our funding. How many sessions will you run and how long will the sessions last?

Which categories will your project address? (Please select all that apply) *

- ☐ Sport and recreation
- ☐ Arts, culture and heritage
- ☐ Stronger communities/Community support and development
- ☐ Supporting family life
- ☐ Social inclusion and fairness
- ☐ Anti-social behaviour
- ☐ Crime and safety
- ☐ Mental health
- ☐ Renewable energies and recycling
- ☐ Language, culture and racial integration
- ☐ Health, wellbeing and serious illness
- ☐ Substance abuse and addiction
- ☐ Disability and access issues
- ☐ Rural issues
- ☐ Reducing isolation
- ☐ Environment and improving surroundings

Who will deliver this project and what experience do they have? *

Tell us which categories your project falls under.

Then explain whether you/ your team have led similar projects in the past.

HOW TO FILL OUT THE ONLINE FORM...

Start Date *

DD-MM-YYYY

Please note: funded events or activities must take place at least four weeks after the grant application closing date.

End Date

DD-MM-YYYY

If you are seeking funding for a one-off event, please put the same date for the start and end date.

We can't fund any activities that are set to start sooner than four weeks after the next round's closing date.

How many people do you expect to directly benefit from this activity? *

e.g., 23

We appreciate this can be hard to predict accurately. Please give us a realistic estimate.

How many of these people do you expect to be adults?

e.g., 23

How many of these people do you expect to be children under 18?

e.g., 23

Where do you expect your project's target beneficiaries be living? Tick all that apply: *

☐ Castle Hill

☐ Weldon (Ebbsfleet Green)

☐ Springhead Park

☐ Cable Wharf

☐ Ashmere

☐ Alkerden

☐ Ebbsfleet Cross

☐ Knockhall

☐ Northfleet

☐ Springhead

☐ Rosherville

☐ Swanscombe

☐ Greenhithe

We understand it's hard to guess accurate numbers of people who will attend. Please try your best to give realistic targets.

HOW TO FILL OUT THE ONLINE FORM...

TARGET BENEFICIARIES - If your project is open to all residents please select "Open to all" from the list below. Or if you are hoping to reach a particular group of people, please select from the list below: *

- ☐ Open to all
- ☐ 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 low skill levels
- ☐ People living in poverty
- ☐ 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

If your activity is specifically aimed towards a particular group of people then tell us about this here. For example, an application for an elders' coffee morning would tick 'Older People' or an Under 11s soccer school would tick 'Children and Young People'.

ETHNICITY - Please select the ethnic group(s) most likely to benefit from your activity. Select 'All Ethnicities' if there is no specific target ethnic group: *

- ☐ 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 benefit from your activity. Select 'All Ages' if there is no specific target age group *

- ☐ Early years (0-4)
- ☐ Children (5-12)
- ☐ Young people (13-18)
- ☐ Young adults (19-25)
- ☐ Adults (26-65)
- ☐ Seniors (65+)
- ☐ All ages

If your activity or event is specifically aimed at helping people from a certain ethnic group or age bracket then tell us here.

HOW TO FILL OUT THE ONLINE FORM...

How will you ensure that diverse residents of different backgrounds and accessibility needs are able to get involved? *

If under 18s or vulnerable adults will be attending your project, what safeguarding measures will you put in place? *

If you are applying as part organisation, you can attach their safeguarding policy at the end of this form.

How will you protect the health and safety of your project attendees? *

Please note that there is an option to attach a risk assessment on the final page of the application form.

How will you make sure your project is as eco friendly as possible? *

How can you make your project welcoming to all? For example, is your venue wheelchair accessible? Will you be providing vegetarian/ halal/ gluten free refreshments?

If your event/activity involves under 18s, will their parents be attending and supervising them the whole time? If you're applying as an organisation, can you provide us with a copy of your safeguarding policy?

If you are serving food, have you done a Food Safety online course?

You can download a risk assessment template from our website to help you avoid preventable accidents happening.

Please tell us about any steps you will take to reduce waste, conserve resources, encourage recycling or minimise your project's environmental impact.

HOW TO FILL OUT THE ONLINE FORM...

Total Project Budget *

This should include the full project costs including the amount you are requesting from EGCT plus any match funding from other sources.

Total Grant Amount Requested from EGCT Community Fund *

REMINDER!

If you are purchasing equipment or services over £200, please upload the quote(s) at the end of this application form. We want to see that you have shopped around to find the best value options.

Please also remember that we can't fund any retrospective purchases that you bought before the date of our grant offer letter.

Project Budget Breakdown *

Category*	Details*	Total amount needed* for whole project	Amount requested fr om this grant
Venue hire		10	10

[+ Add Row](#)

If your project is going to cost more than the requested grant amount from EGCT Community Fund, please explain how you will secure enough match funding to cover the difference:

Make sure you tell us here how much the whole project will cost. This includes both the grant funding you are requesting from EGCT **plus** any other match funding you are getting from other sources.

Don't forget that you have the option to attach a document that shows you have searched around for good value deals. We don't want anyone to get ripped off.

We need to know how you will secure any extra money that you need, and if you have thought about a backup plan to pivot the project in case other funds don't come through in time.

HOW TO FILL OUT THE ONLINE FORM...

Section 6: Marketing and Evaluation

MARKETING— How will you spread the word about your funded event/activity? *

- ☐ Social Media
- ☐ Website
- ☐ Newsletter
- ☐ Email Database
- ☐ Text/SMS
- ☐ Whatsapp
- ☐ Posters
- ☐ Flyers
- ☐ Word of Mouth
- ☐ 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? *

- ☐ Feedback/Comments Form
- ☐ Photographs
- ☐ Testimonials
- ☐ Survey/Questionnaire
- ☐ Other

If other, please state.

Tell us how you will make sure that lots of different people are aware of the opportunity to attend your activity/event

How will you gather evidence to prove that our funding made a positive difference for local people?

Please read page 19 for rules about when you can reapply after receiving a previous grant from us. If you failed to provide the evaluation form last time, you won't be able to apply again in future.

Section 7: Previous Grant Details

Have you previously received a grant from EGCT Community Fund? *

Please Select ▼

If you previously received a grant from us for the same project, what is your fundraising strategy going forward?

EGCT has to give priority to new applicants and can't commit to funding activities ongoingly. Have you thought about charging a participation fee or researched other funding opportunities that could sustain your project in the longer term?

If you have received a grant from us in the past, please tell us when you submitted your last due monitoring report?

Please Select ▼

HOW TO FILL OUT THE ONLINE FORM...

Section 8: Supporting Materials

Please upload the following documents and clearly label each document with your 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. Quotes for equipment or services over £200 to show you shopped around for best value options.
5. A copy of your organisation's safeguarding policy (if necessary)
6. A copy of a risk assessment (if necessary)

If you have previously applied to the Community Fund within the last 18 months, there is no need to resend us documents numbered 1, 2 or 3 from the list above.

Please contact communityfund@egctrust.org.uk if you need advice about what to include.

File Upload *



Browse Files

Drag and drop files here

Everyone needs to attach a photo of their ID, proof of address and bank details. However, if you applied to us in the past 18 months, then there's no need to upload them again.

If you are applying for funding towards equipment over £200, please attach a document with links to websites or screenshots to show you have looked for good-value items.

If you are applying as part of an organisation, we would like to see a copy of your safeguarding policy. If you're applying as an individual, you can use our one-off event templates.

Various templates to support your application, such as our risk assessment template, can be downloaded from our website and attached here. This can provide added assurance that you would run your funded activity safely.

HOW TO FILL OUT THE ONLINE FORM...

It is important to understand that if you are awarded a grant from us:

- You must only spend it in line with what you documented in your application form.
- You must provide us with an evaluation form at the end of the project. This is an essential condition of the grant.
- The person signing this application form will be held responsible for ensuring that the grant is spent as agreed and that the evaluation form is returned. If for any reason the project doesn't go ahead, this person will be responsible for returning the grant money to us.

Section 6: Declaration and Consent

☐ I confirm that the information given on this application form is true.

☐ I confirm that I have attached all required supporting materials.

☐ I understand this data will be stored and processed in accordance with GDPR.

☐ I confirm that I will spend any awarded grant for the purposes described in this form only.

☐ I confirm that I will submit any required monitoring reports if funding is awarded to me.

☐ I confirm that, if my application is successful, I am willing to take part in, where appropriate, any publicity activities. (This will not affect your application outcome)

☐ Please tick this box if you wish to receive updates from the Trust about Ebbsfleet Garden City

Name of Signatory *

First Name Last Name

Signature *

 

Clear

Powered by Jotform Sign

Date of Submission

DD/MM/YYYY 

Date



HOW TO REAPPLY AGAIN AFTER RECEIVING FUNDING FROM US

Successful applicants are required to submit a short evaluation form. Late or missed evaluation forms will affect your chances of getting future funding from us:

✓ Submitted within six months of the project completion date:
You can apply again in the next funding round.

⌚ Submitted between six months to one year after the project completion date: Wait until the next financial year to reapply.

✗ Not submitted within one year of the project completion date:
You will not be eligible to apply for future funding from us.

THANK YOU FOR TAKING THE TIME TO APPLY FOR THE COMMUNITY FUND!

We look forward to supporting local residents and groups to boost health, wellbeing and community cohesion across Ebbsfleet and the surrounding areas!