



# Leisure Fund Grant (Grants to Organisations) Application Form

Please read the Information Notes and Terms and Conditions before completing this form

1. Name of club / organisation.....

2. Address .....

.....

3. Contact details for correspondence (If different from above)

Name .....

Address .....

.....

Postcode ..... Telephone number (Daytime).....

Email address:

4. Details of your club / organisation

Details of membership of any governing body.....

.....

Date formed.....

Membership Details:

Total membership .....

Adult (18+) .....

Junior (under 18) .....

Is membership full? .....

Is there a waiting list? ..... If yes, how many? .....

Current Fees:

Annual subscriptions .....

Cost per game / attendance .....

Do you share facilities or work with any other organisations? (If yes please provide details)

.....

5. **Project name:**.....

6. **Project details**

Please give a description of your proposed project / event. (See notes on page 6)

(Attach additional sheets as necessary)

**7. Applicant organisations aims and objectives**

Outline below what the Aims and Objectives of your own organisation are and how the project will contribute to these.

**8. Project costs**

Please give a full breakdown of the costs involved with your project. (See notes on page 6).

Item	Cost
<b>VAT</b>	
<b>Total Cost</b>	

Are you registered for VAT?    Yes     No

**9. Sources of funding**

Please provide a breakdown of how you intend to finance the project. (See notes on page 6)

Source of funding	Amount (£)	Approved (£)
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total funding</b>	<b>£</b>	<b>£</b>

**10. How much are you requesting from Eden District Council?** £.....

**11. Previous grants from Eden District Council?**  
.....  
.....

**12. Who will the project benefit?**

**13. How will you measure the success of the project?**

**14. Declaration**  
The information given above is to the best of my knowledge correct.  
Signed ..... Date .....  
Name (Block Letters) .....  
Position in Organisation .....

## Checklist

Include the following as applicable to your project:

- The rules and constitution of your organisation.
- Evidence of your organisation's financial position (eg audited accounts, bank statements) Previous 2 years accounts if available.
- Location Plan.
- Copy of Statutory Consents.
- Quotations for project costs.
- Any additional supporting information.

## Notes for completing the form

### Q5. Project name

What is the name of the project you are requesting funding towards.

### Q6. Project details

Please describe:

- What you propose to do (the project).
- The need for the project (why you are developing the project).
- Who the project / event will benefit.
- What you hope to achieve (the impact you hope the project will have).

The type of event should be clearly described along with projected audience attendance or numbers of competitors to be catered for.

### Q7. Applicant organisations aims and objectives

State what the aims and objectives of your organisation are and how the project will contribute to these.

### Q8. Project costs

Please provide a full breakdown of all of the costs associated with the project, event or activity. You will need to provide quotations where appropriate.

VAT must be identified separately.

### Q9. Sources of funding

This should provide a full profile of how the costs are to be met. Please show who you are applying to, the amount you are requesting, and whether this has been approved.

Do not include any contribution you are requesting from Eden District Council.

**Q10. How much are you requesting from Eden District Council**

The funding is available for revenue and capital projects.

Grants will be paid up to 25% of the total project cost towards revenue projects and will not exceed £700.

Grants will be paid up to 10% of the total project cost towards capital projects and will not exceed £700.

**Q11. Previous grants from Eden District Council**

Outline here if you have previously been awarded a grant by the Council and include amount awarded, for what purpose and the year awarded.

**Q12. Who will the project benefit**

Outline who will be the main beneficiaries of the project.

**Q13. How will you measure the success of the project?**

Please describe how you will show whether your project has been a success. For example, this could be the number of people attending an event, the sports development outcomes or the impact on your club / organisation.

**Further Information**

If you require further assistance please contact the Leisure Services Team on 01768 817817.

**Please complete and return this form to:**

Leisure Services Team  
Mansion House  
Friargate  
Penrith  
CA11 7YG

Email: [leisureservices@eden.gov.uk](mailto:leisureservices@eden.gov.uk)