**Application form for Hartford Community Fund – fund total £5,000**

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| **Your name** |  |
| **Organisation/applicant name** |  |
| **Address of organisation/ applicant** |  |
| **Your role/connection to organisation/ applicant** |  |
| **Email** |  |
| **Daytime tel (mobile & landline)** |  |
| **Total amount requested and how it would be used** |  |
| **Breakdown of costs, if applicable** |  |
| **If part of a larger project, what is total amount of funding required?**  **Please include details here of how the rest of the project will be funded, if applicable, and associated timescales** |  |
| **Brief details about your project** |  |
| **How will the project benefit your community?** |  |
| **If you are seeking funding for a building project, including refurbishment or an extension, do you have the necessary permissions and infrastructure in place? Does your project need approval from a third party, eg. local authority. Explain briefly.** |  |
| **If we approve your funding request will your project be in a position to proceed? If not, why not?** |  |
| **Approximately how far is your project from our Redrow Hartford development (CW8 1SF)** |  |
| **How did you find out about the fund? Please state, eg. newspaper article, online source, word of mouth, previous recipient.** |  |

**Guidance on completing your application**

* Please return your completed application form to [redrowfund@activepr.co.uk](mailto:redrowfund@activepr.co.uk) by midnight on Friday, 8th December, 2023. Remember to include ‘Hartford Community Fund’ in the subject of your email.
* We aim to let you know the outcome of your application within a month of the deadline. If there are any delays, we will keep you updated.
* We can’t accept supporting documents, so please make sure all relevant information you wish to share is included in the application form.
* Please note that Redrow will try and help a variety of groups and spread the funds as widely as possible, so we’d encourage applicants to take this into account when applying for funding.
* We will also favour applications that bring a benefit to the wider community close to our Redrow Hartford development at Woods Road, Hartford, Cheshire, CW8 1SF.
* Remember to include details of how you would use the funds requested. This could be to purchase equipment, hire facilities or contribute towards running costs.
* If your request is part of a larger/ long running project with a higher budget, please include a breakdown of costs and timescales involved. Redrow may be able to support an element of your project alongside other local causes.
* If your project requires third party approval, planning permission and/or new infrastructure outside your control, this may influence our decision unless you can provide evidence that this is in hand.
* Information from the application form will be collated by Active PR and shared with Redrow Homes for the purposes of processing your application
* Successful applicants will be required to take part in PR/promotional activity for the community fund.

Terms and conditions:

**Redrow Hartford Community Fund terms and conditions**

1. The Hartford Community Fund is open to projects, groups, organisations, charities and individuals.
2. Applications are open from Friday, November 3rd to midnight on Friday, December 8th, 2023.
3. Applicants must fill in the application form provided and return to [redrowfund@activepr.co.uk](mailto:redrowfund@activepr.co.uk). Supporting documents will not be accepted, so please ensure all information is included in the form.
4. We aim to let you know the outcome of your application within a month of the deadline. If there are any delays, the fund administrators will keep you updated.
5. Applications will be reviewed by a Redrow and Active PR panel who will choose how the community fund is allocated. Their decision is final.
6. The total fund of £5,000 will be shared between as many applicants as is practically possible.
7. Successful applicants will be required to take part in PR/promotional activity for the community fund. The applicant is to ensure that any necessary consents from third parties for the PR/Promotional activity is obtained.
8. The fund administrators (Redrow and Active PR) are required to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation in relation to the processing of any personal information obtained from you and takes the protection of your personal information seriously.
9. Any personal information collected will be used for administrative or operational reasons connected with the fund and your interaction with Redrow, including but not limited to communication with you.
10. The fund administrators accept no responsibility for difficulties experienced in submitting an application.
11. Applicants are deemed to have accepted these terms and conditions.