

**Funding Application Form**

**Organisation**

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| **Your name** |  |
| **Your position in the organisation** |  |
| **Organisation name** |  |
| **Full address of organisation** |  |
| **Organisation contact telephone number** |  |
| **Organisation email address** |  |
| **Organisation website (if applicable)** |  |
| **Please briefly describe what your organisation does**  [maximum 400 characters] |  |

**About your project**

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| **What is the name of your project?** |  |
| **Proposed start date (day/month/year)** |  |
| **Proposed end date (day/month/year)** |  |
| **What project would you like to start or expand with Kao Data SEED funding?**  Describe the new project you want to start or expand (e.g. a community gardening club), and what you will be delivering (e.g. a weekly session for 3 months)  [maximum 1000 characters] |  |
| **Who will benefit from this project?**  Explain who this project will support, (for example, families, local businesses, young people) approximately how many and how it will help them.  [maximum 1000 characters] |  |
| **Why is now the right time to start or grow this project?**  Tell us why this project is important or needed for your community today.  [maximum 1000 characters] |  |
| **Will anyone else help you make this project a success?**  Mention any partners, community groups, or volunteers you’ll work with to make this happen.  [maximum 1000 characters] |  |
| **How will you use the Kao Data SEED funding?**  List the main costs you’ll cover (for example, tools, garden equipment, starters materials, or workshop supplies), and total amount of funding requested.  [maximum 1000 characters] |  |
| **Have you secured match funding for you project?**  Yes or no |  |
| **How will you monitor and evaluate your project?**  Share with us your plan for collecting data, for example, attendance numbers, surveys at the start and/or end, case story, photos and/or videos.  [maximum 800 characters] |  |
| **What impact do you hope to see, and how will you know if your project is making a difference?**  Share what success looks like for your project and how you’ll measure it (for example, increased food growing, reduced waste, or more people accessing local resources).  [maximum 800 characters] |  |

**Organisational policies**

If your application is successful in receiving funding, the following policies/statements are required to be in place:

* Risk Assessments
* Safeguarding/protection of vulnerable adults & children at risk (where applicable)
* Public liability insurance

Please email a copy of the above to [health.wellbeing@harlow.gov.uk](mailto:health.wellbeing@harlow.gov.uk)

Please also confirm which of the following policies/statement you have in place.

|  |  |
| --- | --- |
| Compliance with the General Data Protection Guidance in protecting individual’s personal data | Yes/No |
| Equality and Diversity | Yes/No |
| Event licenses (if applicable) | Yes/No |
| Health and Safety policies | Yes/No |

**Grant funding from Public Bodies**

* I confirm the answers given in this Kao Data SEED fund application and the information submitted are a true and accurate record of the project I am proposing.
* I understand project monitoring and evaluation must be undertaken and keep in regular contact with the Lead Officer.
* I understand the project must be delivered within the timescale set out in my application and I will have to return any grant funds if the project is not delivered or the organisation receiving the funding stops operating.
* In giving grants Harlow Council will require the supported project organisation or groups to accept all risks and liabilities associated with the activity being supported. This will be a condition of the grant.  Copies of relevant documents may need to be provided if the application has been approved.

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| Print name to confirm |  |

**What happens next**

You need to save a copy of this application for your reference.

To submit, please send a copy of the application form with accompanying documentation to [health.wellbeing@harlow.gv.uk](mailto:health.wellbeing@harlow.gv.uk)

Once you have emailed a copy of the application form, the Communities team will be in contact to discuss your application further.