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| 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. 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

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| 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**

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| **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** |
|       |