



## Community Fund - Small Grant Application Letter (for grants up to £500)

### This free-format Letter is for use by applicants for smaller grants only

In order for your application to be assessed please submit a letter showing the following or complete the attached Small Grant Application Form as best as you can. Advice and help are available by email to [wwceapplications@wiltshirewildlife.org](mailto:wwceapplications@wiltshirewildlife.org) or by telephone 01380 736065 from the Wiltshire Wildlife Community Energy Community Fund Administrator.

#### 1 About the Group

- **Basic Information about your Group** - include Group's Name, Address, Background, Funding, Governance and Objectives
- **Main activities of your Group**
- **Group's previous experience of grant funding**
- **Main contact for this application** - include name, position in group and contact details – see below

#### 2 About the Project

- **Project name and summary** - include title, description, start / end dates, location etc
- **Project benefits** e.g. wildlife conservation, reducing carbon emissions, mitigating climate change, and / or fuel poverty
- **Project justification and legacy** e.g. need, who will benefit, how it will be sustained and evidence of success
- **Project delivery** e.g. who will do it and how?

#### 3 Financial information

- **Grant amount requested and cash flow** - include expenditure total and key dates
- **Breakdown of costings** e.g. staff, materials, contractors, admin
- **Any other sources of funding** e.g. own reserves, other donors etc

#### 4 Supporting Information

- **Referee** - nominate a referee who knows your group's work but is independent
- **Standing and status** - include banking arrangements, any registration or affiliation details

**Signed:**

**Position held in group:**

**Date:**

**Preferred means of contact:**

Please note WWCE may contact you for clarification if required

**Data Protection:** The information you provide on this application form is collected and held by Wiltshire Wildlife Trust (WWT), who administer the Wiltshire Wildlife Community Energy (WWCE) Community Fund, to process this application. The information you provide to us will be held securely on our systems for the purpose of administering your application and will be passed to the WWCE Community Fund Panel who will use it to review the application and decide whether to agree the grant. WWT will also let WWCE know the names of organisations and project details of applicants to the Fund. WWT and WWCE publish data on organisations and groups receiving grants, but not personal details. WWCE may also use information about projects that receive grants on their website to promote and celebrate successful activities or in joint publicity where appropriate and agreed with you (please see Guide for groups applying for grants).

Neither organisation will sell your data to anyone else and if you would prefer us not to keep contact information or to change your preferences at any time, just let us know. By making a grant application, you are consenting to us using your data in this way.

Please refer to our Privacy Policy at <https://www.wiltshirewildlife.org/privacy>

## Small Grant Application Form (for grants up to £500)

<b>1 About the Group</b>	
Group Name	
Address and website	
Group Aims & Objectives	
Main contact for this application - Position held in group	
Type of organisation	
Management structure	
Number of paid staff and roles and / or	
Number of volunteers and	
Group background	
Group activities and area of Wiltshire covered	
Group sources of Income	
Previous Projects examples	
<b>2 About the Project</b>	
Project Name	
Summary	
Start and End Dates	
Location	
Areas your project will benefit from below: - wildlife conservation - reducing carbon emissions - mitigating climate change - and/or fuel poverty	
Describe the project delivery in more detail	
Project Legacy	
<b>3 Financial information</b>	
Total Project Cost (£)	
Grant Requested (£)	
Breakdown of cost	
Funding Breakdown - % WWCE Grant - % Own Funds - % Other Sponsors	
Date Grant required by	
<b>4 Supporting Information</b>	

<p>Name of Referee - Referee position - Referee contact details (Tel, email etc)</p>	
<p>Group Standing and status - banking arrangements - any registration or affiliation details</p>	