Kingston First Town Centre Community Fund

Application Form

Before you fill in the application form, please ensure you have read and understood the application guidelines (download [here](https://www.kingstonfirst.co.uk/wp-content/uploads/2023/10/Application-Guidelines-Kingston-First-Town-Centre-Community-Fund-5-1.pdf)). If you need any help or clarifications, you can contact us at [funding@kingstonfirst.co.uk](mailto:funding@kingstonfirst.co.uk) or 020 8547 1221.

Please note that once your application has been submitted, you will not be able to make any changes. So please make sure you have checked through it thoroughly.

Please send the completed application form back to us via email to [funding@kingstonfirst.co.uk](mailto:funding@kingstonfirst.co.uk) by 12th January 2024.

**Application starts overleaf**

## Applicant Details

| 1.1 Contact details (if applicant is under 18, please supply the contact details for the parent or guardian supporting the application) | |
| --- | --- |
| Name of contact person |  |
| Job title (if applicable) |  |
| Phone number |  |
| Email |  |
| Address (this should be where the project will take place) |  |
| 1.2 Applicant name (organisation or individual) | |
|  | |
| 1.3 Do you have any impairments that we should consider in the course of your application? Please detail any here.  This is so we can make reasonable adjustments for you throughout the process. |  |
| 1.3 Organisation type (if applicable) | |
|  | |
| 1.4 Registered address of organisation (if applicable) | |
|  | |
| Do you have financial procedures/policies as part of your organisation's constitution or working practices? (Please attach with your application) | Yes / No |

| 1.5 Website / Social Media (Please add links to your website and/or social media below) | |
| --- | --- |
|  | |
| 1.6 Financial Details (if you are applying as an individual, please disregard this section) | |
| Do you have an organisational bank account? (i.e not in an individuals name) | Yes / No |
| Does your bank account have at least two signatories? | Yes / No |
| Do you have financial procedures/policies as part of your organisation's constitution or working practices? (Please attach with your application) | Yes / No |

## Project Information & Purpose

This section addresses point 1 of the criteria, set out in the application guidelines.

| 2.1 Name of project |
| --- |
|  |
| 2.2 Describe your project (max 250 words) |
|  |
| 2.3 What impact will the project have on local businesses and the town centre? (100 words) |
|  |
| 2.4 Who is your target audience for the project? (100 words) |
|  |
| 2.5 What does success look like for you? (100 words) |
|  |

## Project Delivery

This section addresses points 2 and 3 of the criteria, set out in the application guidelines.

| 3.1 How will you demonstrate the impact of Kingston First’s funding? (max 100 words) | | |
| --- | --- | --- |
|  | | |
| 3.2 Will you need any support from Kingston First? (max 100 words) | | |
|  | | |
| 3.3 | What is the start date of the project? | What is the end date of the project? |
|  |  |
| 3.4 Please outline the key milestones for your project, please include what the milestones are and the month in which you expect it to be completed. | | |
|  | | |

## Funding information

| 4.1 How much funding are you applying for? (Max £15,000) | |
| --- | --- |
|  | |
| 4.2 Would you accept a smaller amount? | Yes / No |
| 4.3 If yes, what is the lowest amount you would need for the project to take place? |  |
| 4.4 Please outline what the funding will be spent on (please break this down as much as you can) | |
|  | |