

GRANT FUNDING APPLICATION FORM & KEY SUPPORTING DOCUMENTS

Please refer to guidance notes on how to complete this form. Further guidance can be found within the Grant Funding and Framework Toolkit.

<http://www.birmingham.gov.uk/cs/Satellite/grantfunding?packedargs=website%3D4&rendermode=live>

1.1 Key Supporting Documents Required

To be completed by the applicant

The City Council has a responsibility to ensure that any public funding it provides is used for its approved purposes and that, when an organisation receives funding, it is used appropriately. This includes the operation of suitable management, employment and financial policies and practices.

The documents below are required to verify that responsibilities are managed effectively by the organisation.

Please ensure that you have all the documentation listed below (if applicable). Without the availability of the relevant documentation the request for funding will not be progressed.

This documentation should be submitted with your completed application form	Tick/X/not applicable
Budgeted income and expenditure statement	
Annual accounts and balance sheet	
Constitution or governing body documentation	

This documentation does not need to be sent with your completed application form. We will request it should we progress your application	Date signed
Confirmation of a valid insurance e.g. cover for director negligence or breach of duty/negligence by your organisation/public liability	
Annual Report	
Equalities Policy	
Health and Safety Policy	
Complaints Policy	
Quality Assurance System documentation	
Environmental Policy & Procedures	
Safeguarding Policy and Procedures	
Copy of the template used to record and monitor information relating to CRB checks	
VAT: including details of VAT registration number and input tax recovery opportunities.	
Whistle blowing	
Other documents as required by directorates	

Your application will not be progressed if you are not able to provide the above documents as requested.

1.2 Application Form

To be completed by the applicant

The City Council has a responsibility to ensure that any public funding it provides is used for its approved purposes and that, when an organisation receives funding, it is used appropriately. This includes the operation of suitable management, employment and financial policies and practices.

The details provided below will be added to our grants management database that will help track, monitor and audit grant applications made and issued.

1 TYPE OF FUNDING REQUESTED			
1.1	What type of funding is being requested?	Please specify the total amount requested	Please specify the period this funding will cover
			From (dd/mm/yyyy) To (dd/mm/yyyy)
	Capital Funding This is not applicable	£ to this grant	
	Revenue Funding	£	
1.2	Which Council directorate is offering the funding?		
1.3	What are you planning to use the funding for? Give details of how the grant will be spent, the headings are suggestions and may not be applicable to your project: You should change as necessary to show the areas of expenditure for your project.		
	Expenditure category		Please indicate the amount
	Direct activity cost - salaries, volunteer expenses		£
	Direct costs - travel, equipment and materials, consultation		£
	Premises - building acquisition; If yes, please provide a business plan for the bid. This is not applicable for this grant		£
	Premises and office cost e.g. rent, rates, utilities, office admin, depreciation, insurance, membership and subscription		£
	Premises and office cost – ‘peppercorn’ rent		£
	Premises and office cost – ‘economic’ rent		£
	Central function costs e.g. management and support services (e.g. HR, finance, IT)		£
	Governance and strategic development costs e.g. coordination and facilitation of meetings, audit, legal fees, trustee expenses		£
	General fundraising costs e.g. salaries and on costs, events for		£

raising unrestricted funds)	
Other (please list)	£
TOTAL (This should be the same figure as in 1.1 above).	£

2.0 ORGANISATION DETAILS:					
2.1	Name of organisation. Please give the name of your organisation as shown on your governing document. This may be different to the name of your project.				
		Correspondence	Project	Head Office	
	Address 1				
	Address 2				
	Address 3				
	Post Code				
	Tel No				
	Fax No				
	Email Address				
	Website (if applicable)				
2.2	Is the organisation part of a group or national organisation?			Yes	No
	If yes, please provide details.				
2.3	Type of organisation/legal status (please tick)	Company/Registration no:	Name of trustee(s)/company that will hold the property on behalf of the organisation:		
	Charity				
	Limited Company				
	Unincorporated Association				
	Other (please specify below)				
2.4	Does your organisation have or is it working towards a recognised quality standard for third sector organisations e.g. Community Matters, VISIBLE or Quality Performance Mark (QPM)? (if yes please provide details of the quality standard you have achieved/working towards. This should include level attained and dates achieved)			Yes	No

3.0 FUNDING & BUDGET ARRANGEMENTS

3.1	Are you receiving or budgeting to receive any other contributions towards the cost of the project (e.g. user charges/donations from other sources)? Please provide details of source/restrictions /period/purpose/ amount. Do not include the amount being applied for in this application.	Yes	No (go to 3.2)																																													
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3.2	Please provide a copy of the income and expenditure budget for the project. This should be an annual budget for the total cost of the project with details of all income streams including the grant being applied for here. This can be a separate attachment to this application form.																																															
3.3	Are you receiving any assistance other than money (e.g. seconded workers, free use of equipment, transport) for this project? (if yes please provide details below)	Yes	No																																													
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3.4	Is this your first grant funding application to Birmingham City Council in the last 3 years? If this is not your first grant application to BCC please give details of any grant funding you have received in the last 3 years. You should include details of any funding received for the project being applied for or any other funding	Yes	No																																													
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3.5	Please provide details of the total value of the organisation's committed and free reserves:																																															

3.6	<p>How will the project be maintained financially once grant funding has ceased? Please attach proposal as necessary. (If you suspect your project will need to continue after the period for which you are seeking grant funding, then you need to think about an exit strategy – a plan that enables the activity to find alternative ways to achieve its objectives, or alternative resources to deliver its activities. Give details of how the project will continue when the grant ends. If you expect the project to end with the grant state clearly what will happen to services users);</p>

4.0 POLICIES, PROCEDURES & PROCESSES

4.1	<p>Please provide details of your management/executive committee/Board of Trustees?</p>				
	Name	Gender	Ethnicity	Role	Has this person been a Councillor or employed by B'ham City Council in the last three years?
					Yes No
4.1	<p>When was the last annual general meeting held? Please provide date</p>				
4.3	<p>Do you have links with other statutory bodies/partners, relevant to this grant funding? .</p>			Yes	No
	<p>Provide details of partnerships/links you have for the delivery of the project Show how they will be involved in the management and delivery of the activity. If linkages and partnerships are not fully established, show which organisations you intend to involve and how will you secure their involvement?</p>				
	Name of organisation		Relationship		
	i)				
	ii)				
	iii)				

PROTECTION OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

4.4	<p>Will any individual working on the project come into contact with children or vulnerable adults? You will be required to provide policy statements and evidence of procedures in use.</p>	<p>Yes (go to 4.5)</p>	<p>No (go to 5.1)</p>
4.5	<p>Who in your organisation at senior level is responsible for the policy's implementation and monitoring?</p>		
	Name	Designation	
4.6	<p>Do all relevant members of staff and volunteers, committee and board members have an up to date Criminal Records</p>	Yes	No

Bureau check (CRB)? *It is good practice to renew CRB checks every three years of continuous service. You will be asked for information and records to evidence this.		
If 'No', please state the reasons for this		

5.0 DETAILS OF PROJECT ACTIVITIES

PROJECTS OVER £50,000 PLEASE ALSO COMPLETE QUESTION 5.11- 5.12

5.1	Name of Project (What is the name of the project)	
	Project description: What will you do with the funding? (max. 1200 words) Describe your project, linking it to the scope and outcomes in the directorate prospectus. Tell us: what service/activity you will offer; who the service is aimed at; What are the needs and barriers facing the target groups? What experience you have of working with people in the target group or in similar activity; how you will ensure the service/activity meets the needs of the target group; how your project has been influenced by what people have told you; how you know that the people you want to help will use your project; how many people will benefit; how services/activity will be delivered; (Staffing /location /development etc)	
5.2	What are the accessibility provisions of the premises for people with disabilities (eg: wheelchair ramp to entrance, induction loop, supporting hand rail to entrance): How does your equal opportunities policy and practice apply to the service /activity, staff and beneficiaries, and how is this policy implemented, monitored and reviewed?	
5.3	Is the organisation going to give the funding, to another organisation to undertake any part of this project? If you intend to subcontract any element of the project, or enter into a consortium arrangement with other providers, explain the rationale and provide a full explanation of how these arrangements will work. If yes, please provide details:	
5.4	Does the organisation intend to work with any similar local service(s) that already provide the activity of the project proposed?	
	Name of Organisation	Service they provide
		Description of how your organisation is going to work with them
5.5	Please provide details of the employees (and voluntary workers) that will be working on the project and providing the activities? Provide details of the key staff roles for the project. This may include management/care staff/support staff.	
	Position	Annual cost of salary including employer's

		overheads e.g. National Insurance, occupational pension where appropriate (if paid through this funding)
	i)	£
	ii)	£
5.6	<p>Which of the four Adult Social Care Outcomes Framework or 6 Prevention outcomes will your project address? (please refer to the prospectus). Tell us in your own words how your project will meet each of the programme outcomes you have chosen. Provide details of the inputs/outputs; measurements you will use to show achievement of the outcome; What difference your project will make to the individual; Show how you will monitor the outcome; how you will be able to show that the services users are benefiting from the activity/service. Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects the outcomes.</p>	
	Outcome 1	
	Measure:	
	How will you evidence success?	
	Outcome 2	
	Measure	
	How will you evidence success?	
	Outcome 3	
	Measure	
	How will you evidence success?	
	Outcome 4	
	Measure	
	How will you evidence success?	
5.7	What is the proposed timetable for the implementation of the activities?	
	Date	Key Milestone
		Description (Please provide a detailed breakdown of how you plan to implement your project)
5.8	What criteria, (if any), will be used to determine which service users are eligible to receive the provision?	
5.9	Please provide details of the Service users who will receive the service or benefit from the activities.	

	Target group	How many?	Age	Gender	Ethnicity	Faith	Sexual Orientation	Other
	i)							
	ii)							
5.10	How will service users/carers be involved in the development/operation of the project? How will their views be considered? (provide details on who will be involved and how their participation will be encouraged and considered.)							
Applications over £50,000 only								
5.11	How will the proposed service/activity complement and add value to provision in the area. (please indicate how this service develops the added value/social capital of Birmingham and the third sector, eg inclusive networks, social participation, community/neighbourhood inclusion)							
5.12	What is your marketing /promotional strategy for this service/activity? (show how the marketing & publicity activities reflect your commitment to equal opportunities; how you will raise awareness to service users/carers/partners/stakeholders etc:							

6.0 DETAILS OF KEY CONTACTS

6.1	ORGANISATION CONTACT	BIRMINGHAM CITY COUNCIL CONTACT
	Name	Name
	Position held	Position held
	Tel no	Tel no
	Email address	Email address

7.0 REFEREES)

7.1	DETAILS FOR FIRST REFEREE	DETAILS FOR SECOND REFEREE
	Name	Name
	Organisation	Organisation
	Position held	Position held
	Tel no	Tel no
	Email address	Email address
Project delivery track record: Please provide a short description of your organisation and give examples of funded activities over the past 2 years. (200 words max)		

8.0 DECLARATION

I confirm that:

- the information and supporting documents with this application are correct and complete
- if the requested grant is approved, the proposed activities will be carried out as described in this application
- details of all applications that have been made to secure additional funds for this and related activities have been disclosed
- details of all other funding available to this project have been disclosed
- the required supporting documents are enclosed with this application
- I am authorised to sign and submit this application for grant funding on behalf of the organisation

8.1	Details of the person who completed this form	Details of the witness	
	Name	Name	
	Position held	Relationship	
	Signature	Signature	
	Date	Date	
FOR OFFICE USE ONLY			
	Ref no. (to be taken from the Grants Management System)		
	Name of the funding programme:		
	Funding cycle period:		

Where possible include all your information on this form and avoid sending additional documents unless these are explicitly requested.