

£20,000



£20,000

Application form

Part one – About your organisation

1. Organisation name

2. Organisation's main or registered address including postcode

Postcode:

3. What type of organisation are you? See help notes on right

If 'other' please specify

4. Organisation details

a. Charity number (if applicable)

b. Company number (if applicable)

c. CIC number (if applicable)

d. When was your group formed?

e. What is your VAT status?

f. VAT registration number - if applicable

5. Tell us what your organisation does (maximum of 100 words)

Read these help notes

None of the details in Part one will appear on the website.

Question 1

Give the full name as it appears on your governing document.

Question 2

Tell us your organisation's main or registered address, including postcode. This is the address that we will use for written correspondence.

Question 3

Select from the drop down menu.

If you select 'Other' please state what.

Question 4 a-c

Please input reference number where applicable, otherwise write n/a.

Question 4 d

Input the year when your group was formed.

Question 4 e-f

Please answer Yes or No. If you Answer No, please input n/a at Q4f.

Question 5

We would like to know about what activities and/or services you currently deliver.

6. Tell us about the people involved with your organisation

Name	Role

7. What skills do they have?

Name	Skills

8. Please provide details of your social media sites

Website	
Twitter	
Facebook	
Other	

Read these help notes

Question 6

Name the people involved with your management committee or board and list their roles within the organisation.

If there is insufficient space in this table please provide a detailed list as a word document.

Question 7

Please list any specific skills, expertise and qualifications of the people listed that are relevant to your activities.

If there is insufficient space in this table please provide a detailed list as a word document.

Question 8

We will include these links on the awards website for the voting public to view.

This gives you scope to provide further information to promote your group and project.

9. How many paid staff/sessional workers do you have?

10. How many volunteers does your organisation have?

11. Will your project directly involve children, young people under the age of 18 years or vulnerable adults?

Yes

No

If yes, as a minimum we expect you to:

- Have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- Review your safeguarding policies at least every year
- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- Check criminal records at least every three years
- Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- Provide child protection and health and safety training or guidance for staff and volunteers
- Carry out a risk assessment, if appropriate
- Secure extra insurance cover, if appropriate

Does your organisation meet these requirements?

Yes

No

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED) please give details below, including any reference numbers.

12. Do you have any of the following?

- | | | |
|------------------------------------|-----|----|
| a. Public liability insurance | Yes | No |
| b. Leaders' qualifications | Yes | No |
| c. Affiliation to a governing body | Yes | No |
| d. Other insurance | Yes | No |

If you answered yes to any of the above, please give more details (Maximum of 100 words)

Read these help notes

Question 9

Calculate as full-time equivalent (approximately 38 hours) and input as a figure.

Question 10

This can include full-time or part-time volunteers.

Question 11

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

We may seek further information from any bodies you are registered with, or inspected by.

Question 12

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any 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.

13. Details of main contact for your organisation

*Name and title	
*Position	
*Address	
*Postcode	
*Landline telephone	
Mobile telephone	
*Email address	

14. Details of the second contact for your organisation

*Name and title	
*Position	
*Address	
*Postcode	
*Landline telephone	
Mobile telephone	
*Email address	

Read these help notes

Question 13

This should be the main person we can contact if we have any questions about the application.

* These sections are compulsory but we will not share any of the information in Part 1 and 6 with the public.

Question 14

This should be a member of your management committee/board who has a working knowledge of the organisation and the application.

* These sections are compulsory but we will not share any of the information in Part 1 and 6 with the public.

Part two - About your project

15. Project name

16. Organisation name

17. Amount you are applying for

£20,000

£10,000

18. Where is your organisation based?

19. Select the area that will benefit most from your project

20. Sum up your project in 100 words or less

21. How is your project **NEW** and **INNOVATIVE** for your community? (maximum of 150 words)

Read these help notes

Question 15

Give the full title of your project. This should provide the reader with a quick snapshot.

Question 16

Give the full name as it appears on your governing document.

Question 17

Tell us if you are applying for £20,000 or £10,000.

Question 18

Select one area that represents where your organisation is based.

Question 19

Check the map on the website and select one of the seven project areas from the drop-down menu.

Question 20

This is the summary of your project and will be the first thing that the voting public sees when they click on your project on the webpage. This is your big chance to sell yourself to potential voters so think carefully about how you phrase this. Please note that whatever you put here will appear exactly the same way on the webpage - spelling mistakes and all!

Question 21

Give us further information about your project and how it is new and innovative for your community.

Please give specific information for both new **AND** innovative.

22. When do you anticipate that your project will take place?

Estimated start date

mm/yyyy

Estimated end date

mm/yyyy

23. Does your project involve work on land or a building, including refurbishment?

(You MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 10 years)

Yes

No

If yes, you must answer both 24a and 24b below.

24a. Does your organisation

24b. Is planning permission needed for your project?

Part three - The need and the benefit

.....

25. Please tell us why this project is needed (maximum of 250 words)

Read these help notes

Question 22

We do not expect you to know exact start and finish dates, but we do need to know that you have a definite timetable in place for your project.

Question 23

You will need to send further information about land ownership if you are offered an award.

Question 24a

You will need to send evidence of this if you are offered an award.

Question 24b

You will need to send evidence of this if you are offered an award.

Question 25

Tell us what your community is like and what challenges exist within it and why this project is needed to support the challenges. See 'step by step' guidance document.

26. How have you identified these needs? (maximum of 250 words)

27. Tell us about the benefits that will happen as a result of this project (maximum of 250 words)

Read these help notes

Question 26

Tell us about the things you have done to gain an understanding of these needs. See 'step by step' guidance document.

Question 27

Tell us how this project will make a difference in your community - how will it be a better place to live in as a result of this project? See 'step by step' guidance document.

29. Match funding

Please say where the remaining funds will come from, including grants requested or obtained from other organisations/funders

Funding source	What it is paying for	Amount	Status Applied for / Confirmed / Potential funder
Funding requested		£	
Total match funding confirmed/secured		£	

30. Sustainability of your project (maximum 150 words)

Read these help notes

Question 29

Include in-kind contributions as appropriate and eligible, such as volunteer support, free resources - donated labour, materials, room hire, etc.

Volunteer time should be costed at £10 per hour.

See 'step by step' guidance document for further details.

Question 30

Tell us how you plan to continue to fund and deliver this project beyond the life-time of the award.

Part five – Checklist

Please use this checklist to make sure that you have completed the application correctly and have all the necessary supporting information we need to process your application.

If we receive your application without all the required information this may result in your application being withdrawn from consideration.

Please confirm the following. Where not applicable please put 'N/A'.	Tick box
Our organisation meets the eligibility requirements set out in the guidance document and has the legal power to set up and deliver the project described in this application form.	
We have answered all the relevant questions in this application form.	
The supporting documents submitted with this application are all in the same name (governing document, annual accounts, bank statement, etc).	
We will send up to five photographs electronically; refer to guidance notes.	
We understand that if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make our application invalid and we could be liable to repay any funds to you.	
We will submit a signed and dated copy of our organisation's governing document with this application.	
We will also submit a signed and dated copy of our organisation's most recent annual accounts with our application.	
We will also submit a copy of a recent bank statement from the account we would like the potential grant to be paid into. This should be no more than three months old.	
No-one in our organisation and associated with this application will personally gain from this grant.	
Our organisation has all the correct policies and procedures in place and has appropriate insurance cover to deliver this project.	
We agree for all the information submitted in Parts 2,3 and 4 of this application form and any accompanying documents to be used by North West Leicestershire District Council and partners to promote the awards' scheme.	
We will submit proof of tenure (freehold/leasehold) if our project involves improvements to land/property. For example: Land Registry document, signed/dated lease, title deed.	
We will submit a letter of consent from our landlord if our project involves improvements to leasehold land/property.	
We will provide evidence that appropriate planning consents have been obtained (or are being sought) and building regulation approval has been granted (or is being sought) if our project involves improvements to land/property.	
Planning Reference Number (if applicable):	
If the above permissions/consents are not in place what are your plans to make this happen?	

Part six – Your data

Data Protection

We may share information with organisations and individuals with a legitimate interest in our grant funding programmes. We have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that the district council holds. This includes information received from third parties such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may choose to consult with you first.

- By ticking this box you confirm that you understand North West Leicestershire District Council's obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000. You accept that as long as the Council's actions conform to the relevant law it will not be liable for any loss or damage that your group might suffer as a result of the Council fulfilling its obligations.

**Closing date for submission of applications is
midnight on Monday 30 November 2015**

**Send your completed application form and accompanying
documents to twentyforseven@nwleicestershire.gov.uk**