

# GRANT APPLICATION FORM & GUIDANCE NOTES



**Alston Moor Business Association (AMBA)** has a remit to administer grant funding provided by United Utilities Plc in 2019. We envisage making multiple small value grants of between £100 - £1000.

Grant funding is available to businesses and community groups based on Alston Moor. The objective of the funding is to benefit community businesses and groups on Alston Moor. Applications will be reviewed by a panel of AMBA committee members and others. If you wish to apply to be considered for a grant, please complete and submit the application form.

In order to apply, your business or community group must have its own bank account. Groups must also have a constitution or governing document.

## MATCH FUNDING

Your business or community group will need to 'match fund' 25% of the total grant that you are applying for. This can be made as an amount of finance, or in the form of voluntary input. For instance, if you are applying on behalf of a charity where volunteers work without payment, then the 25% match funding requirement can be calculated in terms of the notional cost of these labour hours.

## ASSESSMENT PROCESS

- 1). Your application will initially be reviewed by the AMBA's Grant sub committee. You may be contacted at this stage for further information or clarification if required.
- 2). Applications considered to meet the criteria for grant funding will then be put forward for the full AMBA committee to consider.

**Please submit the completed application with supporting information to:**

Alston Moor Business Association  
c/o Janis Goodfellow  
Hi-Pennine Outdoor Shop  
Alston  
Cumbria CA9 3QN

or by email to [janisemma@outlook.com](mailto:janisemma@outlook.com)

Your name

Your address

Your contact number

Name of business or community group

URL for website (if applicable)

VAT number (if registered)

What is the value of the grant that you are applying for?

What is the total project cost?

How much 'matched funding' will you provide?

Proposed start date for the project / activity

Proposed end date

*Please tell us about your community business or group. (Number of participants, objectives, financial turn-over etc.)*

*Please summarise your project. (What is involved? Who will participate? How long will it take? What will it cost etc?).*

*How will you utilise this grant to positively impact the local area and its population?  
What will be the benefit to your organisation / community business?  
How many people will be involved / impacted by your project?*

*What would the impact be on your organisation or project if you did not receive this grant funding?*

*Please tick any to show that you have submitted any of the following;*

Most recent Bank Statement	
Constitution or Governing Document	
Copy of most recent Annual Accounts	
Two written quotes / estimates for all items of proposed expenditure for items to be procured / funded by the grant	
A breakdown of how the grant funding will be spent;	
Other	

**Declaration**

I confirm that the information given in this application is correct. Any award will be used in its entirety for the purpose summarised on this form.

Signature .....

Date .....

If you are a registered charity, please add your charity number below

**DATA PROTECTION**

*The information that you have provided in your application will only be used for the purpose of considering your grant application. If successful, the name of the funding beneficiary, the location of the project, amount awarded and summary of the project will appear in AMBA communications and in other media. Please sign below to confirm that you have read and understood these terms.*

Signature .....

Date application received .....AMBA signatory .....