



# **D A R K W O O D S**

## **C O F F E E**

**Dark Woods Coffee Ltd**

### **Community Small Grants Programme**

### **Application Form**

#### **How to complete this form:**

1. Read the [guidance notes + FAQ](#), [eligibility criteria](#) and [Terms & Conditions](#) document so that you understand the requirements for grant applications.
2. Ensure you meet the [eligibility](#) criteria, before starting to fill in the application.
3. You can fill in this Word Document application and email it to us, or you can print it off and fill it in by hand and post it to us.
4. Send the completed application form and all supporting documentation **in one email** to [community@darkwoodscoffee.co.uk](mailto:community@darkwoodscoffee.co.uk). Alternatively, print off the form, or send in your own document and supporting documents, by post to Community Grants, c/o Dark Woods Coffee, Holme Mills, West Slaithwaite Road, Marsden, Huddersfield, HD7 6LS

#### **Need help with your application?**

If you need any help putting together your application at any point, or you would like to arrange a phone chat to discuss your project (once you have read the guidance and FAQ), then please contact us by email at [community@darkwoodscoffee.co.uk](mailto:community@darkwoodscoffee.co.uk) with a contact telephone number and we will phone you back within 3 working days.

#### **Application Checklist**

For an application to be complete, it must contain all the information that we ask for. Incomplete applications will not be assessed. If your application includes items you want to purchase, please include a quote for the cost, or a screen shot from an online supplier.

#### **You need to clearly explain to us:**

- What you want the grant for
- What you will spend it on
- Why you need a grant from us (that the project cannot be funded from other sources)
- Who will benefit from the activity or purchase you are planning
- Which of our outcome areas your activity meets (see the Outcomes list at the end of this form)
- How you will show us that the activity or purchase has made a positive difference locally
- How you will show us how you spent the grant – receipts / invoices etc.

## Section 1. Applicant and Organisation Details

**Applicant & Organisation Details.** *The applicant is responsible for all aspects of project delivery and reporting. The grants team will liaise with the Applicant on all issues.*

<b>Organisation / Group Name</b>		
<b>Organisation / Group Address</b>		
<b>Organisation / Group Email</b>		
<b>Contact Person Name</b>		
<b>Contact Person Telephone number</b>		
<b>Contact Person Email</b>		
<b>What is the legal status of this Organisation?</b>  Tick the description that applies to you. If you are a registered organisation, tell us your registration number	<b>Registered charity</b>	Number:
	<b>Incorporated association</b>	Number:
	<b>Unregistered organisation</b>	
	<b>Registered community interest company</b>	Number:

<b>Does the organisation have a constitution or a written set of rules?</b>	
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<b>Insurance Information</b> <b>Do you have insurance in place to cover the activity or project you want to undertake?</b>	
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<b>Safeguarding</b> <i>It is an expectation that all organisations and projects that work with children or vulnerable adults have a clear safeguarding policy and procedure relevant to those activities. We expect you to: Have a Named Person who is committed to children and young people's wellbeing and safety; Have safeguarding policies in place that are appropriate to your organisation's work; If you are regularly working with children/young people you must undertake Child Protection Training; Renew Disclosure and Barring Service certificates at least every three years; Provide safeguarding training or guidance to staff and volunteers.</i>	
<b>Does your organisation work with vulnerable groups in any capacity?</b>	
<b>If yes, does your organisation hold relevant, up to date policies and procedures as outlined above?</b>	

*Unless we request it, you are not required to supply the certificate copy. Applicants should ensure they have read and understood their obligations outlined in the Terms & Conditions that all successful grant applicants must sign.*



**Section 4 – Project costs**

<b>Item / Activity</b>	<b>£ Requested from Dark Woods (max £500)</b>	<b>£ Requested from other sources / self-funded</b>	<b>£ Total Cost</b>	<b>Notes</b>	<b>Evidence Attached</b>
<i>e.g., chair rental for community party</i>	£150.00	£250.00	£400.00	Quote attached from supplier	✓
<b>Total</b>	£ _____	£ _____	£ _____		
	<i>This is the total amount you are requesting from this grant. This must not exceed £500.00</i>	<i>This is the total amount you are requesting from other sources, or funding yourself (if any)</i>	<i>This is the total amount of your project or purchase</i>		

## Section 5. GDPR Transparency Statement

The information requested on this form is required by Dark Woods Coffee Ltd to assess whether a Small Grant can be awarded. We may make enquiries and collect information relevant to the grant for any purpose, including assessment, monitoring, reporting and for promotional material including media releases, websites, brochures and any other material.

We will only ask you to provide information that we need to effectively assess your grant application and communicate with you. We will store your information securely and will not share it with any third-party.

**I confirm that I have read and agree to the above data protection statement.**

**Grant Programme Outcomes** – please tell us in your application which of our stated outcomes your activity meets. You can choose as many as apply.

### Social Outcomes

1. Enabling improved health and wellbeing for local people
2. Supporting local communities to access nutritious food and drink
3. Enabling access to safe spaces where people can build relationships and feel supported
4. Local people experience improved personal budgeting, financial stability, and a reduction in personal debt
5. Improved health outcomes, both physical and mental, and confidence through participation in physical activities, sport and cultural activities
6. Older, vulnerable or isolated residents are supported to feel that they are part of the community and are less socially isolated
7. Enabling communities to celebrate and improve their neighbourhood

### Environmental Outcomes

1. Supporting communities to build resilience in response to the impacts of climate change, such as hotter, drier summers, erratic rainfall and temperature changes
2. Supporting waste reduction
3. Enabling measured and sustainable carbon emission reduction
4. Sustainable benefits to the natural environment, such as improved biodiversity or reduction in pollution

### End of application

Submit this application via email to [community@darkwoodscoffee.co.uk](mailto:community@darkwoodscoffee.co.uk)

with all supporting documentation in **one email**.

Alternatively, you can print the form and send it to us in the post, along with paper copies of any supporting documents.

### What happens next?

1. You will receive confirmation from us that your grant application has been received, along with the date by which it will be assessed.
2. When we assess your application, we will give you a decision and feedback, within 10 working days.
3. Any expenses claimed without supporting evidence will be removed from the application without notice.