SADC Community Project Fund 2025-26 Application ⅋

Round 1

* Required

Community Project Fund 2025-26

The Community Project Fund provides grants of £200-£2000 for time-limited projects which meet community need. For 2025-26, applicants must demonstrate how their proposed project will help reach one of the following priorities identified by the St Albans City & District Equality, Diversity and Inclusion Partnership, or our wider inclusion priorities of Age Friendly and Health outcomes:

- Engaging better with children and young people (children and young people feeling engaged, accessing services and influencing change)
- Tackling exclusion in the move to digital services for those who do not have access to computers, mobile phone or laptops or may struggle to use digital devices
- Ensuring communications are accessible for all (enabling residents across all demographics to engage with information shared in the District)
- Supporting the District in becoming an Age Friendly Community, i.e enabling older people to have a voice and engage in services
- Supporting people in the district with identified health needs, in particular those with dementia, anxiety and 'low happiness'

Applications are not complete until the relevant policies and documents, as outlined in Section 12 of this form, have also been emailed to vcsgrants@stalbans.gov.uk, as set out in the guidance document at stalbans.gov.uk/grants

Please do not use this document to apply. Applications must be submitted using the Microsoft Form, as shown at https://www.stalbans.gov.uk/grants

Your Organisation

1. Organisation *

2. What sort of group are you? *

○ Registered Charity

○ Community Interest Company

○ Constituted Voluntary Organisation

3. Registered charity / CIC number *

4. Lead contact name *

5. Lead contact position in organisation *

6. Your organisation's address *

7. Email address (this should be an address that is monitored regularly) *

8. Phone number (make sure that there is someone available on this number to answer any queries we might have) *

9. Number of people on your Management committee / Trustees *

10. Number of volunteers *

11. Number of paid staff *

12. Name of Chair of Trustee Board / Committee *

13. Phone Number of Chair of Trustee Board / Committee *

14. Email address of Chair of Trustee Board / Committee *

Your Project

15. Project name *

[   ]

16. Which priority does your project support? *

○ Engaging better with children and young people (children and young people feeling engaged, accessing services and influencing change)

○ Tackling exclusion in the move to digital services for those who do not have access to computers, mobile phone or laptops or may struggle to use digital devices

○ Ensuring communications are accessible for all (enabling residents across all demographics to engage with information shared in the District)

○ Support the District in becoming an Age Friendly Community, i.e enabling older people to have a voice and engage in services

○ Support people in the district with identified health needs, in particular those with dementia, anxiety and 'low happiness'

17. Outline how your project will support 'engaging better with children and young people (children and young people feeling engaged, accessing services and influencing change)' *

[   ]

18. Outline how your project will support 'tackling exclusion in the move to digital services for those who do not have access to computers, mobile phone or laptops or may struggle to use digital devices' *

[   ]

19. Outline how your project will support 'ensuring communications are accessible for all (enabling residents across all demographics to engage with information shared in the District)' *

[   ]

20. Outline how your project will support the District in becoming an Age Friendly Community, i.e enabling older people to have a voice and engage in services *

21. Outline how your project will support people in the district with identified health needs, in particular those with dementia, anxiety and 'low happiness' *

Project Costs

22. Total cost of project *

[   ]

23. The amount you are applying for *

[   ]

24. Please give details of all the items you want funding for to add up to the amount you are applying for *

[   ]
[   ]
[   ]

25. Do you need any more funding to make this project happen? *

　○　Yes

　○　No

26. How much more do you need? *

[   ]

27. Where are you going to receive it from and when? *

[   ]

28. Have you made any other funding applications for the same items / services detailed on your budget? *

　○　Yes

　○　No

29. Give details of who you have applied to, how much and when you expect to hear if you have been successful *

[   ]

30. If your project will continue after the funding period, explain how you plan to do this and how it will be funded. *

More about your project

31. Give a brief summary of your project *

32. Outline the timeline for the project including each step of the project plan. Please include start and completion dates. *

33. Describe your experience of running activities / projects like the one you have described in your application. Give examples where possible. *

Your beneficiaries

34. Describe your targeted beneficiaries for this project *

35. Where in the District will they come from? (Refer to particular Wards where relevant) *

36. How many people will directly benefit from this grant? *

37. How many people will indirectly benefit from this grant? *

38. Demonstrate, with evidence, how you know people in the community want or need the project / activities. *

39. Explain how your service users / beneficiaries have been involved in making this application and if they have helped to write it. *

The Difference your project will make

Describe up to three outcomes that the project / activity will have for your beneficiaries / service users and how you will achieve and measure them.

40. Describe Outcome 1 *

41. Outcome 1: What will you do to achieve this? *

42. Outcome 1: How will you measure this? *

43. Describe Outcome 2 *

44. Outcome 2: What will you do to achieve this? *

45. Outcome 2: How will you measure this? *

46. Describe Outcome 3

47. Outcome 3: What will you do to achieve this?

48. Outcome 3: How will you measure this?

Working with others

49. List any other local organisations you will work with to support the delivery of your project and how you will do this. *

50. Outline how you will publicise the activity / project. *

Your organisations practices

51. **Safeguarding** – Explain what you will do to keep the people who use your project safe from harm (please do not just refer to policy, give examples) *

52. **Equality** – Explain what you will do to ensure your project is fair, diverse and inclusive (please do not just refer to policy, give examples) *

53. **Environmental impact** – Explain how you will ensure that your project has minimal negative environmental impact *

Declaration

Declaration The information given on this application form is correct to the best of my knowledge.

Privacy Notice This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.
We collect the following personal data: Name, Address, Telephone number, Email address.
All this information is set out in full on the privacy notice with this form. **Please read the privacy notice here.**

Consent By completing this form you are giving consent for us to process your personal information for the purposes of outlined in the privacy notice with the form.
You have a right to withdraw your consent at any time by emailing GDPR@stalbans.gov.uk or calling the Council on 01727 866100.
If you withdraw consent, we will stop processing your application. If you supply us with an alternative contact, we will require consent for that contact. If you withdraw consent after a grant has been awarded, we will withdraw the grant unless an alternative suitable contact has been provided.

I confirm I have ensured that all names and contacts agree to have their details made available. I will make sure that all Management Committee members and people involved in delivering are aware of this declaration and the privacy notice.

54. Name of authorised person *

55. *

    ◯   I agree to give consent

56. Date *

Application Checklist

Please note: Applications without all the below information provided will be ineligible and will therefore not be considered for funding.

Applications from organisations that are new in the District / have not been funded by SADC before may be required to submit additional financial information upon request of the SADC Finance Team. Applications may also be referred to SADC Internal Audit if deemed necessary.

57. Have you: *

☐ Read the privacy notice above and consented to processing your data as part of the declaration

☐ Completed all sections of this application form

What you need to do now

58. Please indicate below if you have the following documents available.
Do not submit these now, however they may be requested as part of
the application process. Please ensure they are available upon request.
*

☐ Safeguarding Children/Adults at Risk policies

☐ Health and Safety Policy

☐ Risk assessment example

☐ Environmental Policy

☐ Equality Policy

59. Send the following documents to vcsgrants@stalbans.gov.uk *

☐ A copy of your constitution

☐ Income and Expenditure Account (also known as Profit and Loss Account) for last
financial year

☐ Balance Sheet for last financial year

☐ Notes to the financial statements for last financial year

☐ Your organisations bank statements for the last 3 months