Application Form

Voluntary and Community Grants 2012/2013

Name of organisation	
Name of Project	
Total Funding requested	
Size of Grant	

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

HarrowCOUNCIL LONDON

Voluntary and Community Grants
2012/2013

Guidance notes to grant applicants

Harrow Council is inviting applications for funding from voluntary organisations for 2012/13. 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. These notes will assist you to meet our assessment criteria.

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 and added value in delivering outcomes.
- Projects that have clear outcomes and plans for delivering these.
- Projects that have clear plans for ensuring accessibility to the project 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 and
- How the project will address the need you have identified.
- How the project tackles disadvantage, fosters good relations and promotes equality of opportunity.
- How your project will deliver your proposed outcomes.
- How people can get involved and can access the project.
- How your project will give added value such as using volunteers and working collaboratively with others.
- Clear and realistic costs for the project.
- 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 Voluntary Community Grants will take place on ………………..

For further information please visit the website: www.harrow.gov.uk/grantsprogramme

VOLUNTARY AND COMMUNITY GRANTS 2012/2013
1st April 2012 to 31st March 2013 (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

✓ 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 must be completed in the same financial year for which the application is made and all project money must be spent by 31st March 2013.

✓ 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 11 of this form.

✓ Relevant documents as listed in Section 10 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 project amount 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

✓ The application form must be returned **by email** to:
grants.grants@harrow.gov.uk
In the subject line in the e mail please put Grant Application with your project name.

Closing date: 12 noon on XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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

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 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.

☐ Has **all** of the required policy documents in place (see section 10).

☐ 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

Name of organisation	
Organisation address	
Post code	
Correspondence address *(if different to above)*	
Post code	
Telephone	
Fax	
Website	
Organisation email address	

Contact Person	
Name	
Position in organisation	
Telephone	

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

☐   Registered charity

| Reg. No: | |

☐   Residents Association

☐   Other (please describe)

☐   Partnership (please describe)

2b.   When was the organisation set up?
| Month | Year |

2c.   Briefly describe the aims and objectives of your organisation.
(Maximum of 750 Characters)

3. About the proposed project

3a.   Name of proposed project   (Maximum of 70 Characters)

[ ]

3b.   Briefly describe your project   (Maximum of 300 Characters)

[ ]

3c.   Is this a new project?

YES   ☐   NO   ☐

3d.   Corporate Priorities:

Which corporate priority will your project address?

(Please select only one)

The Council's Funding Priorities	Please select
Keeping neighbourhoods clean, green and safe.	
United and involved communities: a Council that listens and leads.	
Supporting and protecting people who are most in need.	
Supporting our Town Centre, our local shopping centres and businesses.	

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)

Age	Young People	
	Older People	
Disability		
Gender reassignment		
Pregnancy and maternity		
Race		
Religion or belief		
Sex	Male	
	Female	
Sexual orientation		
None – no group specifically targeted		

3f. Who will benefit from the Project?

i) How many people (beneficiaries) will benefit from this project? [ ]

ii) Please tick which of the following groups are able to access your project?

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh	**Black, Black British, Black English, Black Scottish or Black Welsh**	**Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh**
☐ Bangladeshi	☐ African	☐ Chinese
☐ Indian	☐ Caribbean	☐ Other Chinese background Please specify below
☐ Pakistani	☐ Other Black background Please specify below	
☐ Other Asian background Please specify below		
Mixed	**White**	**Other Ethnic Groups**
☐ White and Black African	☐ British	☐ Please specify below
☐ White and Black Caribbean	☐ English	
☐ Other Mixed background Please specify below	☐ Irish	
	☐ Scottish	
	☐ Welsh	
	☐ Other White background Please specify below	

iii) Gender: Male ☐ Female ☐ Gender reassignment ☐

Age:

Under 5's	5 - 16	17 - 25	26 - 35	36 - 45	46 - 55	56 - 65	65+

Disabled: Yes ☐ No ☐

Faith Group:

Baha'I ☐   Buddhism ☐` Christianity ☐ Hinduism ☐

Islam ☐   Jainism ☐ Judaism ☐ Sikhism ☐

No religion ☐   Prefer not to say ☐

Any other religion or belief not listed above (specify if you wish) [ ]

4.   Evidence of Need

4a.   What evidence do you have that this project is needed?

(Maximum of Characters 1500)

4b. How will your project address these needs?

(Maximum of Characters 1500)

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

(Maximum of Characters 1500)

Guidance Notes

4a.

Please explain how you know that your intended users/beneficiaries need this project. 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

4b.

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

4c.

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

5.   Project Outcomes
What difference will your project make?   (Maximum of Characters 300 per box)

		Guidance		Notes
		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.	Clearly describe what activities will take place. The project activities must be able to be measured and recorded throughout the project.	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?	State what you will be able to show that has proved that the project 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.
		5a. Outcome	5b. Activity	5c. How success is measured	5d. Evidence
i)					
ii)					
iii)					
iv)					

6. Getting involved in the project

6a. How do the intended beneficiaries get involved in the project?

(Maximum of Characters 1500)

6b. Where will your project be delivered?

(Please list all venues)

1.	
2.	
3.	
4.	
5.	
6.	

6c. How often will your project be delivered?

7. Other benefits of your project

7a. Will your project use volunteers?   Yes ☐   No ☐

If yes, state how many and describe how they will be involved in the delivery of the project. (Maximum of Characters 750)

7b. Will your project work in partnership with other local organisations / projects? If yes, please describe below.   (Maximum of Characters 750)

8. Cost of Project

8a. Please complete the proposed project breakdown below. For each item described, please give the number of items (Quantity) and the cost of each item (the Unit Cost), the Total Cost, Unit Costs etc will be worked out automatically. Please state how much of the total cost of each item you are requesting to be paid for by Harrow Council in this application. e.g.

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 Cost (£)	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				

8b. Total funding requested from Harrow Council

8c. Balance

8d. How many people (beneficiaries) will benefit from this project?

8e. Unit cost for each beneficiary for the total cost of this project.

8f. Unit cost for each beneficiary for funding requested from Harrow Council for the proposed project.

8g.　How will the balance of the costs be funded for this project?

(Maximum of Characters 1500)

8h.　Provide a summary from your most recent accounts

(Please tick one box only)

☐　　This information is from the latest accounts approved by the organisation

Or

☐　　This information is a financial projection because the organisation has been running less than 15 months

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

8i.   Future of the Project

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

(Maximum of Characters 1500)

13

8i.

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 sustainability of your project. If this project is not planned to continue, please explain your exit strategy.

9.   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.

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 to 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 to your organisation		Worked in partnership with your organisation		Received funding from your organisation	
	Other (please state)				

10. 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

10a.   Are any of the beneficiaries of your project children?

Yes   ☐   No   ☐

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

☐

10b.   Are any of the beneficiaries of your project vulnerable adults at risk of harm?

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.

☐

10c.   Is your organisation using volunteers?

Yes   ☐   No   ☐

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

11. 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.

We, on behalf of our Organisation, confirm that we have read and understood the guidance notes for this application.

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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