

# Application Form

## Small Grants Programme 2013/2014

<b>Name of organisation</b>	
<b>Name of Project/Activity</b>	
<b>Total Funding requested</b>	

This application form can be downloaded at [www.harrow.gov.uk/grantsprogramme](http://www.harrow.gov.uk/grantsprogramme)

# Small Grants Programme 2013/2014

## Guidance notes to applicants

Harrow Council is inviting applications for funding from Third Sector organisations for 2013/14. Please ensure that you read these guidance notes fully before completing your application form as it contains important information. Each application will be judged on its merit based on the information provided in the form and will **not** take into account any previous funding received from the Council. **We recommend that organisations submit no more than ONE application for funding, concentrating on a key project or activity.** This is in order that the Council can distribute the available funding as widely as possible to support the voluntary and community sector to deliver services to borough residents.

### We will fund:

- Revenue costs, such as staffing, volunteer costs, overheads etc.
- Projects or activities that contribute to the Council's corporate priorities.
- Projects or activities that tackle disadvantage, foster good relations and promote equality of opportunity.
- Projects or activities that provide value for money.
- Projects or activities that have clear outcomes and plans for delivering these.
- Projects or activities that have clear plans for ensuring accessibility for the intended beneficiaries.

### We will not fund:

- Activities that promote the adoption of a particular faith or religion.
- Activities that promote or oppose any political parties or cause.
- Projects or activities that the Council has a legal or statutory obligation to provide.
- Capital costs such as building work, office furniture, IT equipment etc.

### Assessment criteria

Your application will be assessed against the following criteria:

- Evidence of need for the proposed project/activity and
- How the project/activity will address the need you have identified.
- How the project/activity tackles disadvantage, fosters good relations and promotes equality of opportunity.
- How your project/activity will deliver your proposed outcomes.
- How people can access the project/activity.
- How your project/activity will use volunteers.
- Clear and realistic costs for the project/activity.
- Exit strategy beyond the life of this funding.

### What happens next?

Once your application form has been received by the Grants Team we will send you an acknowledgement. **There will be no further contact with your organisation during the assessment stage.** Following the assessment of your application against the assessment criteria described above, the Grants Advisory Panel will make recommendations to Cabinet. After this process has been completed you will be notified of the outcome of your application. You will also receive details of the appeals process should you wish to appeal. It is only after the appeal stage that you will be notified of the final award amount, if the application has been successful.

**Information sessions on the Small Grants Programme will take place on .....**



Please e mail [grants.grants@harrow.gov.uk](mailto:grants.grants@harrow.gov.uk) to reserve your place for the Information Session. Please put "Information Session Reservation" in the e mail's subject line. Places are limited and will be available on a first come first serve basis.

For further information please visit the website: [www.harrow.gov.uk/grantsprogramme](http://www.harrow.gov.uk/grantsprogramme)

# SMALL GRANTS PROGRAMME 2013/2014

1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014 (twelve months)

## APPLICATION FORM

Please read our 'Guidance notes to grant applicants' **carefully** before completing this form to ensure that your organisation and activities are eligible.

Our general conditions of grant funding

(ref: Service Level Agreement can be found via [www.harrow.gov.uk/grantsprogramme](http://www.harrow.gov.uk/grantsprogramme)).

You **must** answer every question on the application form in the spaces provided, failure to do so could result in your application being unsuccessful. The maximum number of characters that can be typed into each response box is shown in brackets after each question. A character is a letter, a number, a punctuation mark or a space.

No additional or supplementary documents should be submitted as these will **not** be considered.

Each application will be judged on its merit based on the information provided on the form **ONLY** and will **not** take into account any previous funding received from the Council.

Projects/activities must be completed in the same financial year for which the application is made and all project money must be spent by 31<sup>st</sup> March 2014.

Please ensure that **two authorised members** of your organisation, one of whom must be a member of your management committee (i.e. Chair, Treasurer, or Secretary) sign the Declaration in Section  of this form.

Relevant documents as listed in Section  should be available to send immediately to the Grants Office when they are requested.

### PLEASE NOTE:

The grant will be withdrawn if the correct supporting documents are not submitted when requested by the Council.

The grants award must be used for the purpose it has been awarded or returned to the Council.

Please ensure you keep a copy of your completed grant application form.

**The application form must be completed electronically on a computer.**

The Adobe Reader software for opening and entering information that can be downloaded at no charge from: <http://get.adobe.com/uk/reader>

One copy of the application form must be returned **by email** to:

**[grants.grants@harrow.gov.uk](mailto:grants.grants@harrow.gov.uk)**

In the subject line in the e mail please put Grant Application with your project/activity name.

As well as a signed copy returned to:

Grants Team,  
Harrow Council, Civic Centre Station Road, Harrow, HA1 2XF

Closing date: 12 noon on **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

# 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 7).
- Has an income of less than £50,000 per annum (see section 7)
- Has the required policy documents in place (see section 8).
- Is able to provide two references that support their grant application (see section 9).

**If you do not meet all of these requirements your application cannot be considered for a grant from the grants programme.**

# 1. Organisation Contact Details

<b>Name of organisation</b>	
<b>Organisation address</b>	
<b>Post code</b>	
<b>Correspondence address</b> <i>(if different to above)</i>	
<b>Post code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Website</b>	
<b>Organisation email address</b>	

<b>Contact Person</b>	
<b>Name</b>	
<b>Position in organisation</b>	
<b>Telephone</b>	

## Guidance Notes

1.

Please give the full **NAME** as it appears on your governing document, such as constitution, memorandum of understanding, etc. This should be the name of the organisation that will receive and sign the service level agreement, if the application is successful.

### Organisation Contact Details:

The contact person should be a member of the management committee or a senior employee of the organisation. They must have the authority to complete this application on behalf of the organisation. We will need to contact you, so please ensure that the contact details you provide are correct. The email address that you provide will be used for all correspondence to the organisation.

**This document will be made public, if you DO NOT wish your contact details to be disclosed; please provide your contact details separately.**

## 2. About your organisation

2a. 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: <input type="text"/>
	Friendly Society (Registered with Financial Service Authority)
	Reg. No: <input type="text"/>
	Mutual Society (Registered with Financial Service Authority)
	Reg. No: <input type="text"/>
	Part of a regional or national organisation
	Reg. No: <input type="text"/>
	Registered charity
	Reg. No: <input type="text"/>
	Residents Association
	Do we need the name of the residents association? <input type="checkbox"/>
	Partnership (please describe with no more than 400 characters)
	<input type="text"/>
	Other (please describe with no more than 400 characters)
	<input type="text"/>

2b. Briefly describe the aims and objectives of your organisation.  
(Maximum of 1200 Characters)

### Guidance Notes

2a.

*Please indicate how you would define your organisation. If your organisation is a registered charity as well as a company limited by guarantee, you must tick both boxes and provide the registration numbers. If your organisation is neither but has a written constitution, you must tick "Other" and describe your organisation as an unregistered organisation. As evidence, you will need to submit a copy of your constitution or Memorandum and Articles of Association if your application is successful. You also need to indicate if your organisation is part of a regional or national body.*

2c.

*Please explain the purpose of your organisation and what the organisation is trying to achieve, i.e. your overall aims and objectives.*

### 3. About the proposed project/activity

3a. Name of proposed project/activity  
(Please use no more than 120 Characters)

3b. Briefly describe your project/activity  
(Please use no more than 1200 Characters)

3c. Is this a new project/activity?

Drop down box (Yes/No)

3d. Corporate Priorities:

Which corporate priority will your project address?  
(Please select only one)

<b>The Council's Funding Priorities</b>
Drop down list

3e. Is your project specifically targeting beneficiaries with any of the following protected characteristics as described within the Equality Act 2010?  
(You may select **only two** of the following groups)

Drop down list
Drop down list

3f. Please specify which groups will benefit:

Free text
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### Guidance Notes

3a.

Please give your project/activity a short title that best describes what will be delivered. Try to make it unique to your project/activity.

[Click here for information on Harrow Council's Corporate Priorities.](#)

[Click here for more information on the Equality Act 2010.](#)

## 4. Evidence of Need

4a. What evidence do you have that this project is needed and how will your project address these needs?

*(Please describe with no more than 2500 characters)*

4b. How does this project tackle disadvantage, foster good relations and promote equality of opportunity?

*(Please describe with no more than 1600 characters)*

### Guidance Notes

**4a.**

*Please explain how you know that your targeted users/beneficiaries need this project/activity. Please provide evidence that you have gathered and used to justify the need for this project, for example:*

- *feedback from your users*
- *feedback from those who are not yet users*
- *waiting lists*
- *consultation*
- *local or national research*

*Please describe what your project/activity will do, the purpose of your project/activity and how your project/activity will address the needs that you have identified.*

**4b.**

*Please describe the steps that this project/activity will take to tackle disadvantage, foster good relations and promote equality of opportunity amongst Harrow's diverse community.*

*Eg. Are there specific events planned that bring communities together or help them learn about each other? Does the project give opportunities to groups that would normally have them?*



## 5. Project/Activity Outcomes

What difference will your project make? Please list up to and no more than four outcomes.

*(Please describe with no more than 1000 characters for each box)*

	<b>5a. What you hope to achieve?</b>	<b>5b. Your targets</b>	<b>5c. How you will evidence your success</b>
	<p><i>Please explain what difference your project will make.</i></p> <p><i>An outcome should include who will benefit, how many people will benefit <b>and</b> what will change. You should clearly state what you <b>realistically</b> expect to achieve by the end of the project.</i></p> <p><i>Eg. 50 girls will participate in badminton classes and be encouraged to take up sport on a regular basis.</i></p>	<p><i>Clearly describe what activities will take place. The project activities must be able to be measured and recorded throughout the project.</i></p> <p><i>Eg. 50 girls participate in up to four badminton sessions each; 50 coached badminton sessions are delivered; 50% of girls take up a regular sports activity within six months of the end of the project.</i></p>	<p><i>How will you know that the project has been successful? What will you measure and what do you expect to achieve? What are your targets?</i></p> <p><i>Eg. Enrolment forms, evaluation forms, follow-up survey etc.</i></p>
i)			
ii)			
iii)			
v)			

## 6. Access to your project/activity

6a. How many people will benefit from the Project?

6b. How will they know about your project/activity and be able to access it?  
(Please describe with no more than 2000 characters)

6c. Will your project/activity use volunteers? **Drop down box (Yes/No)**

If yes, state how many and describe how they will be involved.  
(Please describe with no more than 1200 characters)

## 7. Financial Information

7a. Provide a summary from your most recent accounts  
(Please select one from the following list)

Drop down 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	

### Guidance Notes

6a.

*What will you do to ensure that your project/activity is easily accessible to those people who could benefit? How do people gain access to the project/activity?*

*Eg. How will it be publicised? Where will it take place? Is the venue accessible? Will literature be translated? Etc.*

6c.

*Explain how your project will involve volunteers. Eg. To deliver the project, as management committee members, as fundraisers etc.*

7a

*Please provide details of your organisation's total income and expenditure for the last financial year.*

## Cost of project/activity

7b. Please complete the table below. For each item described, please give the number of items (Quantity) and the cost of each item (the Unit Cost). The total cost will be worked out automatically. Please state in the final column how much of the total cost of each item you are requesting to be paid for by this grant.

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					
	<b>Sub Total</b>				
Volunteers expenses					
	<b>Sub Total</b>				
Overheads <i>(e.g. Utility bills / Maintenances / Repairs)</i>					
	<b>Sub Total</b>				
Legal and professional fees insurance					
	<b>Sub Total</b>				
Venue					
	<b>Sub Total</b>				
Project Costs <i>(e.g. Materials / Stationery/ Printing / Refreshment)</i>					
	<b>Sub Total</b>				
Other Expenses					
	<b>Sub Total</b>				
<b>Total Cost of Project</b>					
7c. Total amount requested from Harrow Council					

7d. How will the balance of the costs be funded for this project/activity?

*(Please describe with no more than 1600 characters)*



7e. Future of the Project

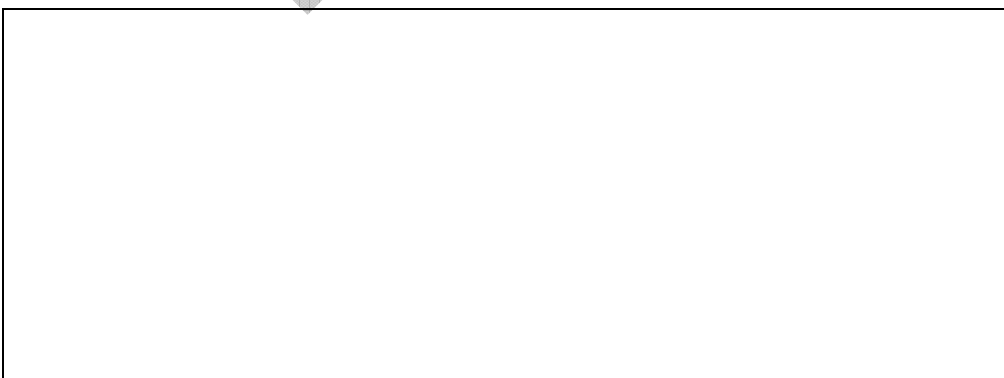
What will happen to this project at the end of the funding period?

*(Please describe with no more than 3200 characters)*



**Is there any other information you would like to include that is relevant to your application?**

*(Please describe with no more than 2000 characters)*



## Guidance Notes

7d.

*If you are **not** applying for the entire amount of your project, please explain how you intend to fund the balance.*

7e.

*If this project is to continue after the one-year funding you have applied for has ceased, please explain what efforts you have made to ensure future funding and sustainability of your project. If this project is not planned to continue, please explain your exit strategy.*

## 8. 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						
<b>Name of Contact</b>						
<b>Organisation</b>						
<b>Address</b>						
<b>Post Code</b>						
<b>Telephone Number</b>						
<b>Email Address</b>						
<b>Connection with your organisation – you may select more than one.</b>	Provided services of your organisation		Worked in partnership with your organisation		Received funding from your organisation	
	Other (please state)					
Reference 2						
<b>Name of Contact</b>						
<b>Organisation</b>						
<b>Address</b>						
<b>Post Code</b>						
<b>Telephone Number</b>						
<b>Email Address</b>						
<b>Connection with your organisation – you may select more than one.</b>	Provided services of your organisation		Worked in partnership with your organisation		Received funding from your organisation	
	Other (please state)					

## 9. 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

9a. Are any of the beneficiaries of your project children?

Drop down box (Yes/No)

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

9b. Are any of the beneficiaries of your project vulnerable adults at risk of harm?

Drop down box (Yes/No)

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.

9c. Is your organisation using volunteers?

Drop down box (Yes/No)

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

## 10. 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:

<b>Print Name:</b>		<b>Signed:</b>	
<b>Position in Organisation:</b>		<b>Date:</b>	
<b>Print Name:</b>		<b>Signed:</b>	
<b>Position in Organisation:</b>		<b>Date:</b>	

DRAFT

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