**Application Form – Covid-19 Safe and Inclusive Services**

Please refer to our guidance notes before completing this application form. You can also contact Fabia Bates at Community Works for further information and support fabia@bhcommunityworks.org.uk

1. **About you and your organisation**

|  |  |
| --- | --- |
| **Name of organisation applying for funding** |  |
| **Do you deliver services within Brighton & Hove?** |  |

|  |
| --- |
| **Tell us about your organisation. What is your mission and vision, what services do you provide and who are your beneficiaries** |
|  |
| **Organisation’s legal structure**  |
| Please tick:* Constituted community group
* Registered charity and company limited by guarantee
* Registered charity
* Charitable Incorporated Organisation
* Community Interest Company limited by guarantee
* I’m not sure / Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Number of staff, trustees and volunteers** |
| Staff (full time and part time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Trustees/committee members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Volunteers (excluding trustees and committee members) \_\_\_\_\_\_\_\_\_\_\_\_ |
| **What was your organisation’s income in the last financial year?**  |
|  |

|  |  |
| --- | --- |
| **Name of person making this application** |  |
| **Position in organisation** |  |
| **Contact details (telephone and email)** |  |

1. **About the activities you would like funding for**

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| **Please give us a short summary of what you intend to spend the funding on and why you think this is important?** (500 words maximum) |
|  |
| **How does this fit in to the purpose of the fund? (please refer to the guidance notes)?** (200 words) |
|  |
| **Will this be supporting any of the groups identified as having been disproportionately affected by Covid-19? If so, please explain who, and how.** (100 words) |
|  |

1. **Your budget**

You can apply for up to £2,000. Write your budget and the total amount you require below.

|  |  |
| --- | --- |
| **Item** | **Cost**  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

|  |
| --- |
| **Tell us how you have arrived at the above costs – for example have you checked prices or is it based on estimates?** |
|  |

**Data Protection**

The information you provide in this form will be treated as confidential and will be held and processed in accordance with current data legislation and will not be made public.

We will use it in order to process your funding application and to communicate with you in the future on items relating to this application.

With your consent it might be shared with other support providers in order to find the best support for you.

If you are not a member of Community Works and would like more information about membership, please see the information on our [website](https://www.bhcommunityworks.org.uk/voluntary-sector/join-us/)