

Application Form Guidance

Key supporting documents

The City Council has a duty to ensure that organisations with whom it contracts are properly constituted and can be held accountable for any funding it receives. Applicants will need to have the following documents available. Some will need to be submitted with the application form, others will be requested if your application is successful. Please see the application form for further guidance.

Budgeted income and expenditure statement

This asks you to break down the total costs of your service/activity according to a full cost recovery method. Please explain the assumptions you use to calculate your costs. Please also show which items within your budget will be funded from this application. Please note this is required to support question 3.4 in the application form.

Annual Accounts/Balance Sheet

Annual accounts and/or balance sheets should be provided for the last two years of trading, as they are essential for assessing the financial standing of the organisation. **Further information at appendix 7 of Grant Funding Framework Toolkit.**

Constitution and governing process

A constitution or a governing process will help us assess whether your organisation has a good governance arrangements and safety mechanisms in place.

Insurance

Valid insurance cover is required to ensure that there is adequate protection for the organisation and city council member interests when they are nominated to boards

Policies and procedures

It is important for Birmingham City Council to identify whether stated policies are appropriately in place and effectively implemented in relation to employment and service delivery. Birmingham City Council has an

obligation to ensure that its activities and those it supports meet legal requirements and/or supports its objectives.

Quality assurance

This is a formal management system you can use to strengthen the organisation. It outlines specific steps to help define and attain goals (e.g. design, development, production, and service).

It is intended to maintain or raise standards of work and to make sure everything is done consistently. A quality assurance system sets out expectations that a quality organisation should meet. It will help the Council assess whether the organisation provides quality services and manage their organisation efficiently and effectively

Environmental policy

An Environmental Policy Statement, with appropriate supporting information, should set out objectives in relation to environmental performance and address the areas listed below: **Further guidance is at appendix 1 para 1.4 of Grant Funding Framework Toolkit.**

VAT

Identifying whether or not your organisation is VAT registered will help Birmingham City Council establish the level of irrecoverable VAT that may be applicable to the project, assist in planning the most tax efficient method for BCC to apply its resources in support of its objectives and ensure safety mechanisms are in place.

Whistle blowing

A whistle blowing policy encourages staff to speak out if they have legitimate concerns about wrongdoings, as distinct from individual grievances, and establishes an accessible procedure for doing so. The policy may form part of a wider code of conduct. The code gives employees a comprehensive overview of their obligations both to the company and to their colleagues. The Code is primarily for concerns where the interests of others or of the organisation itself are at risk. **Further guidance is at appendix 14 of Grant Funding Framework Toolkit**

1.0 TYPE OF FUNDING REQUESTED

Funding

The council needs to know what the funding will be used for and assess value for money (VFM) to support council objectives. The council does not want to support any activities that fundamentally conflict with its objectives.

Use of funding

Birmingham City Council needs to establish how the funding will be used (e.g. cover costs of employees and volunteers). We need to know that all expenditure is eligible and that the costs are realistic and demonstrate value for money.

2.0 ORGANISATION DETAILS:

Address

The address (es) that are provided will help us assess the impact of our resources on a geographical basis (in a specific area) and ensure efficient contact with appropriate contacts. The type of organisation will help us assess the level of investment across the sector and the range of organisations supported.

Recognised quality standard

Stating that your organisation has a recognised quality standard for third sector organisations will help assess the governance and management arrangements in the organisation. Please note this is not a requirement but it may help your application if you do have one.

3.0 FUNDING & BUDGET ARRANGEMENTS

Other funding

It is important to provide information on other funding being received or sought because it helps to assess and identify duplication in funding across council directorates, establish the level of leverage the council

helps generate through the use of its own resources, help assess risk of project success where its dependent on other sources of funding and assess the amount of resources being received by this project.

Reserves

The information you provide on committed or free reserves will help assess the financial stability of the organisation and the need for funding from the City Council to implement the proposed programme.

The Statement of Reserves should include:

- Your company's latest formally approved reserves policy, with additional comment if this is expected to change during the current financial year.
- A breakdown of reserves at the end of your company's latest financial year, with an indication of the status of these figures (e.g. audited/draft management etc).
- Any actual or currently planned transfers affecting reserves since that date; and a description of the purpose and current spending plans for each category of reserves where appropriate, cross-reference to published accounts.

End of funding and exit strategy

A plan showing how the project will be maintained helps Birmingham City Council assess your organisation's financial robustness and plan for sustainable funding for the project in the future. An appropriate exit strategy will need to be in place where applicable.

4.0 POLICIES, PROCEDURES & PROCESSES

Constitution and governing process

A constitution or a governing process will help us assess whether your organisation has a good governance arrangements and safety mechanisms in place.

Safeguarding

Birmingham City Council (BCC) has a legal obligation to make arrangements to ensure that in discharging its functions it has regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults.

Organisations whose staff and/or volunteers, working on their project, come into contact with children, young people or vulnerable adults are required to have a safeguarding policy in place and adequate CRB checks carried out, recorded, monitored and reviewed. (These should be consistent with the child protection procedures of the Birmingham Local Safeguarding Children Board (LSCB) and Birmingham Multi-Agency Guidelines on Protection of Vulnerable Adults) **See guidance Appendix 14 of Grant Funding and Framework Toolkit.**

5.0 DETAILS OF PROJECT ACTIVITIES

Project Details

We need to know what service(s)/activity (ies) you are proposing to provide, to which target group(s) and for what cost. We want to know the aims objectives and main delivery mechanisms, so that we can establish the degree of fit between your proposal and the objectives as outlined in the directorate prospectus. We also need to know that your service will have measurable outputs and outcomes and that you have an exit strategy or plan for securing sustainable funding when the funding applied for here ceases. To answer this question you should provide information on: What service(s)/activity (ies) will you deliver; How you will deliver it (staffing/catchment/development/timetable); How you will ensure it meets the needs of all those in the target group; How you will measure/record the outcomes; How you will measure user satisfaction; How you will market/publicise the service

Project Delivery

It is important to identify whether all aspects of the project will be undertaken by the applying organisation or whether some aspects will be commissioned to another organisation. This will help assess the capacity

of the grant recipient to deliver the proposed project and to alert Birmingham City Council to potential procurement issues, or issues around other organisations that will be involved in delivering the project. If you intend to subcontract any element of service management of delivery, or enter into a consortium arrangement with other providers, you must explain the rationale and provide a full explanation of how these arrangements will work.

Project outcomes

The council needs to know that the outcomes of the project are realistic, achievable and clearly linked to the Outcomes in the prospectus. Furthermore, Birmingham City Council needs to assess the purpose for which the grant is given and whether it is in accordance with the Councils strategic aims and objectives.

Service Users

Birmingham City Council needs to determine that your organisation has an appropriate equal opportunities policy and effectively implements the policy in relation to beneficiaries, staff and the service(s)/activity (ies) as a whole. We need to ensure that you have a clear understanding of the target groups for your service(s)/activity(ies) and that the people who will benefit from your service(s)/activity are eligible for support. We need to know that you have the capability to successfully engage and assist them.

Links with other partners

We need to assess the extent to which your service(s)/activity (ies) will add value to other provision within the area. We welcome and encourage consortium bids, i.e. bids submitted by one organisation on behalf of two or more organizations where the contribution of each organisation is clear and the arrangements represent best value for money

Added Value (projects over £50,000)

We want to know how your organisation supports the wider community in Birmingham beyond the delivery of your identified service(s)/activity (ies). We want to know how the service(s)/activity (ies) you intend to deliver will complement and add value to existing mainstream provision

Marketing (projects over £50,000)

We need to know that your marketing and publicity reflect your commitment to equal opportunities

6.0 Key Contacts

These details will be added to our database of third sector organisations, and may be shared with other third sector organisations, directorates and partners. This includes mailing your details to other Birmingham City Council funded activities.

7.0 REFERENCES (project delivery track record)

Funding history

We want to know what experience you have in delivering similar services or managing public funds. We also want to know something about the background and rationale of your organisation

Your examples should identify: Who the agreement/contract was with; The value and timescale of your funding; Details of the service(s) activity (ies) you delivered; Details of the target beneficiaries; the outcomes you achieved and how well you performed – please refer to evidence. Note: if you have previously been funded by Birmingham City Council (BCC), one of the referees can be a BCC employee who is able to confirm your track record.

