



## APPLICATION FOR PROJECT GRANT FUNDING 2008/2009

### FINANCIAL SUPPORT FOR VOLUNTARY AND COMMUNITY ORGANISATIONS

**Complete this form if:**

- You are a constituted voluntary or community organisation active in the district
  - You want to apply for one-off project funds of between £1,000 and £3,000
  - Your project addresses the priorities identified in the current Community Strategy
- Please refer to Notes for Applicants for more information about Project Grant funding*

*Please print in black ink. Send in a hard copy to:*

St Albans District Council Finance Department  
Civic Centre Offices  
St Peter's Street  
St Albans AL1 3JE

Telephone: 01727 819209

### YOUR ORGANISATION'S CONTACT DETAILS

1. Name of Organisation *as it appears on your constitution or set of rules*

2 Address of Organisation

3. Other contact details:

Day telephone:

Mobile:

Evening telephone:

Fax number:

E mail:

### YOUR CONTACT DETAILS

4 Name of Contact Person *who can discuss the proposed activity in detail*

5 Position in organisation

6 Contact details *if different from above*

Address

Day telephone

Mobile

Evening telephone

Fax number

E mail

## YOUR PROJECT

7 What is the aim of your organisation? What activities do you provide?

8 What is name of your proposed project?

9 Describe your proposed project, the total cost and what you will use the grant to pay for

10 When will your project start and finish?

11 How do you know there is a need for the activity?

12 How would you describe all the people who will potentially benefit? (Please give numbers and percentages of the total for each category and the numbers to be supported by the grant)

	Total no	% SADC		Total no	% SA DC
<b>Gender</b>			<b>Mixed</b>		
Male			White & Black Caribbean		
Female			White & Black African		
			White & Asian		
<b>Asian or Asian British</b>			Any Other Mixed background		
Indian					
Pakistani			<b>Chinese or Other Ethnic Group</b>		
Bangladeshi			Chinese		
Any Other Asian background			Any Other Ethnic background		
<b>Black or Black British</b>			<b>White</b>		
Caribbean			British		
African			Irish		
Any other Black background			Any other White background		
<b>Age</b>			<b>Disability</b>		
Children/Young People			Physical/sensory		
Young adults 19-25			Learning disability		
Adults 26 to 59			Mental ill-health		
Senior Citizens 60+					
			<b>St Albans residents</b>		

**Tell us why, if you cannot provide information in the categories given. If you use other categories to describe your service users, tell us what they are e.g. ex offenders**

13 What will be the intended outcomes for the participants in the activity or the beneficiaries of the resource? What difference will the activity/resource make?

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14 How do the services for which you want grant aid support deliver outcomes which meet the priorities in the current District Community Strategy (especially the priority gaps listed in italics)? Please describe how your service or activity will meet *one or more* of the priorities listed below: (An example has been provided at foot of page):

No.	Priorities	Your Service or Output Activity	Outcome of your Service or Activity i.e. the difference it makes
1	<b>Ensure the district is a great place to be</b>		
	<ul style="list-style-type: none"> <li>• Reducing crime, anti-social behaviour and fear of crime</li> <li>• Protecting, enhancing and promoting our history, culture and green landscape</li> <li>• Supporting arts, leisure and sports activity</li> <li>• <i>Providing facilities and activities for young people</i></li> <li>• Encouraging the development of lifelong learning so that people can access local job opportunities</li> <li>• Encouraging entrepreneurship and enterprise</li> <li>• Ensuring that everyone in the district has access to quality housing they can afford</li> <li>• Securing a well-maintained, accessible and safe network of transport links across the district</li> </ul>		

No.	Priorities	Your Service or Output Activity	Outcome of your Service or Activity i.e. the difference it makes
2	<b>Keeping the district healthy</b>		
	<ul style="list-style-type: none"> <li>• Encouraging healthy life-styles</li> <li>• Ensuring residents have access to excellent healthcare</li> <li>• <i>Supporting the voluntary and community sector to provide preventative and support services</i></li> </ul>		
3	<b>Supporting an active community that has pride in itself and cares for its future</b>		
	<ul style="list-style-type: none"> <li>• <i>Reducing the impact on the environment</i></li> <li>• Encouraging green travel</li> <li>• <i>Reducing social and economic inequalities</i></li> <li>• <i>Encouraging and promoting community participation and volunteering</i></li> </ul>		
<b><u>Example:</u></b>			
	Priority 1 Encouraging the development of lifelong learning so that people can access local job opportunities	Provision of IT courses with specialist software for those with sensory disabilities	People with a disability also have the chance to develop increased IT skills and confidence and enjoy the social and economic benefit of learning
	Priority 3 <i>Reducing social and economic inequalities</i>		

15 If based outside the district, how will your organisation network and work in partnership with local groups?

16 How will you monitor the progress of your activities towards the intended outcomes for beneficiaries? How will you evaluate overall success?

17 How will you make sure your project is open and inclusive? Tell us how you fulfil the Council's Equality Policy in the way you provide your activities and run your group. *Please attach a copy of your own Equality and Diversity Policy if you have one.*

18 How will you make sure your project is safe and any vulnerable beneficiaries safeguarded? *Please attach a copy of your Health and Safety policy and if appropriate, your Child/Vulnerable Adult Protection Policy*

19 What type(s) and level of insurance cover does your group have?

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20 Please provide a budget for the project you want the Council to support. *Include all reasonable costs arising from the activity and show how you calculate each item e.g. Coaching for 40 weeks @ £20 per hr x 2 hrs per week*

Item	£ Total cost	£ Requested from SADC
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
Totals		

21 How will you make up any difference between the total cost and the grant applied for. *Tell us the contribution in cash or in-kind your group will make, what charges you will make what other funders you have approached to support the project and the outcome if known. Explain how you will deliver the project if other funding is not forthcoming.*

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## YOUR ORGANISATION

22 How many people are involved in running your group and its activities?

Management committee       Volunteers       Paid staff

23 What is the status of your organisation *(please tick appropriate box)*

Charity	<input type="checkbox"/>	Registered Charity Number	<input type="text"/>
Company Limited by Guarantee	<input type="checkbox"/>	Company Number	<input type="text"/>
Other <i>(please state)</i>			

24 If your group has run for more than one year, please provide the following:

	Day	Month	Year
Latest account year ending:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total gross income	£ <input type="text"/>		
Total expenditure	£ <input type="text"/>		
Balance at year end	£ <input type="text"/>		
Savings/Reserves	£ <input type="text"/>		

25 What are your reserves/savings for? How much is restricted? How much has been designated? For what?

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26 SADC Grant history

Has your group applied for a SADC grant before?      Yes/No

Has your group received a SADC grant before?      Yes/No

*Please specify*

Is your group in receipt of any other SADC funding?

*Please specify*

27 What skills and experience does your group have in planning, managing and evaluating services and running an organisation?

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28 Your Income	This Year estimated April 2007 to March 2008	Estimated Budget for April 2008 to March 2009
SADC Grant		
Other grants <i>please specify</i>		
Earned Income		
Community fundraising activities		
Members' subscriptions		
Service fees/charges		
Donations		
Bank interest		
Other		
<b>Total Income</b>	<b>£</b>	<b>£</b>

29 Your Expenditure	This Year April 2007 Estimated to March 2008	Estimated Budget for April 2008 to March 2009
<b>Staff Costs</b> <i>e.g. salaries, NI, pension, recruitment, expenses, training</i>		
<b>Volunteer Expenses</b> <i>e.g. training, expenses, CRB checks</i>		
<b>Accommodation Costs</b> <i>e.g. rent, rates, utilities</i>		
<b>Other Overheads</b> <i>e.g. IT, office equipment, furniture, printing and stationery, publicity, telephone, postage, subscriptions</i>		
<b>Insurance</b>		
<b>Audit Fees</b>		
<b>Other</b>		
<b>Total Expenditure</b>	<b>£</b>	<b>£</b>

<b>Net Total Expenditure for your organisation</b>	<b>£</b>	<b>£</b>
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30 If your project is to continue or to be repeated, what are your future fundraising plans? How will you sustain this project activity?

31 Your group's bank account

Name of bank or building society \_\_\_\_\_

Account name \_\_\_\_\_

Sort code \_\_\_\_\_ Account no \_\_\_\_\_

What is the postal address recorded for this account?

How many people have to sign each cheque or for each withdrawal?

Give particulars of all signatories:

Full name	Position	Date of birth	Home address
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1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

## Declaration

We give consent for the above information to be stored and held in accordance with the Data Protection Act 1998 and used by St Albans District Council and its agents. We have ensured that all names and contacts agree to have their details made available.

We understand that, if this application is successful, the name of the organisation and the amount awarded will be published by St Albans District Council and may be made available in paper and electronic formats

We confirm that any grant awarded by St Albans District Council will be spent only on the purpose for which it is given and not on any spending commitments made before the date of the grant agreement.

We will acknowledge the grant publicly and appropriately at all times and agree to do what is reasonable to assist the Council to publicise the grant

During the period of the grant we will act in a fair and open manner without distinction as to race, religion, age or disability, gender or sexuality. Our organisation is committed to the promotion of Equality and Diversity in service delivery and employment.

We will make sure that all Management Committee members and people involved in delivering are aware of this declaration.

We will not make any change to the proposed activity without your written agreement

We will not start the project later than 3 months after the date of grant agreement unless for good reason

We will report promptly on the progress of the grant funded activity as required

We will tell you of any funding received for this project from elsewhere at any time during the life of the project other than that referred to in question 21 above.

If we spend less than the whole grant on the proposed activity we will return the unspent amount promptly. If the grant part funds the project, we will return the appropriate share.

The grant will be separately identified in our Annual Accounts covering the period of the project as restricted income and expenditure.

We will inform you of any changes to the status and contact details of our organisation and the contact details of committee members that arise during the period of the grant. We will also inform you if the number of members on the management committee reduces to less than three.

We note that the Council is under a duty to protect the public funds it administers and to this end may use the information provided on this form, within the Council, for the prevention and detection of fraud.

We confirm that St Albans District Council can have access to all records relating to the proposed activity and to other information provided in this application at any time and have provided the name of our accountant (if relevant.)

I agree to abide by these and sign this declaration accordingly.

Name of **Chairperson** *(please print name and sign)*

\_\_\_\_\_ *Date*

Signature \_\_\_\_\_ Date

\_\_\_\_\_

## Checklist

When you have completed the form, take some time to work through the following list. Make sure it is complete and that you have enclosed all the information we have asked for.

- We are sending a copy of this form
- We have answered all the questions on the form
- We have given full details of the person to contact who knows the detail of the project
- The Chair of the Management Committee has signed the declaration
- We have enclosed a signed copy of our constitution or set of rules
- We have enclosed a signed copy of our latest accounts (or financial projection if we are a group of less than 1 year's existence)
- We have enclosed a copy of our Health & Safety Policy, Equalities & Diversity Policy and Child Protection and/or Vulnerable Adult Policy (if the activity involves work with children / vulnerable adults)
- We have enclosed a photocopy of our latest bank statement/building society book showing the current balance in our account
- We have enclosed a list of the names, addresses and date of birth of all the members of our Management Committee
- We have made a copy of this form for reference



## Help to Complete the Project Grant Form

The Funding Officer at St Albans District CVS can provide assistance to groups to complete the form. To contact the CVS ring 01727 852657 or email [stella@cvsstalbans.org.uk](mailto:stella@cvsstalbans.org.uk)

The following notes may also be of help. Don't be afraid to state the obvious!

- Question 9 - The grant may pay for all or part of the project. Describe the whole project and say which costs the grant will meet
- Question 10 - The project must take place in the year following the grant agreement and start within three months of that agreement unless it is for example, a holiday project
- Question 11 - What statistics, requests from existing members have you collected? What questionnaires, consultation meetings have you organised? What local or national reports can you refer as further evidence?
- Question 12 –Tell us as much as you can about how many beneficiaries in each category there will be in total and what % will be paid for with SADC funding. If you can use our categories and your own if appropriate.
- Question 13 - Your project will need to demonstrate the difference it has made in a qualitative and quantitative way e.g. *X beneficiaries will have improved levels of confidence and skills enabling a return to work/education*
- Question 14 - Applications will not be considered unless they support one or more of the priorities of the Community Strategy. Bids which address the priority gaps identified by the LSP (listed in italics on the form) will be prioritised
- Question 16 - You will observe how things go and participants can tell you how they think things have gone. Evidence of evaluation procedures
- Question 17 - A copy of the Council's Equality Policy is available on request or from the website [www.stalbans.gov.uk](http://www.stalbans.gov.uk) How will you make your publicity/recruitment practices open and inclusive to potential participants, volunteers and paid staff? How will you show sensitivity to differing needs?
- Question 18 – We expect all groups to have effective health & safety policies and procedures and effective practices to safeguard all involved, especially vulnerable children and adults.
- Question 19 - We expect all groups to have minimum public liability cover of £5 million. Employers' Liability is essential if staff are employed.
- Question 20 - Include all reasonable costs e.g. administration, volunteer expenses etc.
- Question 21 - You can make up any difference in a variety of ways i.e. from charging, from savings, from other grants or from in-kind help. We need to know you are realistic about how you will make up the difference and how you will manage a short-fall.

- Question 25 -Restricted reserves – Funding received to deliver a specific project or activity  
Designated reserves – Monies that have been earmarked for use in a particular way *e.g. a new photocopier, closing down costs*. Be realistic about how much of your reserves you might need to designate to wind up the organisation if you had to.
- Question 29 - Use our guideline expenditure headings if you can. If you use your own, please tell us what you include under each heading.
- Question 31 - You must provide full details of all signatories and the **Chair** must sign the declaration