

1 Who can apply?

This scheme is open to voluntary and community organisations or similar bodies within Uttlesford such as village hall committees, sports clubs, community shops, community associations, play and recreation clubs and groups.

2 Which projects are eligible?

This grant is for one off expenditure as future funding may not be available, therefore, salaries and ongoing costs cannot be paid. Projects must be completed before 20 March 2013. Should a project be unable to be completed by this date then, except in a case where the grant is match funding for a pending lottery application, the grant provision will be lost.

3 Consultation

Applicants must demonstrate there is a proven need/benefit to the community, therefore evidence of consultation must be provided. This does not have to be onerous, members of your organisation and user groups should be asked to comment etc.

4 How much can I apply for?

The minimum you can apply for is £1,000 and maximum is £10,000.

5 How do I apply?

Please complete the attached form and forward it with all the relevant documents to Sue Hayden, Community Development Officer, Uttlesford District Council, Council Offices, London Road, Saffron Walden CB11 4ER. The closing date for receipt of the application is **midday on 16 July 2012**.

Your application will be acknowledged via email (where possible). If you do not received an acknowledgement after one week please contact Sue Hayden on 01799 510563.

You will be informed via email (where possible) of the outcome by the mid August 2012.

6 When will I receive the grant?

If your application is successful, the district council will transfer the grant by BACS when it is satisfied that works have been completed and receives written proof of expenditure. Bank details, account name, number and sort code need to be supplied with proof of expenditure. Photographic evidence of the completed project may be requested. The Council asks to be acknowledged in all your publicity and promotional advertising.

7 What special conditions are there?

- (a) The Council needs to ensure that consideration is given towards the nine protected characteristics under the Equalities Act 2010. Details of the nine protected characteristics can be found on the council's website www.uttlesford.gov.uk/your-council/equalities-and-diversity.
- (b) The district council reserves the right to inspect the project (at its discretion).

8 Any other questions?

Please contact Sue Hayden 01799 510563 if you have any queries regarding the Jubilee fund.

Jubilee Fund Application Form 2012/13

Question	Answer
1 Name of organisation	
2 Name, position in organisation and address of person submitting application	
Daytime telephone number and e-mail address	
3 How much are you applying for? (Minimum £1,000 Maximum £10,000)	
4 Is your organisation able to claim the VAT back on invoices in respect of this project?	
5 Purpose for which grant is requested. Please give further details on separate sheet	
6 Date project will be completed by	
7 Please demonstrate the need for this project and what benefit will this grant make on to your organisation/ community? Who have you consulted with?	
8 How many people will benefit from the project? What percentage of the users will be Uttlesford residents (estimated figure) Consideration needs to be made towards the nine protected characteristics under the Equalities Act 2010. Please explain how your organisation considers these?	
9 Have you applied/received other funding from the district council in 2012/2013? If so how much and what for?	
10 Is planning permission or building consent required? If so, has it been obtained?	
11 The Council may not be able to fund the entire grant you requested in 3. Please give details of work that can be carried out by 20 March 2013 if you receive:	
(a) 75% of your request?	
(b) 50% of your request?	
(c) 25% of your request?	

Data Protection Act

The personal data provided by you will be processed in accordance with the principles of the Data Protection Act 1998. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected or it is wrong. We will not disclose information about you unless the law permits us to.

If you require this form in an alternative format and/or language please contact us on 01799 510510

The closing date for receipt of the application is midday on 16 July 2012.