**Building Communities Fund**

**Application Form 2025-2026**

Please read the guidelines document before completing this form. It tells you what we are looking for, and will ensure your application has the best chance of success. You can find the guide here: <https://www.teamlondonbridge.co.uk/buildingcommunities>

If you have any questions or problems completing this application form, please contact Sofia on the details below.

**The deadline for completed applications is 12:00 midday, Monday 4th August 2025.**

**Section 1: Organisation Details**

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| **Organisation name:** | | | | | | | |
| **Registered address of organisation:** | | | | | | | |
| **Website:** | | | | | | | |
| **Type of organisation:** (Please tick) | | | | | | | ✓ |
| * Registered charity | | | | | |  | |
| * Community Interest Company with an asset lock (CIC) | | | | | |  | |
| * Charitable Incorporated Organisation (CIO) | | | | | |  | |
| * Company limited by guarantee with an asset lock | | | | | |  | |
| * Constituted Voluntary Organisation with no charity number | | | | | |  | |
| * Tenants’ and Residents’ Association | | | | | |  | |
| * Other: (Please specify). *If your type of organisation is not listed here, please get in touch with us before making an application.* | | | | | |  | |
| **Charity number (if applicable)** |  | | | | | | |
| **Company number (if applicable)** |  | | | | | | |
| **Please tell us about your organisation (about 100 words).** For example, what is your mission, where do you work and what do you do? How long have you been doing the work you do? | | | | | | | |
| **Does your organisation have a formal constitution?** (Please tick) | | Yes |  | No |  | | |
| **Does your organisation have a management committee, board of trustees, or similar?** | | Yes |  | No |  | | |
| If not in either case, please explain why. | | | | | | | |
| **Does your organisation have:** (Please delete as appropriate)  *At least two bank account signatories Yes/ No*  *Public Liability Insurance Yes/ No*  *Child Protection Policy and Procedures Yes/ No*  *Vulnerable Adult Policy and Procedures Yes/ No*  *A health and safety policy Yes/ No*  *(If you run your activities from your own venue)*  *A diversity and equal opportunities policy Yes/ No*  *We may ask you for further information on the above, including seeing copies of your policies, if your application is successful.* | | | | | | | |
| **Do all staff and volunteers working with vulnerable adults or children and young people undergo an enhanced DBS check?** *We may ask to see evidence of this if your application is successful.*  *Yes/ No* | | | | | | | |
| **Is the majority of your management committee aged 18 or less?** Yes/ No | | | | | | | |
| **Are you applying through a support organisation**? Yes/ No  *If yes, please tell us the name of the organisation.*  **Support Organisation:**  **Contact details:** | | | | | | | |
| **YOUR FINANCES** | | | | | | | |
| **What are your net current assets?** *Please tell us this according to your latest annual accounts. If you do not have this, please tell us the current balance in your bank account.* | | | | | | | |
| **What was your organisation’s income last year?** *Please tell us**according to your annual accounts*. | | | | | | | |
| **How are most of your activities funded?** *For example,**local authority grant/s, community fundraising, trusts and foundations grants, room hire. Please mention any notable organisational funders.* *Please tell us about any significant funding, for example grants, contracts or donations.* | | | | | | | |

**Section 2: Contact Details**

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| **Name of main contact person:** |
| **Job title:** |
| **Phone Number:** |
| **Email:** |

**Section 3: Project Details**

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| **Project name and brief description\*** *(no more than 50 words). If you were to tell someone what your project is briefly in your own words, what would you say?*  *\*we may copy this paragraph and paste it onto our website if you are successful.* |
| **Which of the 3 themes are you addressing?** (Please indicate)  • Creativity, arts and physical wellbeing • Nature & sustainability • Employment and skills |
| **Why is your project needed? (about 150 words).** *Please tell us about the needs relevant to the project of the people/ community you will work with. (For example, is your employability work focused on an area with high levels of deprivation? Is your football club offering a project in a place where there are no leisure activities for young people or children?)* |
| **Please clearly describe your project activities (about 250 words).** *Please be as specific as possible. (Make sure you tell us: what particular activities you will deliver and how many/ how often; who will deliver it; where and when the activities will take place; who will take part, and how many people will benefit.)* |
| **What difference will the project activities make, and how? (about 150 words)** *How will things be better after you have delivered your activities?* |
| **When will the project start (if applicable**\***)?**  \* *If this is for an ongoing project or service, please say so.* |
| **When will the project finish (if applicable)?** |
| **Where will your project be delivered, and where will participants come from?** *Please be specific, and remember that you must be working with a minimum of 70% Southwark residents, and take place in the areas local to London Bridge, maps provided in the guidelines document.* |

**Section 4: Financial Details**

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| **What is the total cost of your project?** | | |
| **What is the grant amount that you are asking us for? (Min £500 and Max £3,000)** | | |
| **When will you need the grant to be transferred to you?** | | |
| **If we cannot fund the full amount that you are requesting from us, would you accept a smaller contribution?** *(Answering yes here will not reduce your chances of being awarded the full amount.)* | | |
| **What will you spend the grant on? (Please delete the examples and add rows if you need to)** | | |
| **Purpose** | **Amount** | **Notes/ calculation** |
| *Example: Trampoline* | *£400* | ***-*** |
| *Example: Project coordinator salary* | *£1,100* | *0.2 FTE x 3 months* |
| *Example: Room rental* | *£500* | *£50 x 10 sessions* |
| *Example: Trainer* | £100 | £25/ hr x 4 |
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| **Total** |  |  |
| **Have you already secured any money for this project/ service from other sources?** *(If so, please tell us how much and from whom. Eg. £1,500 from business ABC, £5,000 from X foundation, etc).* | | |

**Section 5: Outreach and publicity**

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| **How will you recruit and retain suitable participants?** **(About 150 words)** *Please be specific, and bear in mind how you will ensure that you reach a diverse range of people. What will you do if people drop out?* |
| **How will you publicise the project? (About 50-100 words)** *For example, will you tell people about it in your TRA newsletter, or emails to supporters? Do you have followers on social media, or have a gallery of images on your website?* |

**Section 6: Signature of Contact Person**

I certify that all the information in this application is true and accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Signature |  |

**Section 7: Check List**

Please check that you have attached all 3 of the following documents:

* Application form (*in this same Word format please, a digital signature is fine at this stage*)
* Your Constitution
* Your Latest Annual or Management Accounts

**Please return via email to:**

Sofia Alexandrache, Responsible Business Director, [**sofia@teamlondonbridge.co.uk**](mailto:sofia@teamlondonbridge.co.uk)**.**

**The deadline for completed applications is 12:00 midday, 4th August 2025**

If you don’t get an email from Sofia before 4th August 2025, confirming that your application has been received and will be processed, please call the TLB office on 0207 407 4701.

We will respond to all applicants on or before 15th September with the final result, and feedback will be available on request.