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**RealChangeBedford Fund - Small Grants - Guidance Notes and Form 2023**

The Bedford Homeless Partnership #RealChangeBedford Fund aims to assist organisations working with the homeless sector in Bedford Borough by funding specific projects or capital items. Please note that funding cannot be granted retrospectively so please ensure that you submit your request prior to purchasing equipment or items.

**Eligibility criteria**

• The applicant organisation must operate in the homelessness sector in Bedford Borough.

• Organisations must have a governing document and a building society or bank account. Any grant

awarded will be paid by BACS to the organisation named. Payments will not be made to individuals.

• If your organisation does not have a governing document or bank account, we may, in particular

circumstances, consider purchasing items on behalf of your project. Each application will be

considered on merit.

**How much funding is available?**

• We will award one-off grants up to the sum of £1,000 for capital items or towards a specific project

which can be quantified.

• It is a condition of the award that:

o Bedford Homeless Partnership are kept informed of what the funds have

been used for, and will require written or photographic evidence of the project.

o Details of organisations and projects supported will be used for publicity and marketing

purposes (including the Bedford Homeless Database) by Bedford Homeless Partnership.

Examples of projects we will not fund:

• Applications from profit making organisations or statutory bodies.

• Applications from organisations not working within Bedford Borough.

• Organisations that have not filled in all sections of the application form or do not provide any other requested information.

**Application and procedures**

• Only requests on the official application form will be considered.

• On receipt of the completed application, we may contact you to ask for additional information.

• The decision of the Grants Panel is final. You will be notified within 1 month of receipt of your

application whether a grant will be provided, although we aim to respond in 14 days if possible.

**Assistance**

If you need any assistance completing this form, please contact Martin Trinder -martin@cvsbeds.org.uk

**The completed form**

Please send your completed form and any supporting documents to Martin Trinder, CVS Bedfordshire, 43 Bromham Road, Bedford MK40 2AA or by email to martin@cvsbeds.org.uk

**Bedford Homeless Partnership**

**Small Grants Application Form - 2023**

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| **Name of organisation:**  |
| **Name and position of person completing this form:**  |
| **Address of organisation:** | **Address for correspondence (if different):** |
| **Postcode:**  | **Postcode:**  |
| **Telephone number:**  | **E-mail:**  |

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**Details of the project for which funding is requested**

**Explain why the project is needed and how the homeless will benefit from it**

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| **Total cost of project:** | **£** |
| **Total amount requested:** | **£** |
| **If the total cost of the project is more than the amount requested, how will this difference be met?**  |

**Declaration**

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| * The information given in this application is, to the best of my knowledge, true and accurate.
* Any grant awarded will only be spent on the proposal outlined in this application.
* I understand that details of organisations and projects supported will be used for publicity and marketing purposes (including the Bedford Homeless Database) by Bedford Homeless Partnership.
* I confirm that I am authorised to sign such declarations on behalf of the group.
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| **Signed:** | **Dated**:  |