

# **Grant Application Form 2015/16 Help me to be financially Independent 10k Grant**

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REDDITCH BOROUGH COUNCIL



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The grant programme will make financial contributions to support certain voluntary and community groups in Redditch that help to further the Council's aims and that actively assist the community to enjoy a better quality of life.

Before completing this application form, please make sure you have read the guidance notes. If there is insufficient space in any of the boxes to answer the question fully, please continue on a separate sheet marked with your organisation's name and relevant question number.

## **STRATEGIC GRANT FUNDING PRIORITIES**

Your application needs to show how it meets our strategic grant funding priorities. You can use this form to apply for grants in the category explained below.

### **50k - Investing grants - Maximum grant of 10k for each project submitted**

#### **Key Project Support Area - For delivery of on-going support for local services to include outcomes that:**

- Provide services that support local disadvantaged residents.
- Offering local volunteering opportunities.
- Work closely with partner/counterpart organisations.
- Delivering services that reflect the needs of residents.
- Empower and up-skill residents to learn and access support via the Internet.
- Provide training/up skilling opportunities' for Staff & Volunteers.

#### **Important information:**

**All approved grant funding will be paid in instalments which will be agreed by both RBC grant officers and successful grant fundees on approval of funding amount.**

**All grant recipients will be required to attend monitoring workshops and provide regular updates.**

**For more information about this grant please contact Donna Hancox – Voluntary Sector Grants Coordinator – 01527 64252 ext 3015 or email: [donna.hancox@redditchbc.gov.uk](mailto:donna.hancox@redditchbc.gov.uk)**

## Redditch Borough Council Grant Application Form

1. Name of group or organisation	
Address and postcode	
Telephone	
Email address	
Website	

2. Contact Name	
Position in group/organisation	
Daytime telephone if different from above	
Email address if different from above	

3. What sort of group/organisation is yours? (tick all that apply)		
Registered charity	Charity number:	
Company limited by guarantee	Company number:	
Community group	Constituted voluntary organisation	<input type="checkbox"/>
Another type of not-for-profit organisation (please explain)		
Are you a branch of, or affiliated to, a larger organisation or federation? Please explain.		

4. Is your group/organisation a member of a local infrastructure body (eg BARN, Community Action, CVS, Community First, etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, which one(s)?		
If not, please tell us why not.		

5. Is your group or organisation formally constituted? We cannot fund organisations that do not have a formally ratified constitution.

YES	If yes please provide a copy of your constitution with your application.
NO	If your organisation is not formally constituted, then for this particular round you are ineligible to apply for a grant. You can get support and information on how to develop a constitution from BARN please ring Ann Sowton on 01527 60282. For further information please see the supporting guidance which explains why your organisation needs to be formally constituted.

6 How much are you applying for?

£10,000 for the provision of on-going support for local services : *Maximum of 2 applications in each category per organisation (see grants policy 2012/13)*

2015/16 £	Project name:
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7. How did you hear about this grant?

Press release in you local newspaper?	
Leaflet, if so where did you see this?	
County Council web pages?	
Local VCS Network?	
Other, please state	

8. Are you applying for funding for your own organisation alone, or on behalf of a consortium or partnership?

Funding for own organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As the lead body for a consortium or partnership	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you are the lead body for a consortium or partnership, who are your partners?

Please be clear in your answers below whether you are referring to the lead body or the partnership/consortium.

10. Please explain WHY it is important that the council supports the on-going delivery of local services, already being delivered in the town.

10. Please explain your experience and /or track record of delivering your service to local residents. Also tell us about how you intend to build capacity, build your volunteering base.

11. Please detail WHAT services you will provide: Outline of services – detail hours – expected demographics for delivery.

**12. Delivery Plan**

WHERE, WHEN, and HOW and with WHOM will you deliver the proposed services

**13. How will you manage the services** please provide please provide management structure, project plan, and financial plan for the proposed services ( attach as appendices)

**14.** What is the **added value** the project will bring to the Borough in delivering the proposed services?

**15. Sustainability**

How do you plan to ensure that your services are sustainable at the end of the 2014/15 grants programme. Please include in your answer

How are you going to improve and develop your service

What are your fundraising plans and targets

What are your strategies for implementing the personalisation agenda into your service

**16.** Please explain what difference your project/event will make to your service users/community?

17. Please identify the outcomes for your proposed services

18. a) Do you intend to involve service users in developing and managing your services?  
b) How do you practise equal opportunities for service users and ensure your services are open and accessible to all, including hard-to-reach communities and individuals?

19. How do you evaluate the success of your work?



20. If you are an organisation or group that works with vulnerable adults, children and young people and their families, please send us a copy of your policy and procedures.

21. Describe how you will publicise that Redditch Borough Council is part-funding your organisation and how your service users and other funders will know this.

22. To receive a grant from Redditch Borough Council, your organisation must have its own bank or building society account in the name of the organisation as shown in your governing document. Cheques and other withdrawals must be signed by at least two people who are not related to each other.

*Please confirm that you comply with this condition.*

23. We cannot assess this application without your accounts. **Please include a copy of your most recent approved accounts**, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate. The accounts you send should not be more than 12 months old. If your organisation's financial year-end coincides with the period in which you are sending us your application then send us your previous accounts and a copy of your most recent management accounts.

If you currently receive funding from us and have already sent us your most recent annual accounts, please just send a copy of your most recent management accounts.

Have you attached your accounts and/or management accounts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Recent Annual Accounts already sent in</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Accounts sent to:</p> <p>Name</p> <p>Directorate</p> </div>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Validation Number (If you have one)	<div style="border: 1px solid black; width: 100%; height: 30px; margin: 0 auto;"></div>	

24. If you have more than 12 months' worth of expenditure in reserves or savings, you should use these to reduce the size of grant requested in the first year. If you do not plan to do this, please explain below why not (eg explain what any restricted reserves are for).

How much do you have in unrestricted reserves/savings?	£
How much do you have in restricted reserves?	£
<p>What are these reserves being held for?</p>	

25. Income for the project/activities for which you are seeking grant funding– state source below eg County Council, Big Lottery Cash4Clubs, Awards for All; etc.	2015-16 (applied for)	Project the funding will support
Grant requested from the Borough Council on this form...	£	
	£	
	£	
	£	
	£	
	£	
	£	
TOTAL	£	

26. Which of these policies and procedures do you have in place? We may ask to see any policies or procedures which you indicate you have in place or are developing.			
Policy or Procedure	Yes	No	Will develop by (state date)
Business Plan			
Confidentiality policy			
Complaints procedure			
Equal opportunities & diversity policy			
Criminal Records Bureau (DBS) checks for staff & volunteers - <a href="https://www.gov.uk/government/.../disclosure-and-barring-service">https://www.gov.uk/government/.../disclosure-and-barring-service</a>			
Safe recruitment practices, including enhanced CRB checks for staff & volunteers working with children, young people or vulnerable adults (if applicable). See guidance notes.			
Policy and procedures for safeguarding vulnerable adults and children and young people			
Health & Safety policy & procedures			
Who is the organisations named Health & Safety Officer			
Disciplinary & Grievance procedures			
Written financial procedures			
PQASSO or other quality standard (state which one and to what level): <a href="http://www.ces-vol.org.uk/index.cfm?pg=42">http://www.ces-vol.org.uk/index.cfm?pg=42</a>			
Others (please state):			
Procedure for the management of allegations against staff, including volunteers,			

**Please note: In line with Redditch Borough Council's practice we will be publishing all successful grant applicants & the funding approved on the Council website.**

# Certification

## Terms and Conditions:

- I certify that the information contained in this application, and in any documentation submitted in support of the application, is truthful and accurate to the best of my knowledge. I understand that any misleading statements (whether deliberate or accidental) in this form will render this application invalid and may make the organisation named as the lead in this application ineligible to receive funding.
- I acknowledge that the grant of any funding in relation to this programme is conditional upon signing a grant agreement with the Borough Council.
- I certify that, if funding is provided, it will only be used for the purposes specified in this application.
- I will immediately inform the relevant Borough Council Grant Coordinator if my organisation and/or partners foresee difficulties in carrying out the work which the Borough Council's funding will support.

I confirm that the organisation/group/partnership/consortium named in this form has authorised me to sign this application on their behalf.

Signed	Date
Name (in block capitals)	
Position within the Organisation (eg manager)	
Counter-signed	Date
Name (in block capitals)	
Position within the Organisation (must be chair or a trustee)	

**Please return this form and the budget spreadsheet by [4pm on Friday 7<sup>th</sup> November 2014](#). The form must be returned by registered post or delivered by hand to Reception @ The Town Hall**

**Please address your application to:  
Grant Application  
Grants Team  
Leisure, Environment and Community Services  
Redditch Borough Council  
Town Hall  
Walter Stranz Square  
Redditch, B98 8AH**

**For office use only**

Grant Ref Number:	Assessed by:	Work inspected by/on:
Date received:	Panel recommendation: <i>Grant of £</i>	Ledger code:
Date ack. sent:		Cheque/BACs raised: