

The Unremembered Community Funding Application

With support from the Department of Communities and Local Government, The Unremembered is offering a small expenses scheme to help cover costs associated with any local Unremembered events taking place in England.

Eligible expenses include costs such as:

* Venue hire
* Refreshment for volunteers
* Equipment hire (instruments, sound systems, cameras etc.).
* Travel expenses (to visit local war graves and memorials)
* Musician fees
* Flowers to lay on the graves
* Materials such as pens, paper, printing of resources,
* Research costs such as archive materials, archive website subscriptions

We do not cover the following costs:

* Staff time (except for musician fees)
* Creation of new memorials and plaques
* Existing remembrance event costs
* Secondary costs such as childcare expenses.

How to apply:

* Complete and return this form to [theunremembered@bigideascompany.org](mailto:theunremembered@bigideascompany.org)
* You can apply at any time from the 1st April – 20th November 2017
* We will process your application within 10 working days and let you know if we can support the costs you have outlined. We will always let you know if funding is available before your event takes place.
* Costs will be reimbursed to you after your event has taken place on proof of receipts or evidence from the event along with our short evaluation survey
* Costs will be reimbursed within 10 working days



* Individuals as well as community groups can apply, providing activities involve at least 12 others
* We will not award funding retrospectively - you must request funding before your event or activity takes place.

How much funding can you apply for?

* You can apply for anything from £5 - £200
* This is an expenses scheme rather than a grant, so you will need to provide proof of expenditure at the end of your event or activity
* You will also be asked to complete a short evaluation at the end of the project.

If you have any questions about community funding or would like help to complete the form, please email The Unremembered team at [theunremembered@bigideascompany.org](mailto:theunremembered@bigideascompany.org).

We look forward to working with you.

The Unremembered Community Funding Application Form

|  |  |
| --- | --- |
| COMMUNITY GROUP INFORMATION | |
| Contact Name |  |
| Name of organisation/ school you represent *(if applicable)* |  |
| Email Address |  |
| Telephone Number |  |
| Postal Address |  |
| Website |  |
| Twitter |  |
| Facebook |  |
| Please provide a short description of your organisation (max 50 words) |  |
| How did you hear about The Unremembered project? |  |
| Did you know anything about the role of the Labour Corps in the First World War before you came across this project? | Yes  No |
| Are you involved in any other First World War Centenary or local history projects? If so, please tell us which projects. | Yes  No |



|  |  |
| --- | --- |
| THE UNREMEMBERED ACTIVITY | |
| Tell us about your planned Unremembered activity. What do you plan to do and why? (Max 150 words) |  |
| When will your activity take place?  *Funded activity needs to take place between the 1st April – 30th November 2017.* | Date:  Time: |
| Where will your activity take place?  *Please provide a full address if you have this information.* |  |
| Will you work with any other partners to deliver your event or activity? If so, please tell us who. |  |
| Is your event or activity scheduled to take place already regardless of the Unremembered project? | Yes  No |
| Who are your target audience/ who will you be working with?  *For example, is this an intergenerational event, for young people, for adults, for older people, for the public etc.* |  |
| How much funding do you require?  *Please note that the maximum you can request is £200* |  |
| What will you use this funding to cover?  *For example, transport £20, printing £10, refreshments £30.* |  |

Equal Opportunities Monitoring

The Unremembered Project promotes equality and diversity in its funding selection process. We actively encourage applications from all sectors of the community. In order to ensure that our equality and diversity policy is operating effectively, we would be grateful if you could complete the following information about yourself.

In compliance with the Data Protection Act, The Unremembered project will treat all information contained within this form as confidential.  This information you provide us is for monitoring purposes only, your responses will remain anonymous and will not be used in any part of the selection process.

1. Age Group – please mark appropriate box below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 18 - 25 | 26 - 35 | 36 – 55 | 56 - 65 | 66+ |
|  |  |  |  |  |



1. Religious belief: please mark appropriate box below to indicate your religious belief

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Atheism | Islam | Buddhism | Judaism | Christianity | Sikhism | Hinduism | Other | I do not wish to disclose |
|  |  |  |  |  |  |  |  |  |

1. Ethnic origin: please mark appropriate box below

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British - Bangladeshi |  | Mixed – White and Asian |  |
| Asian or Asian British - Indian |  | Mixed - White and Black African |  |
| Asian or Asian British – Pakistani |  | Mixed – White and Black Caribbean |  |
| Asian or Asian British – any other Asian background |  | Mixed – any other mixed background |  |
| Black or Black British – African |  | White – British |  |
| Black or Black British – Caribbean |  | White – Irish |  |
| Black or Black British – any other black background |  | White – any other White background |  |
| Chinese |  | Prefer not to say |  |
| Other |  |  |  |

Data Protection and Photo Permissions

Your data will be stored by Big Ideas Company who are registered with the Information Commissioner’s Office and comply with Data Protection Law.  By registering with The Unremembered project you are agreeing for your data to be held by Big Ideas Company.

Please sign here to confirm that you agree for Big Ideas Company to store your data safely.



If you take any pictures or videos of your Unremembered activity in action, please ensure that you have all the necessary photo or filming permissions in place. You need to seek written approval to take and distribute images or videos featuring people, in particular young people and vulnerable adults. When working with young people and vulnerable adults, Big Ideas Company strongly recommends that any photographer has a DBS check.

Please sign here to confirm that any images shared with Big Ideas Company will have all of the necessary permissions in place.

In order to safeguard those involved in the project, I understand that groups receiving funding from The Unremembered project should:

* + Have appropriate public liability insurance for any public events. Big Ideas Company is not liable for insurance cover of partner events associated with The Unremembered project.
  + Ensure that an appropriate risk assessment is undertaken for any public events and that all events are safe for members of the public to attend.
  + Observe young people and vulnerable people protection policies.

Please sign here to confirm that your group will safeguard those involved in The Unremembered project.