

Application Form

Financial Hardship Fund 2014/2015

Name of organisation	
Name of Project/Activity	
Total Funding requested	

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

Financial Hardship Fund 2014/15

Guidance notes to applicants

Harrow Council is inviting applications for funding from Third Sector organisations for 2014/15 for the Financial Hardship Fund. The total value of the Financial Hardship Fund is £100,000. We are looking to give approximately 3 to 4 awards between the ranges of £10,000 to £30,000. Awards will be made within the new financial year 2014/15 and it will be expected that the projects are completed and delivered by the end of the same financial year April 2014 to March 2015

Please ensure that you read these guidance notes fully before completing your application form as it contains important information. **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.

Overview

The Financial Hardship Fund has been developed to fund community projects that will help support those experiencing most hardship from the current economic situation and/or those who need assistance to transition to the reformed welfare system.

Background

On 8 March 2012, the Welfare Reform Act received Royal Assent. The intention of the changes to welfare benefits system is to make it fairer and simpler and to make work pay.

The welfare reforms include the following key changes:

1. Abolishing Council Tax Benefits and introduction of Council Tax Support
2. Introduction of Property Size Criteria
3. Introduction of the Benefit Cap
4. Introduction of Universal Credit
5. Abolishing Disability Allowance and introduction of Personal Independence Payments

Detailed information on the impact of the changes is provided in the document 'Harrow Needs: those impacted by welfare reforms and the state of the economy' which can be found at Appendix 1 to this document. It is recommended that this is read alongside this guidance note as this will help you to understand how the funding could be targeted. A few project ideas have been drawn from this document and are included below.

Project Ideas

You may want to think about the following questions when considering what you want to apply for. These are ideas and you are not required to use them if you have identified a different need/ have a different solution. The information is drawn from the above documents contents and may help you develop your proposal.

1) Support with Managing Finances & accessing cheap credit

- Could you help people to budget and/or keep track of their money
- Could you help more-people access cheaper credit/loans?
- Could you help more people to pay key bills by direct debit?

2) Support for taking-up benefits

- Could you help low income/ vulnerable households to take-up benefits that they are entitled to and thereby increase their income?
- Could you support people to be able to use the internet to apply for benefits online?

- Could you help increase the take-up of Free School Meals?

3) Getting by with less

- Could you help people gain the skills and knowledge they need to live healthily on a lower income?
- Could you help people to maintain their possessions and extend the lifespan of their possessions (e.g. cars/ bicycles)?
- Could you help individuals make more informed decisions when buying more expensive products e.g. when it will maximise value and when it will not?
- Can you support people to stop/reduce unhealthy, expensive habits?
- Can you support households to find more efficient or economical ways of heating their homes?
- Could you help those with reducing income access alternative forms of transport – e.g. facilitate access to bicycles/ support learning to ride, or car sharing/lift schemes?
- Can you help provide low-cost, local recreational or social activities?
- Could you setup a self-sustaining scheme to provide essential or otherwise helpful items to those who cannot afford them?

Overarching question:

- Could you inform, advise and support groups who are least likely to know about the support available to them?

We will fund:

- Projects or activity that provide lasting change through short-term interventions that help in the long-term
- Projects or activity that will not need further local authority funding
- Revenue and capital costs, such as staffing, volunteer costs, overheads, IT equipment etc.
- Projects or activities that contribute to the Council's corporate priorities
- Projects or activities that support people who are in financial hardship.
- 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.
- Projects that are used to plug immediate gaps by handing out cash.
- Projects that create schemes that the Council would have to run

Assessment criteria

Your application will be assessed against the following criteria:

- Encourage the fund to be used to provide sustainable long-term support that helps people or the community to better help themselves
- Evidence of need for the proposed project/activity and
- How the project/activity will address the need that has been identified.
- How the project/activity tackles disadvantage, fosters good relations and/or promotes equality of opportunity.
- How the project has a positive impact adding value for the community who are impacted by the welfare reforms and economic recession.
- How your project/activity will deliver your proposed outcomes.
- How people can access the project/activity.
- How your project/activity will promote social value e.g. by using volunteers and promote training, skills development and learning opportunities for local residents.
- Clear and realistic costs for the project/activity.

- Exit strategy beyond the life of this funding to ensure the outcomes are sustained.

What happens next?

Once your application form has been received by the Grants Team we will send you an acknowledgement. All prospective bidders will get the opportunity to attend a Grants Information Session to get clarification on the process and criteria. **There will be no further contact with your organisation during the assessment stage by the Welfare Reform Team in relation to the application.** Following the assessment of your application against the assessment criteria described above, the bids will be put to the Council's Welfare Reform Officer Project Board. This group will make recommendations of awards to the Head of Revenues and Benefits and Director of Corporate Resources will make a decision on the awards of the Hardship Fund. 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 Financial Hardship Fund will take place on (TBC)

Please e mail (email to be clarified) 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/xxx

FINANCIAL HARDSHIP FUND 2014/2015

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).

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 and all project money must be spent by 31st March 2015.

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 10 of this form.

Relevant documents as listed in Section 9 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 Financial Hardship Fund 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:

(email to be clarified)

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

As well as a signed copy returned to:

Welfare Reform Team,
Harrow Council, Civic 6, Station Road, Harrow, HA1 2XF

Closing date: 12 noon on 27th March, 2014

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 the required policy documents in place (see section 9).

Is able to provide two references that support their grant application (see section 10).

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

1. Organisation Contact Details

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

Contact Person	
Name	
Position in organisation	
Telephone	

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.*

	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 <i>(please describe with no more than 400 characters)</i>	
	Other <i>(please describe with no more than 400 characters)</i>	

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.

2b.

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?

3d. Corporate Priorities:

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

The Council's Funding Priorities

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)

3f. Please specify which groups will benefit:
(Please use no more than 1200 Characters)

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)

	5a. What you hope to achieve?	5b. Your targets	5c. How you will evidence your success
	<p><i>Please explain what difference your project will make. An outcome should include who will benefit, how many people will benefit and what will change. You should clearly state what you realistically expect to achieve by the end of the project. Eg Provide IT training to 20 volunteers who will then be expected to cascade the training to at least 20 people in their community to enable access to online job and benefit services</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. Eg 90% of the individuals within the community provided with support through this project are skilled up to be able to search for jobs online</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?

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)

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?

E.g. 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 (£)	Total Costing (£)	Funding Requested from Harrow Council
Staffing Cost					
	Sub Total				
Volunteers expenses					
	Sub Total				
Overheads <i>(e.g. Utility bills / Maintenances / Repairs)</i>					
	Sub Total				
Legal and professional fees insurance					
	Sub Total				
Venue					
	Sub Total				
Project Costs <i>(e.g. Materials / Stationery/ Printing / Refreshment)</i>					
	Sub Total				
Other Expenses					
	Sub Total				
Total Cost of Project					

7c. Total amount requested from Harrow Council

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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						
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)					

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?

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?

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?

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:

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

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