

Derwenthorpe Residents' Association Application Form for Community Pot Grant

Please return this form to the DRA treasurer, c/o 56 Temple Avenue in time for it to be considered at a core team meeting, at least four weeks before the date of your planned event/activity or before it is advertised, whichever is earlier.

Please read this carefully before completing the form ~

The DRA community pot has been funded by a grant from DPAC (Derwenthorpe Partnership Advisory Committee), so we are obliged to conform with their criteria. Therefore please note funding cannot be used for purchasing alcoholic drinks. As the purpose of this grant is to support community events/activities, it cannot be used for any business-related projects (including social enterprises).

You do not have to make a charge for your event/activity. However ~

- if you decide to make a charge, and
- you make a profit

then you must repay as much of the grant as your profit allows. This is because you cannot make a personal profit from the community pot, as it is effectively DPAC funding. If your event/activity is fund-raising for charity, then the same applies. This is because the community pot cannot make donations to charities, again as it is effectively DPAC funding. You can of course choose to make a donation to the community pot, to help sustain it for the future so that other residents may benefit.

Any equipment purchased with funds obtained from the DRA community pot will remain the property of the DRA and must be returned to us if you no longer use it, so that we can hold it as a resource for the benefit of other residents.

If you plan to hold your event in the open public spaces or the MUGA (multiple use games area), then you must first obtain written permission from the Derwenthorpe manager. (You will also be required to complete a risk assessment form at least four weeks in advance of your planned event/activity or before it is advertised, whichever is earlier. Please note that the submission of the risk assessment does not mean an automatic qualification for DRA public liability insurance, nor permission from JRHT. JRHT request that there is no advertising for any event/activity until they have given permission, and the risk assessment endorsed by both JRHT and the DRA).

1. What are your contact details?

Name (please print)	
Email (please write clearly)	
Phone no.	
Address	
Which of these do you prefer we use to contact you?	

2. As the DRA community pot has been funded by a grant from DPAC, we are obliged to conform with their criteria. These are ~

- To promote community engagement and community cohesion
- To promote environmental awareness and concern
- To promote diversity and equality of opportunity
- To protect and enhance the built and natural environment

Please describe who the event/activity is aimed at, how they will benefit from it, and how some or all of the criteria will be met?

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3. Please give us details of the type of event/activity you are organising.

Name of event/activity	
Date and time of event/activity	
Type of event/activity	
Venue	
What is the maximum number expected to attend?	

4. What is the TOTAL COST of your event/activity, and how much funding are you applying for?

Item	Cost of item	Amount requested from community pot
Total		

5. If your event/activity is NOT being held in the SSC, you can qualify for cover under the DRA's public liability insurance, in which case you MUST complete ~

- the risk assessment form

It is available for printing from our website, or a hard copy will be provided on request. If you are successful in your application, the grant cannot be released to you until you have returned the completed risk assessment form.

6. If your event/activity is being held in the SSC, you will qualify for cover under JRHT's public liability insurance.

7. We will contact you by whatever way you have indicated you prefer (in section 1), to let you know whether or not you have been successful. If you are successful, we will require bank details so that the grant can be paid. We regret we cannot make any payments in cash.

8. The DRA are currently required to provide feedback to DPAC, so we ask that you do so on completion of your event/activity, including any photos you wish to share.

9. If you are successful, you are required to acknowledge the DRA's support on all your advertising, and at your event/activity.

10. **Agreement.** Please sign, date and print your name below, to confirm that you agree to the terms of the award as described in this form.

Signature of applicant	
Date of signature	
Print your name	