

Community Grant – 2021 – 22 Application Form

It is essential that you read the Community Grant 2021 -22 Guidance Notes before completing this form.

In order to support your application you can contact the Community Wellbeing Team on 01594 810000 to discuss your project before submitting your application so that they can better understand your aims before it is evaluated against the criteria.

Please note* This year Covid-19 has brought unprecedented challenges for people in and around the Forest of Dean and their communities and the ‘Community grant fund’ will focus on projects within those communities which respond to emerging needs that may arise as a result of this crisis or are aimed at reinstating community activities safely.

We are keen to support activity that may happen before the closing date so for this year we have created a phase one and phase two and will divide the funding between the two phases. If your activity cannot wait until the closing date then please apply in phase one. Dates are at the bottom of the application form.

We will be receiving applications by email only – if you feel this will affect your ability to complete a form then please call on the number above.

YOUR INFORMATION	
Name of applicant / main contact	
Role within the Organisation	
Name of the Group / Organisation	
Address Line 1	
Address Line 2	
Town / City	
Postcode	
Telephone Number	

YOUR INFORMATION

Mobile Number	
E-Mail Address	
Total Amount being applied for	

YOUR GROUP'S INFORMATION *(Please check all that apply)*

Registered Charity	<input type="checkbox"/>	Charity Number	
Company Ltd by Guarantee	<input type="checkbox"/>	Company Number	
Charitable Trust	<input type="checkbox"/>	Constituted Voluntary Organisation	
Community Interest Company	<input type="checkbox"/>	Company Number	
Other	<input type="checkbox"/>	Please Describe:	

PLEASE DESCRIBE YOUR GROUP

What kind of group are you?	
How does it work?	
How long has it been running?	
How many committee members do you have? (Minimum of 3)	
How many members / volunteers do you have?	
How will this activity support community activity during Covid?	

CAN YOU DEMONSTRATE:				
A commitment to equal opportunities both in terms of recruiting staff and volunteers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Your group or organisation's commitment and capability to deliver the project successfully?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Which area within the Forest of Dean will your project be based at and who will be the beneficiaries?				

YOUR PROJECT INFORMATION:				
Which of the Community Grant's priorities does the proposed activity address and how? (Please refer to guidance notes).				
Have you previously been in receipt of a FODDC Community Grant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when and for what?				
Project / Activity timescale:				
Start Date:				
Finish Date: <i>(Must be completed by 31st march 2022)</i>				

Brief outline of the proposal
Please tell us the story (To include; How does the project meet FODDC Community Grant aims? Who will benefit from the project and how? What are the community benefits? Demonstrate how you're engaging with communities to get them actively involved and detail the links you may have with any other clubs or organisations regarding your project and say why you think this project is needed. List anything else that will help us to understand your project).

Brief outline of the proposal
What age groups will be involved in and benefit from this project?
Please give the approximate number of people who will benefit from the project (please do not put 'everyone in the area').
How do you intend to sustain your project and further develop it once the funding period has finished? (We may like to visit your project in future years to record its progress).
If the project is designed to support the community during Covid – how will this support the community and how do you intend to make this project continue should there be another lockdown in the area.

FINANCIAL INFORMATION:
<i>(Please supply a copy of your most recent audited account if you are a constituted group.)</i>
If you have free reserves of more than twelve months income and you are not spending any of these reserves, please explain why.

Please fill in the tables below even if you also send in your own income and expenditure details separately. This speeds up the assessment and helps us compare applications.

MONEY INFORMATION ABOUT YOUR PROJECT – What will the grant be spent on? *Please give us a breakdown of how much your project will cost. For example, will you employ sessional staff, rent buildings, hire facilities or buy small pieces of equipment?*

Item	Cost (£)
Sessional staffing	
Rent of buildings/hall or room hire	

Item	Cost (£)
Equipment (please attach a detailed price list)	
Activities	
Materials	
Other expenses (please specify)	
TOTAL	

ADDITIONAL FINANCIAL INFORMATION: <i>(Applications must have match funding either monetary or 'in-kind' volunteer time.)</i>				
Have you previously applied for FODDC funds for this project before from a previous Community Grant or any other grant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, from where?				
Are you getting any other money for your project? For example, from your own fundraising events or from other grants?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, how much? (£)				
If No, where from?				
In-kind time (list the estimated number of participants and estimated number of in-kind hours used on this project) Use the attached calculator for this – appendix 1				
Total number of volunteers involved in the project:				
Total number of volunteer hours (a):				
Volunteer rate (See appendix 1) (b):				
Total (a x b):				
Should you be successful we will pay your grant via Bank Automatic Clearing Service (BACS). We may request an invoice from you.				
Account name:				

ADDITIONAL FINANCIAL INFORMATION: <i>(Applications must have match funding either monetary or 'in-kind' volunteer time.)</i>	
Account Number:	
Sort code:	

NB: If successful, payment of the grant can be released in two phases:

- 50% available as a cash up front payment to bank roll projects
- Release of the balance of the grant will be tailored to the needs of the project; details are negotiated with a Community Wellbeing Officer following allocation.
Alternatively, full payment can be made at the end of the project.

DATA PROTECTION STATEMENT

Forest of Dean District Council is the Data Controller for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of the Community Grant. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

If you would like to know more about how we use your personal information, please read our privacy notice.

DECLARATION:

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf. The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation's details being held on paper or electronic files. If this application is successful, in full or in part, the group will keep to the following terms and conditions.

I understand that this is an agreement between the group and the Forest of Dean Community Grant Scheme and understand and agree that:

1. We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the funder wants us to alter any part of this application.
2. We will not make any major change to the project without first receiving the funder's agreement in writing.

3. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the funder's agreement in writing. If we sell any equipment or assets, we may have to pay the funder part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funder.
4. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
5. If we receive a grant for a pilot project, we understand that the funder will not automatically fund any later projects.
6. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funder's agreement in writing.
7. We will inform the funder of any changes to our bank or building society account.
8. We will comply with any relevant legislation affecting the way we carry out our project.
9. We will acknowledge the funder's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funder if requested.
10. We will show the grant separately in our annual accounts as restricted funds and will not include it under general funds.
11. The funder can use our name and the name of our project in its own publicity materials. We will inform the funder of any situation where confidentiality is a particular issue.
12. We will spend the grant by **31st March 2022** unless otherwise agreed in writing by FODDC.
13. If we do not spend the entire grant, we will promptly return the unspent amount to the funder.
14. We will monitor the success of the project and complete a monitoring form at the end of the project year.
15. We understand that the funder will not increase the grant if we overspend.
16. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the funder if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
17. The funder may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
 - If we fail to keep to this contract in any way;
 - If the application form was completed dishonestly or the supporting documents gave false or misleading information;
 - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
 - If any member of our governing body, staff or volunteer acts dishonestly or negligently in their work for us at any time during the project;

If we fail to complete the project within the agreed timescales;

If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors.

18. If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funder's agreement in writing.

19. These terms and conditions will apply until we have spent the entire grant and until the funder has received and approved our monitoring report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Application Timeline	
5.00pm 4th June 2021 (phase one for applications required <u>before</u> the closing deadline)	- Closing date for urgent applications <i>(Late submissions will rolled into phase two)</i>
Week commencing Monday 21st June 2021	- Notification of result of application (phase one)
5.00pm 16th July final submissions (phase 2)	- Closing date for urgent applications <i>(Late submissions will not be accepted)</i>
Week commencing Monday 2nd August 2021	- Notification of result of application (phase two)

CHECKLIST: <i>(please check)</i>	
All questions are answered and the declaration is signed (below)	<input type="checkbox"/>
I have read the guidance notes and understand that if my application does not meet the criteria it will not be considered	<input type="checkbox"/>
We agree that we will evaluate our project with our Community Wellbeing Officer using an agreed template	<input type="checkbox"/>
Constituted groups only	
A copy of your latest annual accounts signed and dated by the Chair or Treasurer, if applicable (new organisations include plans of income and expenditure)	<input type="checkbox"/>

CHECKLIST: <i>(please check)</i>				
A copy of your latest annual report (if applicable)				<input type="checkbox"/>
A copy of your organisation's constitution (if applicable)				<input type="checkbox"/>
Do you have the following available: <i>(Yes / No)(Please note that we may request copies at a later date)</i>				
Public liability insurance:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Equal Opportunities policy:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Risk Assessment and Health & Safety policy:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Safeguarding policy: <i>(if applicable)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Vulnerable Adults policy: <i>(if applicable)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If we do not receive all the necessary paperwork, consideration of your application will be delayed.

THIS PAGE MUST BE SIGNED BY A DIFFERENT PERSON TO THE ONE COMPLETING THE APPLICATION

Signed:	
Name: <i>(please print name)</i>	
Date:	

PLEASE EMAIL THE COMPLETED APPLICATION TO:

community.engagement@fdean.gov.uk and marked for the attention of the COMMUNITY WELLBEING MANAGER

Applications should have in the subject box: Community Grant Funding

Application 2021 DEADLINE FOR APPLICATIONS:

5pm on 25th June 2021

An acknowledgement email will be sent by return. If you do not receive this within 48 hours of submission then please call 01594 810000 and ask to speak to the Community Wellbeing Team

The Forest of Dean District Council Community Grant Scheme will be administered and managed by 'Publica' Group (Support) Limited. Publica' is a company wholly owned by Cotswold District Council, Forest of Dean District Council, West Oxfordshire District Council and Cheltenham Borough Council to deliver local services on their behalf.

Thank you for your interest

Appendix I

In some cases, calculating the value of in-kind contributions can be relatively simple, for example if it's the contribution of a piece of equipment. Other costs could be a little more difficult, for example, the value of volunteer time. Below is a table that indicates the standard rates, which should be used to calculate volunteer time.

Type of voluntary/in-kind contribution	Per hour	Per day
General, unskilled labour (for example, supervised scrub clearance, ditch-digging, planting, basic administrative support)	£8.50	£63.75
Specialist, skilled, trained labour (for example, operations for which certificated training is a requirement, such as operating dangerous equipment, driving off-road vehicles, using chemicals)	£25.00	£200.00

Specialist services, (for example, supervising, training labour teams, surveys, printing, designing, photography)	£35.00	£270.00
Professional services (for example, consultants, lawyers, planners, engineers, accountants, auditors)	£50.00	£375.00