|  |
| --- |
| New NCC logo-black**Grant ‘in kind’ application form** |

**How to apply**

This form is to be used to apply for free use of council resources, a grant ‘in kind’. This could range from an open space to a brown bin, from a PO Box address to a room at city hall.

We have designed this form so you can provide all the information we need to make a decision about your proposal.

When you have completed the application form, please email us a saved copy as an attachment at: [commissioning@norwich.gov.uk](mailto:commissioning@norwich.gov.uk). Any enquiries can be sent to this address.

Or you can return it by post to:

Commissioning Applications

Norwich City Council

City Hall

St Peters Street

Norwich

NR2 1NH

|  |  |
| --- | --- |
| intran logo |  |

**If you would like this document in large print, Braille, audiotapes, or translated in to another language, please call us on 0344 980 3333 or email info@norwich.gov.uk**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Organisation name, name of main contact and their position in the organisation** | | | | | | | | | |
| Organisation name  Name of main contact  Position in organisation | | | | | | |  | | |
| **2. Address** |  | | | | | | | | |
| Postcode |  | | | | | | | | |
| Telephone |  | | | Email | | | |  | |
| 1. **Is your organisation a community group/charity/residents association/sports club etc.?** | | | | | | | | | |
|  | | | | | | | | | |
| **4. If your organisation has a charity or company registration number please include the number below:** | | | | | | | | | |
|  | | | | | | | | | |
| **5. What are the aims and objectives of your group?** | | | | | | | | | |
|  | | | | | | | | | |
| **6. Which of the Norwich City Council priorities and agreed outcomes does your project support?**  (**Y**/**N**) | | | | | | | | | |
| Safe and clean city | |  | | | City with decent housing for all | | | |  |
| Prosperous city | |  | | | City of character and culture | | | |  |
| Value for money services | |  | | | Other please specify | | | |  |
| **7. What resource are you requesting from Norwich City Council and do you know its approximate value?** | | | | | | | | | |
| £ | | | | | | | | | |
| **8.** **What benefit will people receive from this project?** | | | | | | | | | |
|  | | | | | | | | | |
| **9. How many people do you think will benefit and what percentage will be residents of Norwich (approximately)?** | | | | | | | | | |
|  | | | | | | | | | |
| **10. What plans are there for long term sustainability, or is this a one off application?** | | | | | | | | | |
|  | | | | | | | | | |
| **11. Did you find this form: (Y/N)** | | | | | | | | | |
| (a) Easy to complete | | |  | | | (b) Reasonably easy to complete | | |  |
| (c) A little difficult to complete | | |  | | | (d) Very difficult to complete | | |  |
| **12. Did you contact one of our officers to discuss your application? Y/N** | | | | | | | | |  |
| **12a. If so please give name of officer or their role** | | | | | | | | | |
|  | | | | | | | | | |