

Our Place Grants Application Form

Grants between £250 to £3,000 are available through this scheme.

Application guidance

The application form is divided into two sections:

- Section 1: Questions about the proposal.
- Section 2: Questions about the applicant.

If you prefer, you can submit your answers in an alternative format. Your submission must answer all the questions in Section 1 and the compulsory (*) questions in Section 2. The remaining questions may be answered in discussion with York Civic Trust. This information must be provided before the grant application is formally considered.

Closing date for Applications 12pm on the 6th November 2026

Section 1: Your project

1. What is your project?

Please give a short factual description of your project in no more than 100 words.

Answer:

Click or tap here to enter text.

2. How does your project support the priorities for Our Place: Acomb and Westfield?

Please demonstrate how your project meets the following criteria for Our Place: Acomb and Westfield (no more than 150 words per section):

- How it has been initiated, shaped and will be delivered by local communities
- How it will benefit the people and communities of Acomb and Westfield
- How it will contribute to the heritage and/or semi-natural environment of Acomb and Westfield
- How it will provide clear and lasting benefit to the wider community
- How it represents value for money
- How it will bring together local communities and organisations

Answer:

Click or tap here to enter text.

3. When will your project start and finish?

Your project should be completed by no later than 31st January 2028.

Start date:

Click or tap here to enter text.

Finish date:

Click or tap here to enter text.

4. How will your project be managed?

Please keep your response to no more than 100 words.

- Tell us about the skills and experience of the person who will lead your project and of the people in the project team.
- Identify any training that will be necessary for or will improve the delivery of the project, whether staff, volunteers or local communities.

Answer:

Click or tap here to enter text.

5. What will happen to your project's outputs after the funding ends?

Please keep your response to no more than 100 words.

Answer:

Click or tap here to enter text.

6. What are the costs of your project?

Tell us about the cost of your project.

The value in the cost column should be the cost including any VAT that can't be recovered.

Description	Irrecoverable VAT	Cost

TOTAL £		

7. How did you calculate your costs?

How do you know your costs are realistic?

Reasons could be publicly advertised costs, you have obtained quotes or you have paid for similar work in the past. Please add details.

Answer:

Click or tap here to enter text.

8. How will your project be funded?

Grant (how much you are asking from us)	£
Other sources of funding (please provide details)	£
Secured Funding (please provide details)	
TOTAL	£

Section 2: About you (* compulsory questions)

*1a. Name and address of your organisation

Give your official, registered address. The name should be the same as on your constitution. If this is a joint application, give the name and address of the lead partner.

Name of organisation:

Click or tap here to enter text.

Address (including postcode):

Click or tap here to enter text.

1b. Address of your project (if different from 1a)

Name of site or place:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

*1c. Details of the main contact person

This should be someone who can talk about the detail of your application.

*Name:

Click or tap here to enter text.

*Position:

Click or tap here to enter text.

Address (if different from above):

Click or tap here to enter text.

*Daytime telephone number:

Click or tap here to enter text.

*E-mail:

Click or tap here to enter text.

*2. Type of organisation

Please tick one of the following.

- ☐ Local authority (other than parish or town council)
- ☐ Private individual
- ☐ Registered charity Number:
- ☐ Limited company Number:
- ☐ Voluntary or community group
- ☐ Parish or town council

☐ Other (please specify):

Click or tap here to enter text.

Declaration

- I have read, understand and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid. In which case, you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- I am authorised to put forward this application on behalf of my organisation.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of the grant (and those of the National Lottery Heritage Fund as the origin of the funds) and any further terms and conditions set out in the grant notification letter.

Name:

Click or tap here to enter text.

Organisation:

Click or tap here to enter text.

Position:

Click or tap here to enter text.

Date:

Click or tap here to enter text.

Submitting your application

Submit your completed form on the York Civic Trust website, email it to info@yorkcivictrust.co.uk, or deliver it to York Civic Trust, Fairfax House, 27 Castlegate, York, YO1 9RN.

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