

Office use

Application Ref:



Parkway Green Housing Trust Community Fund Application Form

Q1 Contact details

Name of your group / organisation

Name of your project (if this is different)

Main contact for this application

This must be someone from your group who knows about the project and can be contactable to discuss matters. This is normally the person completing the form.

Title

First name

Surname

Title	First name	Surname

Position held in the group



Contact address, including full postcode

Postcode

Email address

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Telephone Number:

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Q2 About your organisation

Area / District that will benefit from this project

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Do you have a Constitution or set of rules **Yes** **No**

Are you one of the following? (Please tick if applicable)

- A registered charity (Charity No.)**
- Applying for charitable status**
- A company limited by guarantee**
- Other (please state)**

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When did your group start?

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Do you have a management committee or body? Provide details.

Total No.	Male	Female	Under 30 yrs	31 – 69 yrs	70 yrs and up

What are the main activities of your organisation / group?

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Who does your organisation / group serve? (Please tick all those that apply)

- | | |
|------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Children | <input type="checkbox"/> Young People |
| <input type="checkbox"/> Older People | <input type="checkbox"/> Minority Groups |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Low Income Families |
| <input type="checkbox"/> People with health problems | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Other (please state) | |

Q3 About Your Project

Describe the project for which you are asking for a grant. Attach a separate sheet if you need more space.

Why is this project needed? How did you gather this evidence?

How are you raising 'matched' funding from other sources? (For grants over £500 applicants must show they are raising funding from other sources)



How many people will be involved in this project?

How will you know that your project has been successful?

Tell us about any grants / donations you are requesting – how much money you need from Parkway Green Housing Trust for your project and give us a breakdown of what the money is for.

Item / Activity	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total amount requested from PGHT Community Fund Scheme	£
Is this the total cost of the project? If not, how much is it?	£



**Please tell us how you intend to cover the cost of the whole project.
Please specify all sources, and whether they are confirmed or pending.**

	£

Please describe any other contribution you are making towards this project. This includes any “in kind” contribution (i.e. volunteer hours).

Signature of main contact

I confirm to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed _____ Date _____

Please return your completed Application Form to:

Mr David Thorncroft
Regeneration Officer
Regeneration Team
Parkway Green Housing Trust
Parkway Green House
460 Palatine Road
Northenden
Manchester
M22 4DJ
T: 0161 946 6389
E: d.thorncroft@parkwaygreen.co.uk



**PARKWAY GREEN HOUSING TRUST COMMUNITY FUND
FREQUENTLY ASKED QUESTIONS (FAQ)**

Q: Do I have to be a Parkway Green Housing Trust tenant?

A: No, as long as the grant will be used to help, or be accessible to Parkway Green Housing Trust tenants.

Q: Do I have to be part of a charity to apply?

A: No, although we can fund charitable groups, we welcome applications from individuals and groups of residents, although the project must be for the benefit of a group of people and not just one individual or family.

Q: Can the grant be paid into my own personal bank account?

A: No, we are unable to pay into a personal account. We can offer support to help you set up an association or community group account. We can also reimburse you personally if you have the appropriate receipts.

Q: Can I apply for something I need in my garden, like a shed or bench?

A: No, the fund is set up for projects in the West Wythenshawe community. You could apply if it were for benches in a communal garden shared by others.

Q: What does match-funding mean?

A: Grants given out by the Parkway Green Housing Trust Community Fund over £500 must show they are getting funding 'matched' from other sources. This could be money they are raising themselves through collections, sponsorship etc. or where other grants are being applied for. Monies may not be released until Parkway Green Housing Trust sees proof of 'matched funding'.

Q: What does Parkway Green Housing Trust need from me after I apply?

A: If you are successful in your application, then part of the acceptance offer is that you will complete our monitoring forms and send us details of the event or use of the money. This information is sent to you when we award the grants.

Q: Why do you wish to see our accounts?

A: We wish to see your accounts / treasurers reports so that when we are looking at how much money we can award you, we can see how much money you have already raised and spent. We are also able to see that there is a genuine need for the grant. Residents groups do not always have to produce accounts, particularly for small amounts of funding.



Official Use Only

Application Ref:

Date To Regeneration Panel _____

Approved Yes (please tick)

Date Approval Letter Sent _____

No (please tick)

Date Letter Sent _____

Finance Team:

Date To Finance For Cheque Processing _____

Date Cheque Issued _____

Signature Processed By _____

Monitoring Form:

Date Form Updated _____

Signature _____

Signed Off:

Head of Service Signature _____

Date _____



Application Ref:

Finances of your organisation / group

Total Income in the last financial year £ _____

Total Expenditure in the last financial year £ _____

Current Unrestricted Reserves or Savings £ _____

Group's Bank Account details

Account name

Account Number

Bank Sort Code

How many people have to sign a cheque from this account?