

For office use only:

Date Received

Reference Number

Ward Committee area of benefit



Ward Committee Grant Application Form for projects to be completed within the period 1 April 2009 to 31 March 2010

DO YOU NEED SOME HELP OR ADVICE?

Before you start you might like to contact us for an informal discussion or for some help filling in the form. You can contact us at: Neighbourhood Management Unit, 9 St Leonard's Place, York, YO1 7ET
Tel: 01904 551818 email: kay.hoare@york.gov.uk

The closing date for receipt of completed application forms is **Friday 1st August 2008**. You are expected to complete all sections of the application form. Please complete the answers in the boxes but you may refer us to additional information. This information is used to assess eligibility and priority for the grants. Incomplete and late applications will not be considered.

SECTION 1: CONTACT INFORMATION

1.1 Name of group

Payee name (Payments are made by BACS. If this is not possible please provide a payee name. Cheques cannot be made payable to an individual.)

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1.2 Group address and details

The group's office address (if you have one) and contact information. Please supply an address where you are happy for a cheque to be sent to safely in the event of a successful application.

postcode:

telephone:

email:

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1.3 Name of contact person

You, or someone else in the group we can contact about this application.

position in group:
(eg chair, active member etc)

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1.4 Contact address

The contact person's address and contact information (if different from the group's). Please supply an address where you are happy for a cheque to be sent to safely in the event of a successful application

postcode:

telephone:

email:

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1.5 Sponsor

If your group does not have a constitution please seek the support of an appropriate group in the ward which is properly constituted (see guidance notes.)

5
Name: Address: Contact person: Tel no: Have you enclosed your sponsor's constitution?

SECTION 2: ABOUT YOUR GROUP

2.1 Tell us a bit about your group ...

What does your group do?
 You can send us information which you think would help us to understand more about your group. This could be leaflets, photos, newsletters produced by your group, any relevant press cuttings about the group etc

In addition we shall need copies of the following:

- a) a list of your sources of funding
- b) any constitution /draft constitution or other governing documents
- c) bank account with 2 signatories
- d) your last annual report
- e) your last audited or independently examined accounts
- f) your last two bank statements
- g) Status of your group:**
 - Registered Charity
 - Community Interest Company
 - Voluntary organisation
 - Other
- h) any evidence of support from the local community
- i) if you work with young people or your proposed project involves young people
 - are your staff CRB checked?

6	
	Tick if included and give details
a)	
b)	
c)	
d)	
e)	
f)	
g)	
▪ Registered Charity	
• Community Interest Company	
▪ Voluntary organisation	
▪ Other	
h)	
i)	

- Do you have a child protection policy?
- j) If you are applying for funding for a public event a risk assessment must be carried out. Please attach a copy of the document.

2.2 Have you received ward committee funding before? If you have received ward committee funding before, please include a short report explaining how the grant was spent and why you are applying again.

<p>Yes / No</p> <p>Year grant received:</p> <p>Amount awarded: £</p> <p>Project:</p>	<p>7</p>

Please continue on a blank sheet if you need to

2.3 Starting a new group?
If you are applying for money to set up a new group, then tell us why you have decided to set up the group and who else has been involved so far. Please enclose aims and objectives. Let us know that you have checked this project is not duplicating work already being done in the ward.

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2.4 When did your group start? or when does your group intend to start if you are a new group?

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2.5 What links do you have with other groups and organisations?
Please tell us whether your group has links with other community groups, voluntary organisations and statutory bodies – like Parish Councils, Police and City of York Council.
If your group is a branch of a larger organisation, then please tell us its name:

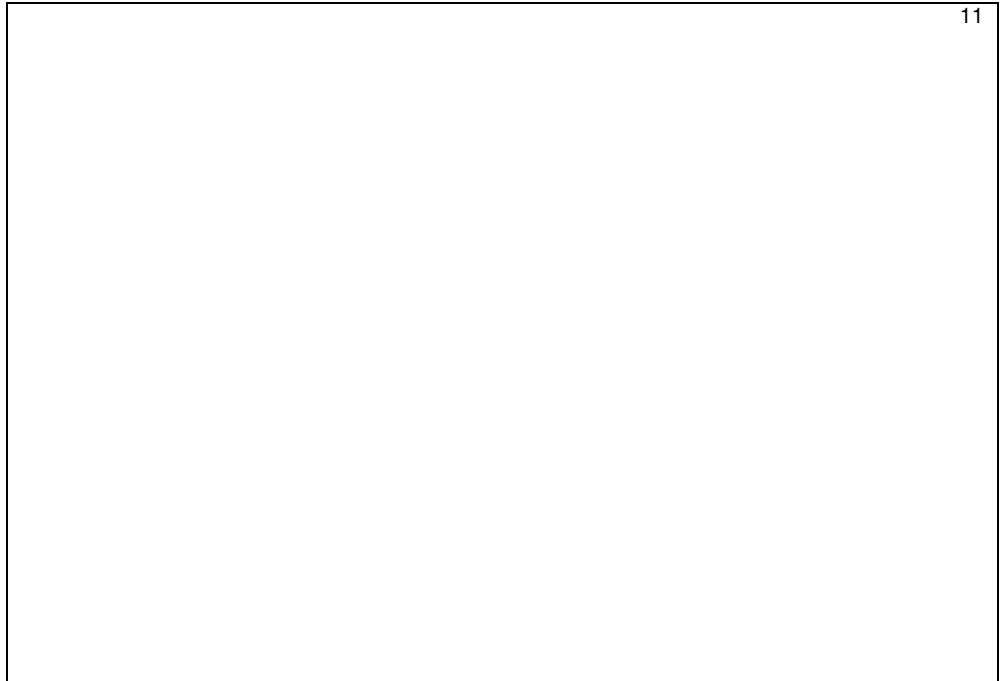
	10
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Please continue on a blank sheet if you need to

2.6 Please tell us how your group is committed to equal opportunities in the way it works.


Is your group open to all sections of the wider community?

11



2.7 Please show how your project is additional to existing services or activities provided by City of York Council.

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SECTION 3: YOUR PROPOSAL

3.1 Tell us about what you want to do ...

Please describe the project or activity you would like the Ward Committee to support.

If you want to organise a one-off event, then give us a draft timetable of the day and say how many people you are expecting.

If you want to organise a programme of activities over a longer time period, then give us a draft outline plan of what would happen when - and who you expect to be involved.

If you want support for the running costs of a group or project which is likely to be on-going afterward committee funding finishes at the end of this financial year, then make sure you explain how you plan to fund it after the money from the Ward Committee runs out.

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Please continue on a blank sheet if you need to

3.2 When do you aim to start and finish?

Projects must start and finish in the same financial year in which the grant is awarded.

14	<p>Start date:</p> <p>Finish date:</p>
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3.3 Specifically who will benefit from your proposal?

15	<p>Which ward(s) benefit(s)?</p>
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The aim of the Ward Committee Fund is to help communities improve the places they live and improve service delivery of CYC in the Ward. Explain how your proposal benefits a given ethnic community, age group or community of interest or a neighbourhood community, but you must be able to show that what you are proposing will lead to better places to live in York.

How many people in the ward will your project benefit? Do not write whole ward, we need to know specifically who will benefit.

State the ward in which the work will take place.

Which people benefit?

How many?

3.4 How does this project fulfil the ambition statement(s) of the Neighbourhood Action Plan and other strategic plans?

You can find out about these plans in the application pack.

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Please continue on a blank sheet if you need to

You must show how your project or activity will make a difference in *one or more of these ways*:

- Improve the local environment
- Improve local community safety
- Tackles local priorities that have been highlighted by residents
- Help the local community become self sufficient by:
 - improving the way community activities or community groups are managed
 - improving the skills, know-how or information resources available to community groups
 - involving more people in community activities or community groups
 - increasing the confidence and ability of marginalised or disadvantaged communities

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Please tick as many as are appropriate

- Regenerate areas which local people consider run-down
- Help tackle social exclusion and/or poor health
- Provide good value for money

If you are successful, your project must publicise Ward Committee support in any publicity material, displaying the City of York Council’s logo in recognition of this support.

SECTION 4: MEETING OUR WIDER AIMS

4.1 How will your proposal support and improve any of the following?

- the economic prosperity of the local area
- people’s skills and knowledge and life chances
- community safety
- the local streets, housing estates, publicly accessible spaces and the natural environment
- healthy living and lifestyles
- the ability of all residents to take part in the life of the locality

		18
		a
		b
		c
		d
		e
		f

4.3 How do you know there is a need for your project?

19

Tell us which communities in York your proposal involves and show that your proposal meets their needs and has their support. You could include evidence of surveys or petitions your group has carried out or promoted in the area. If the proposal has been discussed at public meetings, how many people took part?

Please continue on a blank sheet if you need to

4.4 How will you measure the success of your project?

20

Please continue on a blank sheet if you need to

SECTION 5: FUNDING

5.1 How much will your proposal cost?

Please give a detailed break down of the overall cost of your project for the period it will last in financial year 2009/10. Please provide 3 different quotes and estimates and/or catalogue page copies to evidence costs. If you haven't got 3 quotes explain why. If you decided not to go for the cheapest quote, explain why.

We have to show that the proposals we support are good value for money. So please explain how you have worked out the costs and the assumptions you have made (eg hourly rates of pay).

				How funded? 21	
Itemised list of your expenditure for the project	Total cost of item	Your groups contribution	Other income / grants	Ward committee grant	
Total	£	£	£		
	A				
					£
					B

5.2 You are asking the ward committee for:

5.3 What percentage of the total project cost are you applying for?

<p>box A / box B x 100 = %</p>	22
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5.4 How will you fund the difference (if any)?

23

If you are applying to us for less than the total cost of the proposal, then we need to know how you will raise the rest of the money. The ward committee will look favourably on groups that have looked for funding elsewhere. If you are relying on grants from other funders, then please tell us their name(s) and show whether the money is:

- secured
- applied for
- still to be applied for

Your Funds	£
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Other sources:	Date Applied For	Date Confirmed	Date of Offer	Date of decision	Amount
Funding Confirmed					
					£
					£
					£

Funds applied for

					£
					£
					£

Still to be applied for

					£
					£
					£

Please enclose a copy of any offer letters or confirmed funds as listed above.

5.5 Tell us about your group's finances ...

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Please tell us about your group's money including:

- how much income your group received in the last financial year
- How much money has your group spent in the last financial year
- how much money your group has in the bank
- Does your group have any reserves? Please tell us how much

You should be able to find this information from your annual accounts.

£	a	
£	b	
£	c	
£	d	

It is okay to have reserves and doesn't mean you won't get a grant. We encourage good financial planning. However if you have substantial reserves the ward committee will take this into account when looking at your application. There should be evidence of financial need.

Please attach your group's most recent annual accounts and bank statement .

SECTION 6: DECLARATION

This is to confirm that the information given in this form is correct to the best of my knowledge; that the group named on page 2 of this form is a not-for-profit community group, a neighbourhood-based voluntary organisation, or a public body which acts locally and that I am authorised to sign on behalf of the group.

I give permission for City of York Council to record my details and the organisation's details and to publicise successful grant applications.

signed		25
name in block capitals please		26
position in group		27
date		28
Sponsor's signature and details – to confirm they have read, agree with and have a copy of this application (if applicable)		29
date		30

NOW... please check you have completed all the form, signed it, added any extra pages and copies of any relevant documents, included estimates and price lists as required and included letters of support from other groups. **If you send an incomplete pack this may delay the processing of your application.**

Please return this form to:

Local Improvement Schemes Officer
Neighbourhood Management Unit
City of York Council
9 St Leonard's
York YO1 8QD
Tel: 01904 551818 Fax: 01904 551531

Fair Processing Information for Grant Application Forms

City of York Council will use the information you provide on this form for the administration of grant aid. Your group or organisation's contact details will be added to a database held by City of York Council for the processing of grant aid and for consultation purposes. The Council may also use the information you provide to ensure that all its other information systems are up to date. The award of grants is debated, decided and reported publicly. All information held by the council is liable to disclosure under the Freedom of Information Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the City of York Council's Information Management Officer at foi@york.gov.uk or call 01904 552933.