Appendix 1: Grant Application Form 2012/13

REPORT FOR:	**GRANTS ADVISORY PANEL**
Date of Meeting:	25th June 2012
Subject:	Update on Grant Appeals

Application Form

Main Grants Programme 2012/2013

Name of organisation	
Name of Project/Activity	
Size of Grant	
Total Funding requested	Do not enter an amount here, this will be taken from 8b within the form

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

Main Grants Programme
2012/2013

Guidance notes to grant applicants

Harrow Council is inviting applications for funding from Third Sector 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. **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 and added value in delivering outcomes.
- Projects or activities c@æhave 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 get involved and can access the project/activity.
- How your project/activity will give added value such as àˆÁsing volunteersÈ
- 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 Main Grants Programme will take place in ʎ ΥˇMembers Lounge
Wednesday, 9th November between 2 to 4 pm and
Monday, 14th November between 6 to 8 pm.**

**Please e mail 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

MAIN GRANTS PROGRAMME 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 is 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 in the same financial year for which the application is made and all 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 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
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, Middlesex
HA1 2XF

Closing date: 12 noon on Monday 28th November 2011

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' V@ååÙ^&¦Áorganisation 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 stableÁ¢^^Á^&ą̃}ÅæÐ

☐   Has 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	
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)

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

2c.   Briefly describe the aims and objectives of your organisation.

(Please describe with no more than 1200 characters)

3.   About the proposed project / activity

3a.   Name of proposed project/activity

(Please use no more than 120 characters)

3b.   Briefly describe your project or activity

(Please describe with no more than 1200 characters)

3c.   Is this a new project/activity?

3d.   Corporate Priority

Which corporate priority will your project/activity address?

*(Please select **only one**)*

The Council's Funding Priorities

3e.   Is your project/activity specifically targeting beneficiaries with any of the following protected characteristics as described within the Equality Act 2010?

*(Please select **only two** of the following groups)*

3f.   Who will benefit from the Project / Activity?

i.   How many people (beneficiaries) will benefit from this project/ activity?

ii.   Please tick which of the following groups are able to access your project/activity?

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: Disabled:

Age:	Under 5's	5 - 15	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+

Faith Group: No religion   Prefer not to say

Baha'l   Buddhism   Christianity   Hinduism

Islam   Jainism   Judaism   Sikhism

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 or activity is needed?
(Please describe with no more than 1600 characters)

4b. How will your project or activity address these needs?
(Please describe with no more than 1600 characters)

4c. How does this project or activity tackle disadvantage, foster good relations and promote equality of opportunity?
(Please describe with no more than 1600 characters)

5. Project / Activity Outcomes

What difference will your project/activity make?

(Please provide a brief description with no more than 1000 characters.)

Outcome	Activity	How success is measured	Evidence
Please explain what difference your project/activity will make. *An outcome should include who will benefit, how many people will benefit **and** what will change. You should clearly state what you <u>realistically</u> expect to achieve by the end of the project/activity.*	*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/activity 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/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.*
5a.			

5.   Project / Activity Outcomes

What difference will your project/activity make?

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5b.			

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5c.			

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Outcome	Activity	How success is measured	Evidence
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5d.			

6.   Getting involved in the project or activity

6a.   How do the intended beneficiaries get inv[lved in the project or activity?

(Please describe with no more than 1600 characters)

6b.   Where will your project or activity be delivered?

(Please list all venues with no more than 100 characters for each venue)

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

6c.   How often will your project or activity be delivered?

(Please describe with no more than 1200 characters)

7. **Other benefits of your project or activity**

7a. Will your project or activity use volunteers?

If yes, state how many and describe how they will be involved in the delivery of the project or activity.

(Please describe with no more than 1200 characters)

8. :]bUbW]U ¨=bZcfa Uh]cb

8a. 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

Cost of Project

8b. Please complete the proposed project/actiçity breakdown below. For each item described, please give the number of item• (Quantity) and th^ cost of each item (the Unit Cost), the Costing will be worked out automatically. Pleas^ state how much of t@ total cost of each item you are requesting to be paid for by this application. e.g.

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

PROPOSED PROJECT / ACTIVITY 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/activity Costs (e.g. Materials/ Stationery/Printing /Refreshment)					
	Sub Total				
Other Expenses					
	Sub Total				
			Total		

8c. Balance

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

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

8f. Unit cost for each beneficiary for funding requested for the proposed project/activity.

8*.   How will the balan&^ of the/&osts be funded for this project or activity?

(Maximum of Characters 1600)

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8@   Future of the Project/Activity

What will happen to this project/activity at the end of the finding period?

(Please describe with no more than 3200 characters)

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9. Professional References

Please provide the contact details of two individuals or organisations that can comment on your organisation's skills, experiences to carry out the project/activity or service.

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.

- If references are not received when requested this will affect payment of your funding.

Reference 1						
Name of Contact						
Organisation						
Address						
Post Code						
Telephone Number						
Email Address						
Connection with your organisation *(you may select more than one)*"	Provision of service		Worked with		Received funding from	
	Other *(please state)* *(no more than 120 characters)*					

Reference 2						
Name of Contact						
Organisation						
Address						
Post Code						
Telephone Number						
Email Address						
Connection with your organisation *(you may select more than one)*"	Provision of service		Worked with		Received funding from	
	Other *(please state)* *(no more than 120 characters)*					

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/activity children?

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

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

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

10c.   Is your organisation using volunteer•?

If yes, you must confirm by ticking the box on the right 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.

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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