COACH TRIP SCHEME 2019/20

APPLICATION FORM

Please complete the application clearly in **block capitals**
Please ensure you meet the eligibility criteria as stated in the information sheet before completing your application

About your organisation	
1. **Name of the organisation**	
2. **Address for correspondence**	
3. **Contact person's name**	
4. **Position in the organisation (e.g. Secretary, Chair, Treasurer etc.)**	
5. **Email address of the contact person**	
6. **Telephone number of the contact person**	
7. **Does your organisation have its own governing document – e.g. a written constitution, club rules or terms of reference etc.?** (you may be asked to provide this)	Yes / No
8. **Does your organisation have its own bank account, i.e. an account in the name of the organisation named above?**	Yes / No

If you have answered 'No' to questions 7 or 8, you may not eligible to apply.

9. Please provide contact details of 3 people involved in <u>running</u> your group or club.	
1st person - Name	
Position (e.g. treasurer, Chair, Secretary etc.)	
Address	
Email	
Telephone	
2nd person - Name	
Position (e.g. treasurer, Chair, Secretary etc.)	
Address	
Email	
Telephone	
3rd person - Name	
Position (e.g. treasurer, Chair, Secretary etc.)	
Address	
Email	
Telephone	

10. What does your organisation do?

11. Where does your organisation meet or run its activities? (if address different to question 2)

12. Membership:

How many residents attend your regular activities?	
How many of these live in Hammersmith & Fulham?	

13. Funding:

How much funding does your group estimate it will receive in this financial year, i.e. 1st April 2019 to 31st March 2020? (Please include funding from Hammersmith & Fulham and all other sources)

Unfunded		**less than £2,000**	
£2,000 to £7,500		**£7,500 to £10,000**	

If your organisation has income of over £10,000 you are not a priority group

14. Your Coach Trip:

What is the destination:	
How many people do you think will go on the trip?	
How much will you charge per person? (groups may use their trip as a fundraising activity)	£

15. Your Passengers:

Please estimate how many passengers are likely to be from the different parts of Hammersmith & Fulham:

North part of the borough (W11-W12)		South part of the borough (SW6)	
Centre of the borough (W14&W6)		Not residents of Hammersmith & Fulham	

How many of the passengers are likely to be:

Age 60+		Disabled	
From BME Communities		Single pensioner household	
Children		Women	
Living in isolation			

16. Supporting Statement: Is there anything you would like to tell us in support of your application?

17. DECLARATION:

I declare that all the information above is complete and correct to the best of my knowledge.

Name:	
Signature:	
Position:	
Date:	

ADDITIONAL INFORMATION

Payments

If your application is successful, your organisation will need to be registered with the council for the payment to be made – which is now by BACS transfer.   Any organisation not in receipt of funding from the council since April 2015 will need to complete a "New Supplier Form" and submit this with your application.

Monitoring

The Coach Trip grant is to be used only towards the cost of hiring transport for an outing for your group. All groups awarded a Coach Trip grant will be required to provide a short monitoring report about your trip and provide a receipt for the transport you used.

Please return your completed application to:

Sacha Mortimer
Community Investment Team
Room 39
Hammersmith Town Hall
King Street
London W6 9JU

Or by email to sacha.mortimer@lbhf.gov.uk

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PLEASE NOTE

If we are oversubscribed, and following the priority criteria, your application may not be successful, or you may be offered a lower value grant. Coach Trip grants are prioritised for groups supporting disadvantaged residents (particularly those in isolation) who otherwise may have no, or limited, opportunities for a day out. Highest priority is given to groups supporting older people with income of less than £10,000.

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