

## Application Form Guidance and Grant Conditions

### Application Form Guidance

**Please read these guidance notes before completing each question on the application form**

#### **The application and decision-making process**

- All decisions relating to the allocation of funding are made by the respective ward committee in each ward. Neighbourhood Boards, where they operate, can make a recommendation on a funding application, however, the final decision is made by the ward committee.
- The ward committee membership is the three elected Councillors of the respective ward.
- The applicant completes and submits an application form to the Neighbourhood Manager.
- The application form is presented to the Neighbourhood Board members for their comment and recommendation then to Councillors for a Ward Committee decision.
- Where there is no Neighbourhood Board, the application form is presented to the ward Councillors for a Ward Committee decision.
- **Only Councillors are able to make decisions on the allocation of board funding** and they may make a decision on board funding allocations without consulting wider board members through a majority of Councillors.
- The applicant is informed of the decision by a member of the neighbourhood team.
- If the application is successful, **there may be conditions attached to any approval of funding.**
- The Neighbourhood Manager processes the payment to the applicant.
- Applicants are required to complete and return a monitoring form on completion of their project.

#### Q1. Which neighbourhood ward are you applying to?

The community grant funding is available in 18 wards. All applications for funding must demonstrate that they will benefit the residents of that ward and contribute to one or more of the neighbourhood priorities. Please state which of the wards you are applying to.

<b>Abbey</b>	<b>Allestree</b>	<b>Alvaston (North)</b>	<b>Alvaston (South)</b>
<b>Arboretum</b>	<b>Blagreaves</b>	<b>Chaddesden (East)</b>	<b>Chaddesden (North)</b>
<b>Chaddesden (West)</b>	<b>Chellaston &amp; Shelton Lock</b>	<b>Darley</b>	<b>Littleover</b>
<b>Mackworth &amp; New Zealand</b>	<b>Mickleover</b>	<b>Normanton</b>	<b>Oakwood</b>
<b>Sinfin &amp; Osmaston</b>	<b>Spondon</b>		

#### Q2. Name of your organisation or group

Please give us the name of your organisation or group, as written on your constitution, rules or terms of reference.

#### Q3. Name of contact person

Tell us the name of the main contact person. This will be the person who we can speak to in more



detail about your application. It needs to be somebody who has been involved in developing the project and is usually the person completing the application form.

#### **Q4. Their position in the organisation**

Tell us the role or position of the contact person identified in Q3 e.g. Chair, Manager, Volunteer.

#### **Q5. Contact details including address, postcode, email and telephone number**

Tell us the address, including the postcode and contact details of the contact person identified in Q3.

#### **Q6. Contact details of your Governing Body / Management Committee**

Provide the name, contact details and address of the organisation's Chair, Treasurer and Secretary or Directors. We may contact members of your committee if funding is awarded.

#### **Q7. Type of organisation**

Complete the relevant box for your organisation;

- If your organisation is registered with the Charity Commission, please give us your charity registration number
- Voluntary and community sector organisations are set up for charitable, social, community or environmental benefit, rather than for profit and are independent of statutory agencies. You are an unregistered voluntary or community group if you have a constitution, set of rules or terms of reference, but you are not registered with the Charity Commission.
- Community Interest Company (CIC) must be not for profit of the Directors and must be registered with Companies House
- Other – if you are an internal Council Department, indicate it here and in the bank details please find the appropriate budget codes for budget transfers IF your application is approved. If you are a statutory partner such as Police or Fire Service indicate it here.
- If you do not have a constitution or terms of reference and no management committee, then your application is from an individual and we cannot give funding directly to individuals.

#### **Q8. Briefly describe the purpose of your organisation**

Provide us with brief details on the types of services or activities that your organisation currently provides.

#### **Q9. Describe your project**

Describe the activity that your project will deliver or what the grant funding will purchase. Explain who will deliver the activity and where it will be delivered. *Please note that the funding **cannot** pay for:* Projects or services of a party political or religious nature; Ongoing staffing cost; Projects that require ongoing maintenance or revenue funding by the council, unless this has already been approved by the relevant council department; Any application for work or projects that have already taken place; Any illegal activities, political campaigning or anything contrary to Council policy.

#### **Q10. How do you know if there is a need for your project or activity?**

Tell us how you know this project is needed, how you know that the community want this project and what evidence have you collected to support this.

#### **Q11. Tell us when your project will be completed.**

Tell us the expected date of your planned activity or when you expect to have purchased any items identified in your application.



## Q12. Safeguarding

**Does your organisation have the appropriate safeguarding policies and procedures in place to protect children, young people and vulnerable adults?**

Do these meet the minimum requirements we would expect you to have? If not, explain to us what procedures you will follow to ensure safeguarding of children, young people and vulnerable adults. Things we expect you to have in place are as follows:

- **Have all people in your organisation in regulated activities with children and young people and/or vulnerable adults had safeguarding training?**
- **Have all volunteers involved in regulated activities with children and young people or vulnerable adults had the appropriate level of DBS (Disclosure and Barring Service) check.** For more information on DBS checks please visit:

<https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers>

If your answer to this question is no, please explain why not and what procedures you will follow. **Please note we may request a copy of your Safeguarding Children and Vulnerable Adult Policies.**

## Q13. Does your organisation have an Equal Opportunities policy and procedure?

The Neighbourhood Board / Ward Committee needs to know who is benefiting from the grants we give. The Boards also want the organisations that receive funds to be committed to equal opportunities. Tell us how you are committed to equalities throughout your organisation and services and how you will ensure equality through the delivery of your project.

## Q14. Please tell us how much your activity will cost in total and give us a breakdown of the costs.

Give us a breakdown of each activity or item to be purchased and its cost. Ongoing salary costs will rarely be funded and if requested you must confirm how future salary costs will be funded. Tell us how much funding you are asking the Board for. If you are not asking for 100% of funding for this project, please explain where you will get the remaining funding from, how much this is and whether this has been confirmed. Then give us the total cost of your project.

## Q15. Beneficiaries

- Tell us how many people will benefit from the project? Be as accurate as you can.
- Tell us out of the people that will benefit from the project, how many live within the Board boundary.
- Tell us what their age group is. Please list one or more of the following options:

All ages	Children aged 8-12	Young people aged 18-25	Adults aged 60+
Children under 8	Young people 13-17	Adults aged 26 to 59	

## Q16. Do you plan to continue with your project once any funding has ended? If so, please tell us how you plan to do this.

Tell us how your project will continue, once the grant funding has ended.

## Q17. Bank Account information

Please give us details of the bank account into which you would like us to pay a grant, if approved. **The bank or building society account must be in the name of your organisation and must have at least two people to sign each cheque or withdrawal. These two people should not be related.**



## Q18. Signature and Agreement to grant terms and conditions

The application should be signed by the main contact named in Question 3. Please give an original signature then scan and send that page as a PDF. Also send the whole document in word version.

If you require further information or would like to talk through your application, please contact your Neighbourhood Manager. Neighbourhood Managers contact details as of March 2023:

Manager and Ward	Telephone	Email
Sarah Dosunmu	07812 300160	<a href="mailto:neighbourhoods@derby.gov.uk">neighbourhoods@derby.gov.uk</a>
Lorraine Dryden	07812 301828	<a href="mailto:neighbourhoods@derby.gov.uk">neighbourhoods@derby.gov.uk</a>

## Grant Conditions

Before signing the application form, it is important that you read and understand the following terms and conditions. By signing the application, you are agreeing to the terms and conditions listed below. If your application is successful, you will be awarded funding based on this agreement. In the offer letter, there may be additional grant conditions which the Neighbourhood Board or Ward Committee identifies. These will be specific to your project and will form part of the agreement.


### We (the applicant) understand and agree to the following:

1. We will use the grant only for the purposes set out in the project application. We will not make any changes to the project, or how the grant is to be spent, without the prior agreement of the Neighbourhood Board or Ward Committee.
2. We will not sell or dispose of any equipment, or other assets purchased with the grant, without the prior knowledge and written consent of Derby City Council.
3. We will make sure that the project is value for money and will keep a record of all quotations, estimates and receipts.
4. We will comply with any relevant legislation affecting the way we run our project.
5. We will make sure that our organisation keeps the young people and/or vulnerable adults involved in our project safe by:
  - having our own safeguarding policies in place that are appropriate to our work and this project
  - reviewing these policies at least every two years
  - ensuring that any volunteers involved in regulated activities with children and young people have had the appropriate level of DBS (Disclosure and Barring Service) check. For more information on this, please visit: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
  - the premises in which the service is to be provided are fit for children and young people and vulnerable adults, including ensuring users' safety when using computers and the internet
  - providing child protection and health and safety training and guidance for staff and volunteers
  - carrying out risk assessments as appropriate
  - complying with all requirements for registration under the 1989 Children's Act and any subsequent amendments.



For current guidance on safeguarding, legislation and resources see [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

6. We will make sure that we maintain adequate insurance to cover all of our activities at all times.
7. We understand that we are responsible for obtaining all necessary planning and statutory consents associated with this project.
8. We understand that we must spend the grant by the date we have specified in our application. We understand that if the grant is not spent within the time frame, the funding may be withdrawn.
9. We understand that if we do not spend the whole of the grant, we will return the unspent amount to Derby City Council within two months of project completion.
10. We will keep all financial records and accounts, including receipts, to show how the grant was spent.
11. We will provide copies of all invoices for all project activity paid for by the grant, to Derby City Council. We will provide these within two months of project completion if requested.
12. We will keep records of all beneficiaries of the grant, including age group and ethnicity and put procedures in place to monitor how successful we have been in achieving the outcomes detailed in this application form.
13. We agree that any asset bought with the grant will not be used for illegal activities, political campaigning or anything contrary to Council policy.
14. We will complete an End of Grant Monitoring form at the end of the project and return it to the Community Safety and Integration Department within 28 days of project completion.
15. We will make sure that any publicity acknowledges the financial assistance provided by the relevant Neighbourhood Board or Ward Committee.
16. We agree Derby City Council will have the right to withhold or request repayment of the grant or any part of it at its discretion if we breach this agreement.
17. We agree these terms and conditions will prevail and remain in force until the grant is spent and Derby City Council has received copy invoices in relation to the project.
18. We agree that Derby City Council can use the name of our organisation and our project in its own publicity materials. We will inform Derby City Council of any situation where confidentiality is a particular issue.
19. We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the organisation will keep to these terms and conditions.

 **We will treat all information you provide in confidence, in accordance with the General Data Protection Regulations. The details on the application form will only be used for the purposes of deciding an allocation of board funding and will be shared with the relevant Councillors and Neighbourhood Board members. We will also send you information about events, activities and consultations in or affecting your neighbourhood. To view information about how your personal information will be used, please visit [www.derby.gov.uk/privacy-notice](http://www.derby.gov.uk/privacy-notice) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from neighbourhoods: [neighbourhoods@derby.gov.uk](mailto:neighbourhoods@derby.gov.uk) or call 01332 640821.**

