**Walk Notts Festival Enabling Grant: Application Form**

Walk Notts aims to inspire, support and enable people to walk and wheel on an everyday basis.

**In celebration of National Walking Month in May 2025 we are holding a Walk Notts Festival to highlight the amazing work already happening around walking and wheeling across Nottinghamshire; and to encourage more people and groups to get involved by hosting a new walk or walking/wheeling initiative.**

**The Walk Notts Festival Enabling Grant allows voluntary and community sector groups to apply for funding of up to £100 to support walking and wheeling activities in May if they align with the key ambition of Walk Notts.**

The Grant could be used for:

1. Refreshments
2. Additional room hire or equipment to allow activities to take place.
3. Basic training to help delivery
4. Promotional material

**If you want to apply for one of these grants, please complete the form below and send to** **info@walknotts.org.uk** **by Friday 11 April 2025. Please note there are a limited number of grants available and we anticipate demand exceeding supply.**

**Organisation Details**

**Name of organisation/group**

​​Click or tap here to enter text.

**Lead contact: Full Name**
​Click or tap here to enter text.​

**Lead contact:** **Email address**
​Click or tap here to enter text.​

**Lead contact**: **Telephone number**

​​Click or tap here to enter text.​

**What type of group or organisation are you?**

For example, Charity, CIC, voluntary, ‘friends of’ group.

**Location of the activity this grant will support, including postcode** if appropriate

​​Click or tap here to enter text.​

**Description of the activity this grant will support**
​Click or tap here to enter text.​

**Who will be taking part in this activity?**

For example, children and young people; people living with disabilities; people from certain areas or groups.

Click or tap here to enter text.

**What will the grant pay for?**

​​Click or tap here to enter text.​

**When will this take place?**

​​Click or tap here to enter text.​

**Grant amount requested (limit £100 per application)**

​​Click or tap here to enter text.​

**What Walk Notts Festival aims will this grant contribute to? (please select all that apply)**

[ ]  Improve mental health

[ ]  Improve physical health

[ ]  Improve social interactions

[ ]  Increase nature connectedness

[ ]  Improve quality of life

​​[ ]  Increase local opportunities to engage in walking and wheeling

​​[ ]  Improve local outdoor environments to enable better access for walking and wheeling

[ ]  ​ Reduce health inequalities in communities

**We would love to see what you get up to.**

**Please share your pictures, stories, quotes, videos; and tag us in your social media posts:**

**#walknottsfestival #walknotts**

**Or**

**email info@walknotts.org.uk**

**Thank you. We know you’re busy, but we really want the Walk Notts Festival to help more people walk and wheel; and everything you share will help our learning as well as support future Walk Notts Festivals.**

**Please note we might contact you to ask if we can visit and do a write up of your activity.**

**Payment**

If your grant application is successful we will contact you to let you know.

You will then need to send an invoice or payment form (Appendix 1) to: info@walknotts.org.uk within 14 days of contact from Walk Notts or by 30th April 2025, whichever comes first.

Active Notts will then pay your Walk Notts Festival Enabling Grant.

Please note that payments can only be made into group or business bank accounts; and by bank transfer, subject to the necessary funds being available. Please contact us if this is an issue.

**Terms and Conditions**

1. The grant will be used only for the purpose specified in this document as detailed above, and no other purpose.
2. No major change can be made without the express written approval of Walk Notts Festival. To make changes please e-mail: info@walknotts.org.uk
3. No purchase or order of any goods or services specified in your grant application must be made before receiving an authorised copy of a grant confirmation document.
4. You will spend the grant to support activities in the month of May 2025.
5. If you do not spend the entire grant within 3 months please return any unspent balance to Walk Notts for use in future.
6. You agree that Walk Notts and Active Notts can use your name and the name of your project in our own publicity materials. You will inform us of any situation where confidentiality is a particular issue.
7. Where applicable, you will collect monitoring and measurement data as agreed with the Walk Notts Festival team and detailed above and return all monitoring and measurement reports to the agreed schedule.
8. Walk Notts and Active Notts will not increase the amount of the grant if you overspend. Additional grant applications may be considered to support further activities in May, subject to funds being available.
9. You will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from the end of the grant term. These records will be made available to Walk Notts/ Active Notts on request. This does not release you from your legal responsibility to keep records for a longer period.
10. Walk Notts / Active Notts may ask you to repay the grant, in whole or part, in the following circumstances:
	* if you fail to keep this approved grant confirmation in any way
	* if you do not follow equal opportunities practice in employing people, recruiting new members, and providing your services
	* if you do not implement and follow your Safeguarding Policies (if appropriate) in all aspects of your activity
	* if any member of your governing body, staff or volunteers acts dishonestly or negligently in their work at any time during the period of the project
	* if you close-down, become insolvent, go into administration, receivership, or liquidation (sequestration), or make arrangement with your creditors.
11. These terms and conditions will apply until you have spent the entire grant.

**Walk Notts is funded jointly by Nottingham City Council and Nottinghamshire County Council and supported by Active Notts.**

**Data Recording**

We give permission for Walk Notts/ Active Notts to record the information given in this form electronically and understand that personal information will be treated confidentially. All information will be held in line with the Data Protection Act 2018 and other relevant legislation. The only purposes the information will be used for is to record the award of a grant to your organisation, for monitoring and for publicity.

​​[ ] ​ I agree

**Please check to confirm that you agree to abide by these terms and conditions**

​​[ ] ​ I agree

**Form completed on behalf of the organisation by:**

**Name**

​​Click or tap here to enter text.​

**Position in organisation**

​​Click or tap here to enter text.​

**Date**

Click or tap to enter a date.

**Appendix 1**

**Payment Form**

If your organisation does not produce invoices, please complete this form and return to: info@walknotts.org.uk

We will treat this information as confidential. It will only be used for payment purposes. It will not be shared or held on file.

Please Note: Payment will go directly into your bank account from Active Partners Trust

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| --- | --- |
| Name of Organisation | Click or tap here to enter text.​  |
| Name of Contact  | Click or tap here to enter text.​  |
| Contact Phone number  | Click or tap here to enter text.​  |
| Contact E-mail address | Click or tap here to enter text.​  |

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| --- | --- |
| Bank Account Name * + As shown on your bank statements
 | Click or tap here to enter text.​  |
| Bank or Building Society Name  | Click or tap here to enter text.​  |
| Sort Code | Click or tap here to enter text.​  |
| Account Number  | Click or tap here to enter text.​  |
| Signature | Click or tap here to enter text.​  |
| Date | Click or tap here to enter text.​  |