Application Form

Outcomes Based Grants Programme 2013 - 2016

Name of organisation
Auto link with "name of lead organisation from page 2, and 3.
Name of Project/Activity
Auto link with 2a
Total Funding requested
Funding Theme Which corporate priority will your project address? *(Please select only one)* *Click here for information on Harrow Council's Corporate Priorities.*
Drop down list
Outcome: Which core outcome will your project/activity address?
Drop down list
What length of grant are you applying for?
Drop down list: One year Two year Three year

This application form can be downloaded at www.harrow.gov.uk/grantsprogramme

Harrow COUNCIL
LONDON

Please refer to the Guidance notes for applicants before completing this form.

First Stage Assessment: Grant eligibility criteria

Please tick each box to confirm that your organisation meets all of the following eligibility criteria:

> **Your organisation must meet all of the criteria to be eligible
> to apply for a grant from Harrow Council**

The organisation:

Is a 'not for profit' voluntary and community organisation delivering projects/activities for the benefit of people living, working or schooling in Harrow.

Is a properly constituted organisation that has a management committee and a bank account in the name of the organisation.

Is able to show that it is financially stable (see section 9).

Has an annual income above £50,000 per annum

Has the required policy documents in place (see section 13).

Is able to provide two references that support their grant application (see section 12).

> **If you do not meet all of these requirements
> your application cannot be considered for funding from the Outcomes Based grants
> programme.**

Your application:

Are you making a partnership/consortia application?   Drop down box (Yes/No)

If yes, please give details:

Please state the name of the lead organisation for your application. The lead organisation must complete the rest of this form.

Auto link with "name of lead organisation from front page and 3.

Please provide the names of your partner(s). If your application is successful, you will be required to submit the full details of your partner organisation(s).

Please explain the governance arrangements in place with your partner organisation(s). *(Maximum of 2000 Characters)*

1. About your organisation

1a. Organisation Contact Details

Name of organisation	Auto link with "name of lead organisation from front page and 2.
Organisation address	
Post code	
Correspondence address *(if different to above)*	
Post code	
Telephone	
Fax	
Website	
Organisation email address	

1b. Who can we contact if we need further information in support of this application?

Contact Person details	
Name	
Position in organisation	
Telephone	
E mail address	

1c. How would you define your organisation?

*Please tick **all of those** that apply to your organisation.*
You may need to tick more than one.

Tick Boxes	Company limited by guarantee	
	Reg. No:	
	Friendly Society (Registered with Financial Service Authority)	
	Reg. No:	
	Mutual Society (Registered with Financial Service Authority)	
	Reg. No:	
	Part of a regional or national organisation	
	Reg. No:	
	Registered charity	
	Reg. No:	
	Residents Association	
	Partnership *(please describe with no more than 400 characters)*	
	Other *(please describe with no more than 400 characters)*	

1d. Briefly describe the aims and objectives, and core capabilities of your organisation. *(Maximum of 2000 Characters)*

2. About your proposed project/activity

2a. Name of proposed project/activity: *(Please use no more than 120 Characters)*

[ ]

2b. Is this a new project/activity? Drop down box (Yes/No)

2c. Briefly describe your project/activity
   (Please use no more than 2000 Characters)

[ ]

3. Evidence

3a. Which of the following protected characteristics as described within the Equality Act 2010 will be targeted by this project/activity?
   (Tick as many as apply)

Tick Box 1	
Tick Box 2	
Tick Box 3	
Tick Box 4	
Tick Box 5	
Tick Box 6	
Tick Box 7	
Tick Box 8	
Tick Box 9	
Tick Box 10	

3b. Please specify in more detail the target group(s) that will benefit and explain why this group is being targeted for this project/activity.
(Please use no more than 1500 Characters)

3c. What evidence do you have that this project/activity is needed?

3d. How will this project/activity address the core outcomes selected?
(Please describe with no more than 2000 characters)

4. Project/Activity Outcomes

How will you know that your project/activity is achieving its proposed outcomes? Please list up to four outcomes for each year. (*Please describe with no more than 2000 characters for each box*)

	(a) What you hope to achieve?	**(b) Your targets**	**(c) Evidence**
	Please explain what difference your project/activity will make. Include who will benefit, how many and what will change.	*How will you know that the project/activity has been successful? What are your targets? What will you measure?*	*How will you evidence success?* *State what you will be able to show that has proved that the project/activity has taken place and has achieved the outcomes. The data that you collect will be used as part of the monitoring process to measure the success of the project/activity.*
Year 1	(i) (ii) (iii) (iv)		
Year 2			
Year 3			

5. Equality of opportunity / cohesion /social inclusion

5a. How many people will benefit from the Project/activity?

5b. How have you ensured that your project/activity will be accessible?
Please describe with no more than 2000 characters.

5c. How does this project/activity promote community cohesion, equality of opportunity and social inclusion?
(Please describe with no more than 2500 characters)

6. Volunteers

6a. Will your project/activity use volunteers?   <mark>Drop down box (Yes/No)</mark>

6b. If yes, state how many and describe how they will be recruited, involved and managed. *(Please describe with no more than 2000 characters)*

7. Measuring your delivery

Please describe how your organisation will report on and deliver a quality service? *(Please describe with no more than 2000 characters)*

8. Partnership working

8a. Please describe the partnerships your organisation is involved in and the benefits to your organisation and users. Explain how you are working with other organisations that provide similar or complementary services to yours. Please list the partner (s) involved.
(*Please describe with no more than 3000 characters)*

9. Financial Information

9a. Provide a summary from your most recent accounts or a financial projection if your organisation has been operating for less than 18 months. (Please select one from the following list)

Account year ending	
Total income for the year (A)	
Total expenditure for the year (B)	
Surplus or deficit at the year end (A-B)	
Total savings or reserves at the year end	

9b. Provide a summary budget for your organisation for the 2013-14 financial year

Account year ending	
Total income for the year (A)	
Total expenditure for the year (B)	
Surplus or deficit at the year end (A-B)	
Total savings or reserves at the year end	

Year One: project/activity costs

9c. Please complete the project/activity costs breakdown below. For each item eg. Staff costs, give the number of items (Quantity) and the cost of each item (the Unit Cost), the total cost will be calculated automatically. Please state how much of the total cost of each item you are requesting in the final column 'Funding requested from Harrow Council'.

EXPENDITURE CATEGORIES	ITEM DESCRIPTION	Quantity	Unit Cost (£)	Total Cost (£)	Funding Requested from Harrow Council
Volunteers expenses	Transport	10	£25	£250	£150

PROPOSED PROJECT BREAKDOWN					
EXPENDITURE CATEGORIES	**ITEM DESCRIPTION**	**Quantity**	**Unit Cost (£)**	**Costing (£)**	**Funding Requested from Harrow Council**
Staffing Cost					
	Sub Total				
Volunteers expenses					
	Sub Total				
Overheads *(e.g. Utility bills / Maintenances / Repairs)*					
	Sub Total				
Legal and professional fees insurance					
	Sub Total				
Venue					
	Sub Total				
Project Costs *(e.g. Materials / Stationery/ Printing / Refreshment)*					
	Sub Total				
Other Expenses					
	Sub Total				
	Total Cost of Project				
Amount requested from Harrow Council					

3 year Project costs

9d. Please provide a summary of your costs for the second and third year of your project/activity taking in to account the reduction of the grant in these years.

	Year 1 £	Year 2 £	Year 3 £	Total costs (A)	Other income (excluding in kind) (B)	Grant requested from Harrow Counci (A-B-C)
Total staff costs	Auto fill			Automated		Automated
Volunteer expenses	Auto fill			Automated		Automated
Overheads	Auto fill			Automated		Automated
Legal & professional	Auto fill			Automated		Automated
Venue	Auto fill			Automated		Automated
Project costs	Auto fill			Automated		Automated
Other expenses	Auto fill			Automated		Automated
Total	Automated	Automated	Automated	Automated	Automated	Automated

9e. Value for money

How will your organisation ensure that it is achieving good value for money.

Please provide a description of the procedures within your organisation that help ensure that services are being provided at the best possible value.ie.How suppliers are selected? How salary levels are set? Please use no more than 2500 characters.

10. Sustainability

10a. How will the balance of the costs be funded for this project/activity?
(Please describe with no more than 2000 characters)

Year 1
Year 2
Year 3

10b. Future of the Project

What will happen to this project at the end of the funding period?
(Please describe with no more then 3500 characters)

11. Is there any other information you would like to include that is relevant to your application?
(Please describe with no more then 3500 characters)

12. Professional References

You must provide the contact details of **two** individuals or organisations that can comment on your organisation's skills and experience to carry out the project.

PLEASE NOTE: this should **not** be from the following:

- A personal reference – from a friend or relative
- A Harrow Council Councillor or employee

- A member of staff, volunteer, committee member or service user of your organisation

It is your responsibility to obtain permission from your nominated referees and confirm with them that they are not excluded from being a referee for any of the above reasons.

Harrow Council will contact the referees to request a reference. Satisfactory references will need to be received before the grant awards can be made. If references are not received this may affect the funding decision towards your project.

Reference 1					
Name of Contact					
Organisation					
Address					
Post Code					
Telephone Number					
Email Address					
Connection with your organisation – you may select more than one.	Provided services of your organisation		Worked in partnership with your organisation		Received funding from your organisation	
	Other (please state)					
Reference 2					
Name of Contact					
Organisation					
Address					
Post Code					
Telephone Number					
Email Address					
Connection with your organisation – you may select more than one.	Provided services of your organisation		Worked in partnership with your organisation		Received funding from your organisation	
	Other (please state)					

13. Essential Policies and Procedures

In order for your application to be eligible for funding you must confirm by ticking each box, that you have **all** of the following **signed and dated** policies/statements and procedures in place which must be current, and that you are able to supply these to the grants office when requested. Please note that you are **not** required to submit policies and procedures documents at the application stage.

¤   A constitution/memorandum and article of association/ trustees/ deeds of trust

¤   Financial policies and procedures

¤   Health and Safety Policy

¤   Evidence of appropriate insurances and indemnities

¤   Equal Opportunities Policy

¤   Certified or audited accounts from the previous year (independently examined). If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year when you will spend the grant

¤   Reserves Policy

13a. Are any of the beneficiaries of your project children?   <mark>Drop down box (Yes/No)</mark>

If yes, you must confirm by ticking the box below that you have a policy for the protection of children.

O

13b. Are any of the beneficiaries of your project vulnerable adults at risk of harm?
<mark>Drop down box (Yes/No)</mark>

If yes, you must confirm by ticking the box below that you have a policy for the protection of vulnerable adults at risk of harm.

O

13c. Is your organisation using volunteers?   <mark>Drop down box (Yes/No)</mark>

If yes, you must confirm by ticking the box below that you have a volunteer policy.

O

14. Declaration

We, on behalf of our Organisation, declare that all the information provided in this grant application form is correct and complete to the best of our knowledge and acknowledge that if a grant is awarded to our Organisation, it will be used exclusively for the purposes described. We also acknowledge that we will inform the relevant officer of Harrow Council of any changes in the Organisation's circumstances that would affect this application or the use of any grant funding relating to it.

Please ensure that two authorised members of your Organisation, one of whom must be a management committee member (i.e. Chair, Treasurer or Secretary) sign the declaration below:

Print Name:		**Signed:**	
Position in Organisation:		**Date:**	
Print Name:		**Signed:**	
Position in Organisation:		**Date:**	

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