

Appendix 1

Voluntary Grants Application Form

Please ensure that all relevant sections of this application form are completed. If you are applying for more than £2,000 you need to complete the whole form, however if you are applying for less only complete the section indicated in this form.

1. Organisation Contact Details

Name of organisation			
Organisation address			
	Post code:		
Address for Correspondence (if different to above)			
	Post code:		
Contact Person(s)		Position in organisation	
Telephone number(s)			
Fax number			
Email address(es)			

2. About your organisation

All applicants to complete this session

- a. What is the legal status of your organisation? Please tick which ones of the following applies to your organisation. You may need to tick more than one.

Company limited by guarantee

Friendly society

Registered charity

Housing Association

Partnership (please describe)

Part of a regional or national organisation

Other (please describe)

Please see guidance notes on page.....

- b. When was organisation set up?

Briefly describe the aims and objectives of your organisation.

3. Policies and Procedures

All applicants to complete this section

Please note that you are not required to submit supporting documents at this stage. Successful applicants will be required to submit the following information once a grant has been agreed at the Cabinet meeting in March.

The Grant will be withdrawn if the supporting documents are not submitted by the agreed deadline. See covering letter for details.

Please see guidance notes on page.....

Please confirm that you have all of the following policies/statements and procedures in place?

Required policies/statements and procedures for grants awards under £2,000

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

A bank account in the organisation's name

Policies for the protection of children and vulnerable adults (if relevant)

Health and safety

Appropriate insurances and indemnities (if relevant) procedures (if relevant)

Written statement of commitment to equal opportunities

Additional requirements for grants awards between £2,001 and £10,000

All of the above including:

Certified or audited accounts from the previous year (by an independent person). 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

Additional requirements for grants awards over £10,001

All of the above including:

Employment and staffing policies and procedures, which address the recruitment and selection, and training of staff and volunteers

Systems to monitor the quality of services delivered

4. About the Proposed Project/Service

All applicants to complete this section

Please see guidance notes on page For details.

a. Name of proposed project/service

b. Is this a new project/service? YES NO

c. How do you know that there is a need for this project/service?

d. What are the main aims and objective of the project/service?

e. Which one of the funding priorities will your project/service address?

f. Please explain how you project/service meets this priority?

5. Project Delivery

All applicants to complete (a) and (b) in this section

a. How will your project/service be delivered?

b. Where will it be delivered?

Only answer the following questions in this section if you are applying for more than £2,000

c. Who will it be delivered by:

Volunteers

Paid staff

Both

d. If the service is to be delivered by a paid member of staff, are they

New

Existing

e. How will your project/service address the needs of Harrow's diverse community?

d. Please indicate which of the following groups will benefit from your activities:

<p style="text-align: center;">Asian or Asian British</p> <p>Afghani Bangladeshi Indian Pakistani Sinhalese Sri Lankan Tamil Any other Asian background – please specify</p>	<p style="text-align: center;">Black or Black British</p> <p>Caribbean Ghanaian Nigerian Somali Any other Black background – please specify</p>
<p>Mixed</p> <p>White and African White and Asian White and Caribbean Any other Mixed background – please specify</p>	<p>White</p> <p>Albanian British Gypsy/Roma Traveller Irish Irish Traveller Polish Romanian Serbian Any other White background – please specify</p>
<p>Other Ethnic Groups</p> <p>Arab Chinese Iranian Iraqi Kurdish Lebanese Any other ethnic group – please specify</p>	

e. How will you know that the project has made a difference to their lives?

7. Project Cost

All applicants to complete this section

What is the total cost of the proposed project?

How much funding are you requesting?

Please complete the proposed project breakdown below.

Proposed Project Breakdown			
Expenditure Categories	Item Description	Qty	Costings (£)
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 Project Cost	
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Only answer the following questions in this section if you are applying for more than £2,000

Does your organisation have plans to raise funds from other sources for this or similar projects for the benefit of Harrow residents?

Yes

No

If yes please complete the table below:

Fundraising category	Purpose	Projected annual income	Funding Confirmed Y/N
Fees and charges			
Donations			
Sponsorships			

Funding Body (please list names below)			

8. Professional References

Please provide the contact details of two organisations that you currently provide services to, work with or receive funding from.

Please note that this should not be from the following:

- A personal reference – from a friend or relative
- A political reference – from a councillor or a member of parliament
- A member of the Grant Advisory Panel

Reference 1	
Name of contact	
Organisation	
Address	
Telephone number	
Email address	
Connection with the organisation	

Reference 2	
Name of contact	
Organisation	
Address	
Telephone number	
Email address	
Connection with the organisation	

9. Future of the Project

All applicants to complete this section

Please explain how you plan to continue with this project when this funding has ceased.

10. Declaration

We declare that all the information provided in this application form on behalf of the organisation is correct and complete to the best of our knowledge and acknowledge that if a grant is awarded to you organisation, it will be used exclusively for the purposes described.

Please ensure that two members of your trustee/management committee sign this below:

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

Please return the completed form to:

Grants Team, Harrow Council
Room 227, Civic Centre Station Road,
Harrow, HA1 2XF

Email: ????????

Closing date:

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED