



Clevedon Community Bookshop Co-operative Community Grant Scheme

GRANT APPLICATION FORM

Clevedon Community Bookshop Co-operative (CCBC) will carry out due diligence checks on applications which meet our funding criteria as part of the final decision-making process.

The Bookshop Co-operative may carry out best practice checks on applicant organisation's accounts and governance. The Bookshop Co-operative will also carry out checks against publicly available information e.g on the Charity Commission website and at Companies House.

All supporting documents must be supplied with the application form. The Bookshop Co-operative may request further information.

About Your Organisation

Date of application:	
Name of organisation:	
Please state if affiliated to or part of a larger organisation or charity:	
Legal status of organisation:	
Charity No/ CIC No /Company No or other:	
Full postal address:	
Postcode:	
Main contact person for this application and position in organisation:	
Telephone:	
Email:	
Website details:	
Does the organisation's management committee, board of trustees or board of directors contain at least three unrelated people as members?	

Please describe the main activities of the organisation

Please give a short summary of the project for which the organisation is seeking funding including how you think the project meets the CBBC Grant criteria.
(Detailed information may be included on a separate sheet, if applicable –no more than 2 sheets of A4).

Does your organization have a constitution? If so please attach a copy

What is the total funding required for this project?

What funding is requested from the Bookshop Co-operative

How much does your organisation have available in reserve funds?

How much has the organisation raised so far?

Who do you think will benefit from this project?

In which year did the organisation start

How is the organization funded?

How many volunteers are involved in the organisation?

Define three criteria by which you would judge the success of your project

1

2

3

Please sign and date the following declaration.

To the best of my knowledge, all the information that I have provided in this application is correct. I agree that should any of the information provided within this application change prior to or, if successful, during the delivery of the project for which funding is awarded, I will update Clevedon Community Bookshop Co-operative as soon as reasonably practicable. This includes if the organisation becomes subject to any regulatory investigation or enquiry.

I confirm that I have the authority of the board of the management committee/trustees/directors (please delete as applicable) to submit this application, and to sign the safeguarding declaration.

Signature:

Print name:

Position in the organisation:

Date:

Next Steps

Please keep a copy of this application for your records and send the application via email to CCBCboard@outlook.com

Please ensure that you include the following:

A signed copy of the application form
Supporting information, as applicable

Please submit the application and supporting documents electronically. If you are unable to do so, or if you have any queries regarding the application, please contact us at the email above.