

HELP NOTES

How to Complete Your Application Form for Community Grants

2012-2013

Your application will be scored and details of the score per question, is detailed below (where applicable). Should the total score be 40% or under the application will be automatically declined.

<p>1. How much are you applying for?</p>	<p>This is the total amount you would like from the Council. Detailing amounts 'between £X and £X' are not acceptable.</p>
<p>2. What will be the impact on your project if the Council cannot fully fund your application?</p>	<p>What will be the impact on your project if the Council can only fund a proportion of the project?</p>
<p>3. When will your project take place?</p>	<p>This must be within the same financial year that it was awarded ie April to March.</p>

Part One – About Your Organisation

<p>4. Is Your Organisation</p>	<p>Please indicate what your organisation type is. Please note that funding will not be granted to social enterprises where profits are not reinvested into the Erewash community.</p>
<p>5. What is your organisation's name?</p>	<p>Give the full name as it appears on your governing documents.</p>
<p>6. Full name of person responsible for this application</p>	<p>This must be the person that submits the application. This person should be someone from your organisation who can talk about your project and we can contact during normal office hours.</p>
<p>7. Position in organisation</p>	<p>What is the responsible persons' role in the organisation?</p>
<p>8. Correspondence address</p>	<p>Tell us your organisation's main or registered address, including postcode. If the correspondence address is different from this, please also provide these details.</p>
<p>9. Contact telephone number</p>	<p>This should be the number which we can best contact you on. Please include the dialling code where relevant.</p>
<p>10. Email address</p>	<p>Please provide this if you have one and check that it is correct.</p>

11. Do you have any communication / specific requirements?	This might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.
12. What does your organisation do?	Briefly describe the activities of your organisation and who/what you operate to benefit.
13a. What is the total balance of your organisation's unrestricted funds, reserves or large surpluses?	This is the amount of funds which are surplus to any planned activities.
13b. Please explain any unrestricted funds, reserves or large surpluses	The Council is aware that organisation's need a healthy balance to ensure that salaries can be paid, buildings can be maintained etc. If you do have large surpluses / unrestricted funds unaccounted for, please explain why your project cannot be funded out of this.
14. Does your organisation have a Child Protection Policy?	Tick the appropriate box. It is your responsibility to have appropriate policies and procedures in place, which we may ask to inspect at any time.
15. Does your organisation have a Vulnerable Adults Policy?	Tick the appropriate box. It is your responsibility to have appropriate policies and procedures in place, which we may ask to inspect at any time.
16. What is your OFSTED registration number.	Tick the appropriate box. If your organisation is providing childcare for children under 8 years of age, you must have an OFSTED 'EY' registration number.
17. Do all persons involved in the project have a Criminal Records Bureau (CRB) check?	Tick the appropriate box. If you are working with children and young adults or vulnerable adults you must have CRB certificates. This is a legal requirement.
18a. Do you have any of the following? a) Public liability insurance b) Leaders' qualifications c) Affiliation to a governing body d) Other insurance	Please answer a) to d). Depending on the type of project, you may need public liability insurance or qualified leaders. Public liability insurance is required for public events. If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors
18b. If you answered yes to any of the above, please provide further details.	Insurance - please provide the start and expiry date plus what is covered and the total amount insured. Leaders qualifications – please list. Affiliation to a governing body – please list. Other insurance – please provide details of what the insurance is, the start and expiry date plus what is covered and the total amount insured.

Part two – About your project

<p>19. Describe your project (continue on separate sheet if necessary)</p>	<p>Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.</p> <p>Be specific about what you will do, how you will do it and what you would spend the grant on.</p> <p>There is more detailed information about what we will and will not fund in the Small Grants Funding Policy 2010 to 2013 and in the relevant guidance documents. Read the appropriate documents carefully to check that we can fund what you want to do.</p>	
<p>20. What activities do you want us to fund? Quotes / evidence must be provided for both capital and revenue items over £100.</p> <p><i>Are your costs evidenced and realistic? This section makes up 5% of the total score</i></p>		
<p>Expenditure Headings</p>	<p>Column A Breakdown of Costs</p>	<p>Column B Total Amount £</p>
<p>List all the activities that make up your project.</p>	<p>List the individual items for the activity. Tell us if you have used quotations, estimates, prices from suppliers or experience from other projects. If you have made any assumptions when working out the costs, tell us what these are.</p>	<p>Give the total cost for each activity.</p>
<p>Totals</p>	<p>£ Total Sum Column A Please check that you have added up the totals correctly</p>	<p>£ Total Sum Column B Please check that you have added up the totals correctly and that you are asking for no more than the limit as outlined on the front of the application form.</p>
<p>21. How is the project planned to be funded in future years?</p>	<p>Note: This is a one-off grant and no commitment can be made to fund your project again. Are you able to make your project sustainable? How will you go about this? E.g. increasing member fees, seeking alternative sources of funding.</p> <p><i>PROJECT SUSTAINABILITY – You can score a maximum of 5% of the total score</i></p>	
<p>22. What is the total amount of funding that you have a) secured already b) applied for to support this project?</p>	<p>The Council is more than happy to part-fund projects with other partners. It will not however 'double fund' projects. Please include details of the applications where you are waiting for a decision. Please detail the name of the funding stream, the amount you have applied for, and the date you will be notified by.</p>	

	<p><i>You can score a maximum of 5% of the total score with the answer to this question. The more match funding partners, the higher your score. If your organisation is contributing towards the project please detail this. Match funding is not just restricted to monetary value it can also include gift in kind goods and services – such as volunteer time.</i></p>
<p>23. Approximately how many Erewash residents will this project benefit?</p>	<p>How many people do you predict this project will benefit?</p> <p>Please note that the Council will not fund projects that do not directly benefit Erewash residents.</p> <p><i>You can score a maximum of 5% of the total score with the answer to this question</i></p>
<p>24. What area of Erewash will your project benefit e.g. whole of Erewash, one town only</p>	<p>Detail the name of the town/s or just state 'whole of Erewash'</p> <p><i>You can score a maximum of 5% of the total score with the answer to this question</i></p>

<p>25. Which of our Corporate Priorities will your project meet?</p>		
<p>a) tick the priorities your project will meet:</p>		
1	<input type="checkbox"/>	<p><i>Making Erewash a good place for all to live life to the full.</i> (for example providing opportunities for individuals and community groups to organise and participate in community, social, leisure activities which focus on those facing most disadvantage).</p>
2	<input type="checkbox"/>	<p><i>Making Erewash even cleaner, safer and greener.</i> (for example running a project that works with young people to involve them in community work that helps to reduce Anti Social Behaviour, fear of crime and increase intergenerational activities).</p>
3	<input type="checkbox"/>	<p><i>To deliver excellent services.</i> (for example running a project which ensures that all sections of the community can access the services they need, when they need them).</p>
4	<input type="checkbox"/>	<p><i>Working towards a brighter future.</i> (for example setting up a project that is self-sustaining or meeting the future needs of the community, enhancing economic prosperity to the Erewash area or protecting our historic environment so that people feel involved in and proud of their heritage).</p>

<p>b) Please describe how your project will meet the indicated priorities.</p> <p>Please show your research and evidence to demonstrate why this project is needed in Erewash, the number of people benefiting and if a particular target group is being assisted as a result of this project for example; age, ethnic origin, people with disabilities.</p> <p><i>This question makes up 60% of the total score. The breakdown is as follows:</i></p> <p>DEMONSTRATION OF NEED - You can score a maximum of 10% of the total score</p> <p>HOW YOUR PROJECT MEETS THE PRIORITIES - You can score a maximum of 40% of the total score with (ie 10% per priority)</p> <p>BE EVIDENCE BASED / INNOVATIVE - You can score a maximum of 10% of the total score</p>

In this section you need to show how the activities / items that the Council are funding will help to achieve the Corporate Priorities.

Make sure you:

- Tell us about the needs the people who will use your project have.
- Explain how you know that they have these needs and what you have learned from discussing your plans with them. What evidence do you have/research have you undertaken.
- Show how your project or activities will meet the need you have identified.

Here are some ways you might show the need for your project:

- Organising a meeting that anyone interested in your project can come to.
- Carrying out a survey of people who use your service or those who might use it.
- Keeping a waiting list of people who want to get involved in your activities or use your service.
- Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.

For applications over £500 you must also include the following:

- Any statistics about the people who would benefit from your project.
- If your project supports local or national strategies.
- An evaluation of previous projects or feedback on a pilot project.

At the end of the project you will be required to tell the Council how you spent the grant funding, who the project benefitted, how many people it benefitted and in what ways.

c) How will you ensure that your project is successful and how can you measure the successes and evidence these when the Council requests the end of project evaluation?

This section makes up 15% of the total score.

Methods to record your project successes / activities that you may like to consider are:

I will record how many people take part in my project.

I will record the number of sessions that I run.

I will ask those taking part in the project to complete a questionnaire at the beginning and end of the project.

I will keep a record of positive comments received from those taking part.

I will take photographs to evidence the activities.

For applications over £500 you must also include targets that you plan to achieve ie:

200 young people will attend the Playscheme during the 2 week period.

100 Older people will attend the Lunch Club during the period of the grant.