

Community Investment Fund

Application Form — Donations & Sponsorship (Small Grants, £100–£1,000)

This form is for one-off events, initiatives or projects that benefit Arawak Walton tenants and communities in Manchester, Stockport or Trafford, and that fit with one or more of our community investment core themes. Please complete every section — incomplete applications may take longer to assess.

Application reference (office use)	
Date received (office use)	
Requested decision date	

SECTION 1 — ABOUT YOUR ORGANISATION

Name of organisation / group / individual	
Key contact — name and role	
Email and phone number	
Postal address	
Are you a registered charity, CIC or other constituted group? Please give registration number if applicable	
If not registered, how do you ensure accountability? (e.g. constitution, management committee, bank account with at least two signatories)	

SECTION 2 — YOUR PROJECT OR EVENT

Name of project / event	
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Which core theme(s) does this project support? (tick all that apply)

☐ Health and Wellbeing	☐ Financial Inclusion / Cost of Living	☐ Community Facilities and Infrastructure
☐ Employment, Skills and Training	☐ Environment	☐ Community Safety and Cohesion

Brief description — what, when, where (include date(s) and venue postcode)	
Is this a one-off event or a project running over several weeks/months?	

How does your project directly benefit Arawak Walton tenants? Be specific about neighbourhoods and the need it addresses	
How have you involved Arawak Walton tenants in planning this? (e.g. resident group consultation, tenant survey, partnership with a tenant association)	

SECTION 3 — WHO WILL BENEFIT AND EXPECTED REACH

Estimated total number of attendees / beneficiaries	
Estimated number of Arawak Walton tenants expected to attend or benefit	
Local authority area(s) — Manchester / Stockport / Trafford (state all that apply)	
Specific wards or neighbourhoods (e.g. Moss Side, Harpurhey, Brinnington)	
How will you ensure people facing barriers (low income, disability, language, etc.) can access your project?	

SECTION 4 — PROJECT DELIVERY AND SAFEGUARDING

Who will deliver the project? (staff, volunteers, partners — names or roles)	
What experience does your group have delivering similar events or projects? Give one or two examples	
Do you have public liability insurance? If not, will you obtain it before the event?	
If children or vulnerable adults are involved, what safeguarding policies do you have in place?	
What are the main risks (e.g. weather, low attendance) and how will you manage them?	

SECTION 5 — BUDGET AND OTHER FUNDING

The Donations Fund can award between £100 and £1,000 per application. Please provide a realistic, itemised budget — avoid single lump-sum figures.

Item	Cost (£)	Notes (supplier, units, etc.)
Venue hire		
Activities / workshops (list separately if possible)		
Food and refreshments		
Entertainment / performers		
Publicity (flyers, social media)		
Staff / volunteer expenses		
Insurance		
Contingency (recommend 5–10% of total)		
Other (specify)		
Total cost of project		
Amount requested from Arawak Walton (must be £100–£1,000)		
Amount already secured from other sources		List sources
Amount applied for elsewhere (pending)		List sources

If you are requesting less than the total project cost, how will you cover the remaining amount? _____

SECTION 6 — RECOGNISING ARAWAK WALTON'S SUPPORT

How will you acknowledge Arawak Walton's support? (e.g. logo on materials and social media, verbal acknowledgement, named as Community Sponsor, AW stand at the event)	
Will you help us invite Arawak Walton tenants to attend? (e.g. via our tenant newsletter, or by distributing flyers we provide)	
Are you willing to provide photos, attendance numbers and a short evaluation report after the project? If no, please explain	

SECTION 7 — DECLARATION

- I confirm that the information provided in this application is accurate and complete.
- I understand that an award is conditional on signing a Terms of Donation agreement and submitting a completed Impact Evaluation Form after the project.
- I agree to inform Arawak Walton promptly of any significant change to the project, its budget, or its timescales.
- I understand that Arawak Walton will process the information in this form in line with its Privacy Notice, available on request.

Signed	Name (print)	Date

Please return your completed application to your Arawak Walton contact, or to communityinvestment@arawakwalton.com. Applications are assessed against the Donations & Sponsorship Assessment Framework; the outcome will normally be confirmed within [X weeks] of receipt.