

Note: Application forms will be issued by contacting Rossendale Borough Council and stating how much funding you wish to apply for; An application pack with all relevant information will then be issued via email or hard copy.

The application process for the Rossendale Council Grant awarded by Rossendale Borough Council will work in the following way:

Pre-Application

- All Rossendale based constituted third sector organisations or constituted third sector organisations that carry out work in Rossendale are entitled to apply for a Rossendale Council Grant.
- Applicants can either apply for a 3 years or 1 year grant.
- Applicants can apply for funding from £100 upwards.
- The amount of money applied for will reflect how many questions get asked and the depth of these questions. For example: groups applying for £1000 will have less complex questions than those applying for £7500.

Application Process

- The grants process will open on 21st March 2011 for requests for application packs. Completed applications require returning by 12th noon, 18th April 2011.
- Applicants will be expected to answer all questions on the application form giving as much detail as possible.
- Applicants will need to provide additional information for example an Equality Statement and a signed constitution.
- It is highly recommended that applicants cross reference the 'Grant Guidance and Criteria Form' with the 'Application Form' to be aware of how each question is scored.

Assessment Process

- Once applications are submitted, an evaluation panel will assess and score each application against the scoring matrix.
- The Council has the right to refuse funding to any applicant who they feel does not meet the criteria set out in the guidance and any applicant which the Council feels may bring the Council into disrepute.
- This process will be recorded.

- The recommendations of the evaluation panel will be submitted to Cabinet on 29th June 2011 for ratification.

Post application

- All applicants that receive a grant from Rossendale Borough Council will be requested to sign a legally binding agreement. This will be adhered to at all times. Without a signed copy of this, funds cannot be released.
- All applicants will need to provide evidence of expenditure and complete monitoring and evaluation forms and sessions.
- All applicants must acknowledge the support of the Council in their publicity.
- If requested, the recorded decision process will be made available.

If you require more information or to discuss this further, please contact Gemma Rooke, Community Engagement Officer, Rossendale Borough Council. Stubblee Hall, Bacup, OL13 0DE Email: gemmarooke@rossendalebc.gov.uk Tel: 01706 252514

Other formats available on request.

Tel: 01706 217777 or contact:

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PO BOX 74, Bacup, OL13 0WU

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Rossendale Council Grant

GRANT GUIDANCE AND CRITERIA FORM (2011/12) Form

A

If you require assistance please contact Gemma Rooke on 01706 252514 or email gemmarooke@rossendalebc.gov.uk.

Closing date for applications is 12 noon, 18th April 2011

Please ensure you are completing the correct form in relation to the amount of funds you are requesting:

For grants of less than £1000 please use form A

For grants of £1001 - £7000 please use form B

For grants of £7001 and above please use form C

To receive a different form to the one you already have please contact Gemma Rooke (see above)

Before submitting your application, please ensure that you have:

- Answered all the questions
- Enclosed all of the required supporting material
- Signed the form

Please send the application form and all supporting documentation to either:

Email: gemmarooke@rossendalebc.gov.uk

Postal: Gemma Rooke, Rossendale Borough Council, Stubbylee Hall, Stubbylee, Bacup, OL13 0DE.

Section 1: Your organisation (complete in block capitals)

Please complete all sections and attach a signed constitution as proof of your group's status.

Section 2: Funding Request

For the year 2011-2012 you can apply for either a three year grant, or a one year grant.

Please note: That if you apply for a one year grant or are unsuccessful this year, there is no guarantee that the grants process will be open in the following years.

Section 3: Financial Information

Please note that without these details we cannot administer your grant.

Section 4: Questions

Please answer all questions in as much detail as possible. Please attach any additional information necessary, clearly stating which question it relates to.

All questions will be scored out of 5, following the criteria below.

- 5) The question has been answered clearly, with robust evidence that addresses all the issues raised in the question.
- 4) The question has been answered and evidence given; however, it does not fully address all the issues.
- 3) Evidence has been provided and answers given, but these are not explained clearly and fully. They only partially answer the issues raised in the question.
- 2) Minimal evidence has been given and the question has not been answered clearly.
- 1) The question has not been answered and / or no evidence has been supplied.

Each question has a priority weighting; high, medium or low and each weighting has a score from 1 to 3 respectively.

The response to each question will be marked out of five (see above) and multiplied by the high, medium or low weighting. For example:

Question 1: Weighting 3 for high priority multiplied by 5 as the question has been answered clearly, with robust evidence that addresses all the issues: Score 15

Question 1: Weighting 3 for high priority multiplied by 1 as the question has not been answered and / or no evidence has been supplied. Score 3

Please follow the word counts given for each question.

Question 1: Equality and Access to Services
Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement. Please highlight on your statement how you address one or all of the below aims.</p> <ol style="list-style-type: none"> 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act 2010. 2) Advance equality of opportunity between people who share a protected characteristic and those who do not. 3) Foster good relations between people who share a protected characteristic and those who do not. 	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out a clear public sector duty on equality and in particular to drive equality through procurement of its goods and services. Therefore, as we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Each point means:</p> <ol style="list-style-type: none"> 1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation. 2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally. 3) Your organisation will work towards helping different people, from different groups, get on with each other. 	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

Question 2: Project/Organisation Overview

Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please give an overview of what your organisation does.</p> <p>Please explain what you require funding for?</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that show innovation and have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>

Question 3: Link to Priorities

Priority: High Weighting 3

<p>Please complete the below tables.</p> <p>If the project benefits a specific area please state under Neighbourhood Forums, if it benefits the whole borough please identify under Corporate Priorities.</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at www.rossendale.gov.uk</p> <p>Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p> <p>Our priorities shape what we do, who we are and our services. We want to work closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation /projects are delivered in accordance with what the community wants and needs</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the Corporate Plan or Neighbourhood Plans.</p> <p>Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations that do not deliver against identified priorities for the area they work in.</p>
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Question 4: Value for Money and Added Benefits**Priority: Medium Weighting 3**

Question	Guidance	Scoring System
What will you spend the money on?	Please give as much detail as possible, with a full breakdown of cost. If applying for a 3 year grant, please clearly state what money will be spent in each year.	Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; Their service offers value for money; There is a clear plan for how and what money will be spent.
What research have you done that can demonstrate that the service is being provided for the best value for money? (You may want to include other quotes you have or some research around costs.)	Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is comparable to other similar organisations, this may include volunteer expenses.	Lower scores will be awarded to organisations that do not offer a unique service, with clear outline of spend as is proof that it is offered at good value for money.
Will you get funding from anywhere else?	Please provide as much detail as possible. The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.	Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from. Lower scores will be awarded to organisations that do not disclose all additional funding.

Question 5: Capacity of Organisation**Priority: Medium Weighting 2**

Question	Guidance	Scoring System
How long has your organisation been running and have you received funding for other projects before? If yes, please give an example of this.	It is important that reassurance is given that the organisation can manage the grant. If you have not received grant funding before, please explain what procedures you have in place to manage the grant: such as a named treasurer, a bank account for sole use of the organisation.	Higher scores will be awarded for organisations that can demonstrate that either: they have received and managed funding before or that they have the system in place to manage funding. An example of managing other public monies is a positive as is proof of evaluation and accounting taking place. Lower scores will be awarded to organisations that cannot clearly demonstrate how they will evaluate their work.

Question 6: Sustainability Priority: Medium Weighting 2		
Question	Guidance	Scoring System
Will the project still take place if funding is not received? Please explain how if the answer is yes.	Please be clear as to what level the project will take place, also what won't be delivered if this grant is not received and what will be.	Higher scores will be awarded to organisations that can clearly demonstrate future plans for the project, with ideas that tackle funding and other resources.
Will this project help generate any income for your organisation? (For example, you may charge admission; you may increase membership or other fundraising.)	It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on finance, but also other aspects such as resources and volunteers.	Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.

Question 7: Project Development and Potential Risks Priority: Low Weighting 2		
Question	Guidance	Scoring System
What evidence do you have that suggests there is a need for this work?	Please include any research you may have.	Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail. Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof.

Question 8: Partnerships Priority: Medium Weighting 1		
Question	Guidance	Scoring System
Does your group work with any other organisations? If yes, please list and give a brief description of how you work with them.	Please include all organisations; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.	Higher scores will be awarded to these organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one. Medium scores will be awarded to organisations that work with other

		<p>organisations, but cannot clearly demonstrate/describe the relationship.</p> <p>Lower scores will be awarded to organisations that do not work with other organisations.</p>
<p>Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Interest Group)?</p>	<p>In addition to a statutory requirement to consult with the community, the Council also works closely to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.</p>	<p>We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs.</p>

Question 9: Opportunity for volunteers and community training

Priority: Low Weighting 1

Question	Guidance	Scoring System
<p>How many people/groups will benefit from this project?</p>	<p>Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with. Please be as detailed as possible. These can be outlined as bullet points.</p>	<p>Higher scores awarded for organisations that offer volunteering opportunities, although it is recognised that some organisations cannot take on a number of volunteers, which is why this has been given a low priority.</p>

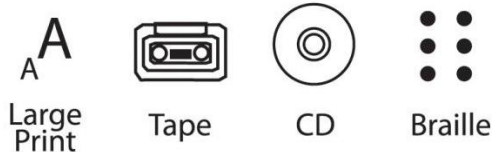
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Section 3: Financial Information

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Section 4: Questions

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Question 1: Weighting 3 for high priority multiplied by 1 as the question has not been answered and / or no evidence has been supplied. Score 3

Please follow the word counts given for each question.

Question 1: Equality and Access to Services
Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement.</p> <p>Please clearly demonstrate how the grant will help your organisation/ the project deliver, promote or enhance equality.</p> <p>Please consider the below aims:</p> <ol style="list-style-type: none"> 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act. 2) Advance equality of opportunity between people who share a protected characteristic and those who do not. 3) Foster good relations between people who share a protected characteristic and those who do not. 	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out clear public sector duty on equality and in particular to drive equality through procurement of its goods and services. Therefore, as we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Please clearly outline how you will address one or more of the included aims.</p> <p>Each aim means:</p> <ol style="list-style-type: none"> 1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation. 2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally. 3) Your organisation will work towards helping different people, from different groups, get on with each other. 	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

Question 2: Project/Organisation Overview
Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please give an overview of what your organisation does.</p> <p>Please explain what you require funding for.</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that show innovation and have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>
<p>What will be the outcomes and how will you report/evaluate these to us?</p>	<p>Please give no more than three outcomes, each outcome must be SMART (specific, measureable, achievable, realistic and time bound).</p> <p>Please state clearly how you will report these to us, e.g: through evaluations, reports, documentation.</p>	<p>Higher scores will be given to stronger outcomes, which the Council can measure the organisation against and where there is a clear method of reporting to the Council.</p> <p>Lower scores will be given to organisations that do not give clear outcomes and cannot clearly demonstrate how these will be measured and evaluated.</p> <p>Lower scores will also be awarded to organisations that cannot demonstrate how they will report these to Rossendale Borough Council.</p>

Question 3: Link to Priorities
Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please complete the tables below.</p> <p>If the project benefits a specific area please state under Neighbourhood Forums, if it benefits the whole borough please identify on Corporate Priorities. PLEASE NOTE: only fill in either the Neighbourhood Forum section OR the Corporate Priorities Section.</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at www.rossendale.gov.uk</p> <p>Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the Corporate Plan or Neighbourhood Plans.</p> <p>Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations</p>

<p>Please explain how your project links in to the Neighbourhood Plan or Corporate priorities.</p>	<p>Our priorities shape what we do, who we are and our services. We want to work closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation/projects are delivered in accordance with what the community wants and needs.</p>	<p>that do not deliver against identified priorities for the area they work in.</p>
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Question 4: Value for Money and Added Benefits
Priority: Medium Weighting 3

Question	Guidance	Scoring System
<p>Please include a breakdown of costs, with a clear outline of where additional funding will be sourced from.</p> <p>If you are applying for three year funds, please clearly demonstrate how you will endeavour to save money over the three years.</p>	<p>The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.</p>	<p>Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; Their service offers value for money; The project is unique to the area.</p>
<p>Can you demonstrate: That the same services could not be achieved for less?</p>	<p>Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is fair in relation to other similar organisations.</p>	<p>Lower scores will be awarded to organisations that do not offer a unique service, do not have a clear outline of spend and proof that it is offered at good value for money.</p>
<p>Can you demonstrate: The added value the project will bring with it, for example through volunteer time?</p>	<p>The service maybe unique to Rossendale, it may utilise local volunteers, or it may benefit additional groups or businesses. These can be listed as bullet points.</p>	<p>Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from.</p> <p>Lower scores will be awarded to organisations that do not disclose all additional funding.</p> <p>Higher scores may be awarded to organisations that can clearly demonstrate that the amount of funding</p>

		they request for each year is reflective of the service and efficiencies delivered.
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Question 5: Capacity of Organisation
Priority: Medium Weighting 2

Question	Guidance	Scoring System
What are your organisations/the projects strengths and weaknesses in delivering this service?	Please recognise what your strength are, this might be your experience, knowledge of the user group and also what your weaknesses are. These can be outlined as bullet points.	Higher scores will be awarded to organisations that recognise their weaknesses, in addition to their strengths. Lower scores will be awarded to organisations that do not consider both of these.
What is your experience of managing funding that you have successfully bid for previously?	It is important that along with a thorough understanding of the project, reassurance is given that the organisation can monitor and evaluate their spend and impact/difference made, please give examples of how you will do this. Please state examples of other grants received, the amount and where they are from.	Higher scores will be awarded for organisations that can demonstrate clear structures in place to administer and monitor funding. An example of managing other public monies is a positive as is proof of evaluation and accounting taking place. Lower scores will be awarded to organisations that cannot clearly demonstrate how they will evaluate their work.

Question 6: Sustainability
Priority: Medium Weighting 2

Question	Guidance	Scoring System
What will happen once the funding has expired?	It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on the finance, but also other aspects, such as use of resources and training staff/volunteers.	Higher score awarded for projects/organisations that can identify a clear exit strategy to take place at the end of the funding, how they will receive further funding and how they might tackle potential issues that arise throughout the project, which may require additional

<p>What is the organisations strategy for seeking future funding or generating self sustaining incomes?</p>	<p>Please clearly state how you will generate/access other funds.</p>	<p>support, including financial. Higher scores may also be awarded for organisations that can generate some form of self sustaining income, including resources or trained/developed staff/volunteers. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.</p>
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Question 7: Project Development and Potential Risks
Priority: Low Weighting 2

Question	Guidance	Scoring System
<p>What evidence do you have that suggests there is a need for this work?</p>	<p>Please include any research you may have.</p>	<p>Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail. Higher scores will also be awarded to organisations that can clearly identify what the risks will be if the project isn't delivered, considering the community, the organisation and the Borough. Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof.</p>
<p>Is there a risk if this project is not delivered? Please explain</p>	<p>Please explain what the consequences may be if the project is not delivered, or the organisation does not receive the funding. Please clearly state these as bullet points.</p>	

Question 8: Partnerships
Priority: Medium Weighting 1

Question	Guidance	Scoring System
<p>Does your organisation have any other partners it works with?</p> <p>Please list and explain how you work with them.</p>	<p>Please give an overview of who your partners are and how you work with them to improve the delivery of services; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.</p>	<p>Higher scores will be awarded to those organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships,</p>

		<p>but the depth and use of each one.</p> <p>Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship.</p> <p>Lower scores will be awarded to organisations that do not work with other organisations.</p>
<p>Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Issues Group)?</p> <p>Please give an explanation of how you would get involved, or the reason for not getting involved.</p>	<p>In addition to a statutory requirement to consult with the community, the Council also works closely to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.</p>	<p>We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs or provide a clear explanation as to why you cannot.</p>

Question 9: Opportunity for volunteers and community training
Priority: Low Weighting 1

Question	Guidance	Scoring System
How many people will benefit from the project?	Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with. Please be as detailed as possible.	Higher scores awarded for organisations that offer volunteering programmes, with suitable training and development. It is recognised that some organisations cannot take on a number of volunteers, which is why this has been given a low priority.
How have service users and/or volunteers been utilised in developing this service?	Please note that if the project is identified through community members who are part of the group, please clearly state this. Please clearly state how service users have helped identify a need for the service and been a part of its development. If you wish for more support for volunteers, or finding suitable training and development opportunities for them, you can register on the Help Direct Volunteer Management Service on 0303 333 1111	Organisations/projects that actively seek hard to reach groups/ under-represented groups may receive higher scores. Higher scores will be awarded for organisations that work with the target group of the project to shape and develop their service. Lower scores will be awarded to organisations that cannot clearly demonstrate the project has been developed utilising service users and/or volunteers.
What opportunities does the organisation/project give to volunteers?		

Other formats available on request.

Tel: 01706 217777 or contact:

Rossendale Borough Council

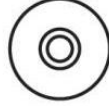
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Question 1: Equality and Access to Services
Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement.</p> <p>Please clearly demonstrate how your project /service supports or promotes equality of opportunity and/or address specific inequalities?</p> <p>Please consider the below aims:</p> <ol style="list-style-type: none"> 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act. 2) Advance equality of opportunity between people who share a protected characteristic and those who do not. 3) Foster good relations between people who share a protected characteristic and those who do not. 	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out clear public sector duty on equality and in particular to drive equality through procurement of its goods and services.</p> <p>Please clearly outline how you will address one or more of the included aims. As we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Each aim means:</p> <ol style="list-style-type: none"> 1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation. 2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally. 3) Your organisation will work towards helping different people, from different groups, get on with each other. 	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

Question 2: Project/Organisation Overview Priority: High Weighting 3		
Question	Guidance	Scoring System
<p>Please give an overview of what your organisation does.</p> <p>Please explain what you require funding for.</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that show innovation and have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>
<p>What will be the outcomes and how will you report/evaluate these to the Council.</p>	<p>Please give no more than five outcomes, each outcome must be SMART (specific, measureable, achievable, realistic and time bound) Please state clearly how you will report these to us, e.g: through evaluations, reports, documentation.</p>	<p>Higher scores will be given to stronger outcomes, which the Council can measure the organisation against and a clear method of reporting is provided.</p> <p>Lower scores will be given to organisations that do not give clear outcomes and cannot clearly demonstrate how these will be measured and evaluated.</p> <p>Lower scores will also be awarded to organisations that cannot demonstrate how they will report these to Rossendale Borough Council.</p>

Question 3: Link to Priorities Priority: High Weighting 3		
Question	Guidance	Scoring System
<p>Please complete the tables below.</p> <p>If the project benefits a specific area please state below, under Neighbourhood Forums, if it benefits the whole borough please identify on Corporate Priorities. PLEASE NOTE: only fill in either the Neighbourhood Forum section OR the Corporate Priorities Section.</p> <p>Please explain how your project links in to the above</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at www.rossendale.gov.uk</p> <p>Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p> <p>Our priorities shape what we do, who we are and our services. We want to work</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the corporate plan or neighbourhood plans.</p> <p>Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations that do not deliver against identified priorities for the</p>

Neighbourhood Plan or Corporate priorities.	closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation /projects are delivered in accordance with what the community wants and needs.	area they work in.
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Question 4: Value for Money and Added Benefits
Priority: Medium Weighting 3

Question	Guidance	Scoring System
<p>Please attach a breakdown of costs, with a clear outline of where additional funding will be sourced from. Also indicate if this grant will help to draw in further funds.</p> <p>If you are applying for three year funds, please clearly demonstrate how you will endeavour to save money over the three years.</p>	<p>The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.</p> <p>Please clearly state what money will be spent on, with a clear breakdown</p>	<p>Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; The service offers value for money; The project is unique to the area.</p> <p>If applying for a three year grant higher scores will also be awarded to those organisations that can clearly demonstrate they have considered their yearly cost and aimed to decrease the reliance on Council grant funding.</p>
<p>Can you demonstrate: That the same services could not be achieved for less, including delivery by the council, please explain.</p>	<p>Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is fair in relation to other similar organisations.</p>	<p>Lower scores will be awarded to organisations that do not offer a unique service, have no clear outline of spend and proof that it is offered at good value for money.</p>
<p>Can you demonstrate: The added value the project will bring with it, for example through volunteer time?</p>	<p>The service maybe unique to Rossendale, it may utilise local volunteers, or it may benefit additional groups or businesses. These can be listed as bullet points.</p>	<p>Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from.</p>
<p>Can you demonstrate: That the project provides a unique 'selling point' for Rossendale and potentially beyond.</p>	<p>Please clearly demonstrate why your organisation/project is unique to the area and what you deliver that others do not or cannot. Please clearly outline which other services you may be similar to.</p>	

		<p>Lower scores will be awarded to organisations that do not disclose all additional funding.</p> <p>Higher points may be awarded to organisations that can clearly demonstrate that the amount of funding they request for each year is reflective of the service and efficiencies delivered.</p>
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Question 5: Capacity of Organisation		
Priority: Medium Weighting 2		
Question	Guidance	Scoring System
<p>What are your organisations/the projects strengths and weaknesses in delivering this service and how will you counter your weaknesses?</p>	<p>Please recognise what your strengths are, this might be your experience, knowledge of the user group and also your weaknesses. These can be outlined as bullet points. Please add information about how you will tackle each weakness identified.</p>	<p>Higher scores will be awarded to organisations that recognise their weaknesses, in addition to their strengths. Higher scores will be awarded where having considered their weaknesses the origination has tried to tackle these.</p> <p>Lower scores will be awarded to organisations that do not consider both of these.</p>
<p>What is your experience of managing funding that you have successfully bid for previously?</p>	<p>It is important that along with a thorough understanding of the project, reassurance is given that the organisation can monitor and evaluate their spend and impact/difference made. Please give examples of how you will do this. Please state examples of other grants received, the amount and where they are from.</p>	<p>Higher scores will be awarded for organisations that can demonstrate clear structures in place to administer and monitor funding. An example of managing other public monies is a positive as well as proof of evaluation and accounting taking place. Lower scores will be awarded to organisations that cannot clearly demonstrate how they will evaluate their work.</p>

Question 6: Sustainability Priority: Medium Weighting 2		
Question	Guidance	Scoring System
What is the projects exit strategy or what is the organisations strategy for seeking future funding or generating self sustaining incomes.	It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on the finance, but also other aspects, such as use of resources and training staff/volunteers. Please clearly state how you will generate/access other funds.	Higher score awarded for projects/organisations that can identify a clear exit strategy to take place at the end of the funding, how they will receive further funding and how they might tackle potential issues that arise throughout the project, which may require additional support, including financial. Higher scores may also be awarded for organisations that can generate some form of self sustaining income, including resources or trained/developed staff/volunteers. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.

Question 7: Project Development and Potential Risks Priority: Low Weighting 2		
Question	Guidance	Scoring System
What evidence do you have that suggests there is a need for this work?	Please include any research you may have.	Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail. Higher scores will also be awarded to organisations that can clearly identify what the risks will be if the project isn't delivered, considering the community, the
Is there a risk if this project is not delivered? Please explain	Please explain what the consequences may be if the project is not delivered, or the organisation does not receive the funding. Please clearly state these as bullet points.	

What would be the risk if the project fails and how do you intend to mitigate/manage against that risk?	Please clearly state how you will manage the above identified risk and what your organisations responsibility will be.	organisation and the Borough. Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof.
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**Question 8: Partnerships
Priority: Medium Weighting 1**

Question	Guidance	Scoring System
Which other partners does the project/organisation work with? Please give brief details of each partnership link and explain how each partnership works.	Please give an overview of what these partnerships entail and how you work with them to improve the delivery of services; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.	Higher scores will be awarded to these organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one. Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship. Lower scores will be awarded to organisations that do not work with other organisations.
Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Issues Groups)? Please give an explanation of how you would get involved, or the reason for not getting involved.	In addition to a statutory requirement to consult with the community, the Council also works closely with the community to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.	We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs or provide reasons for not being able to.

**Question 9: Opportunity for volunteers and community training
Priority: Low Weighting 1**

Question	Guidance	Scoring System
How many people will benefit from this project?	Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with.	Higher scores awarded for organisations that offer volunteering programmes, with suitable training and development. It is recognised that some organisations

	Please be as detailed as possible.	cannot take on a number of volunteers, which is why this has been given a low priority. Organisations/projects that actively seek hard to reach groups/ under-represented groups may receive higher scores. Higher scores will be awarded for organisations that work with the target group of the project to shape and develop their service. Lower scores will be awarded to organisations that cannot clearly demonstrate the project has been developed utilising service users and/or volunteers.
How have service users and / or volunteers been utilised in developing this service?	Please note that if the project is identified through community members who are part of the group, please clearly state this. Please state how service users have helped identify a need for the service and been a part of its development. If you wish for more support for volunteers, or finding suitable training and development opportunities for them, you can register on the Help Direct Volunteer Management Service on 0303 333 1111.	
What opportunities does the organisation/project give to volunteers and what training and support do you offer these volunteers?		

Other formats available on request.

Tel: 01706 217777 or contact:
Rossendale Borough Council
PO BOX 74, Bacup, OL13 0WU

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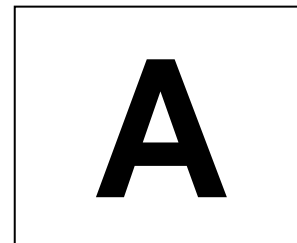


Appendix 3 Rossendale Council Grant

APPLICATION FORM (2011/12) Form A



For Office Use Only – Grant A			
Application number			
Date Received			
Funding Requested	Year 1 - £	Year 2 - £	Year 3 - £
Funding Granted	Year 1 - £	Year 2 - £	Year 3 - £
Content checked by			
Correspondence	Acknowledgement sent		
	Date/s to be paid		
	Date/s Sent to Finance		
	6 months monitoring complete		
	12 months monitoring		
Supporting documentation received			



Section 1: Your organisation (complete in block capitals)

Name of your organisation:	
Main contact person:	
Full postal address of your organisation:	
Telephone no:	Mobile no:
Email address:	Website address:
Secondary contact name and contact number:	

If you are a not for profit organisation/residents group/community group, please attach a signed copy of your constitution to this document.

Section 2: Funding Request

Is this grant for:	One year grant	Yes / No
	Three year grant	Yes / No
How much Rossendale Council Grant funding are you requesting?		
Year 1: £	Year 2: £	Year 3: £

Section 3: Financial Information

Banking details: Please give your organisation's banking details		
Account name	_____	
Account no.	_____	Sortcode _____

Section 4: Questions

Please answer all questions below, attaching where necessary any additional information. Please see **GRANT GUIDANCE AND CRITERIA FORM (2011/12) Form A** for additional support.

Question 1: Equality and Access to Services Priority: High Weighting 3

Please attach your organisations Equality Statement.

Please highlight how your statement addresses one or all of the below aims. (For a explanation please consult the grant guidance and criteria form)

- 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- 2) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- 3) Foster good relations between people who share a protected characteristic and those who do not.

Question 2: Project/Organisation Overview
Priority: High Weighting 3

Please give an overview of what your project/organisation does. (Max. 250 words)

Please explain what you require funding for? (Max 200 words)

Question 3: Link to Priorities**Priority: High Weighting 3**

Please complete the tables below.

If the project benefits an area please state under **Neighbourhood Forums**, if it benefits the whole borough please identify under **Corporate Priorities**.**Neighbourhood Forums**

Whitworth Neighbourhood Forum Area	
Bacup Neighbourhood Forum Area	
Rawtenstall Neighbourhood Forum Area	
Haslingden, Helmshore and Edenfield Neighbourhood Forum Area	

Which of The Neighbourhood Plans challenges does your project fit into? (please tick all suitable answers)

Economy and Town Centre		Transport/Access	
Regeneration		Health and Wellbeing	
Environment		Rural Issues	
Older People		Tourism and Leisure	
Families and Young People, including Youth Provision		Community Safety and Anti-Social Behaviour	
Housing		Communication	
Economic Challenges		Parks and Open Spaces	

Corporate Priorities.

A healthy and successful Rossendale		Responsive and value for money local services	
A clean and green Rossendale			

Question 4: Value for Money and Added Benefits**Priority: Medium Weighting 3**

What will you spend the money on? (Max. 250 words)

What research have you done that can demonstrate that the service is being provided for the best value for money? (Max 150. Words)

(You may want to include other quotes you have or some research around costs.)

Will you get funding from anywhere else?

Name of other funder (include organisations own money if being used)	How much?	Have you secured this funding, waiting to hear or is it dependent on getting other funding?
e.g. Help Direct	£150	Waiting to hear

Question 5: Capacity of Organisation
Priority: Medium Weighting 2

How long has your organisation been running and have you received funding for other projects before? (Max 150 words)

If yes, please give an example of this.

Question 6: Sustainability
Priority: Medium Weighting 2

Will the project still take place if funding is not received? (Max. 200 words)
Please explain how if the answer is yes.

Will this project help generate any income for your organisation? (Max 150 words)
(For example, you may charge admission; you may increase membership or other fundraising.)

Question 7: Project Development and Potential Risks
Priority: Low Weighting 2

What evidence do you have that suggests there is a need for this work? (Max. 300 words)

Question 8: Partnerships
Priority: Medium Weighting 1

Does your group work with any other local organisations?
If yes, please list and give a brief description of how you work with them.

Who You Work With.	How You Work With Them.

Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Issues Group)? Please circle as appropriate.

YES NO

Question 9: Opportunity for volunteers and community training
Priority: Low Weighting 1

How many people will benefit from this project? (Max. 150 words)

Section 5: Check List

Have you: Please tick

- | | |
|-----------------------------------|---|
| Attached your constitution | — |
| Included your Equality Statement | — |
| Completed all questions | — |
| Included the groups bank details | — |
| Signed and dated the sheet | — |
| Posted a hard copy with all forms | — |
| Emailed a copy | — |

Section 6: Signatures

Declaration

I/we confirm that I/we are authorised to sign this declaration on behalf of the organisation named in this application at 1. I/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/consortium for which, I/we are taking the lead. I/we understand that any offer of a grant will be subject to terms and conditions; I/we confirm that the organisation has the authority to accept this grant if the application is successful, and that it will be repaid if the conditions of the grant are not met.

PLEASE NOTE: You will be asked to submit receipts/invoices as proof of purchase for delivery of your project.

Signatory – Main contact named

I understand that you may contact me during the funding period and throughout the year of the grant and I confirm that I am authorised by the organisation/partnership for this purpose, and that you may rely on any further information I supply to you.

Signed:

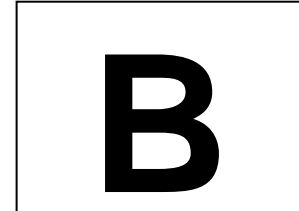
Please print name:

Date:

Name of organisation:

APPLICATION FORM (2011/12) Form B

For Office Use Only – Grant B			
Application number			
Date Received			
Funding Requested	Year 1 - £	Year 2 - £	Year 3 - £
Funding Granted	Year 1 - £	Year 2 - £	Year 3 - £
Content checked by			
Correspondence	Acknowledgement Sent		
	Date/s to be paid		
	Date/s Sent to Finance		
	6 months monitoring complete		
	12 months monitoring		
	Supporting documentation received		



Section 1: Your organisation (complete in block capitals)

Name of your organisation:	
Name of main contact:	
Full postal address of your organisation:	
Telephone no:	Mobile no:
Email address:	Website address:
Secondary contact name and contact number:	

If you are a not for profit organisation/residents group/community group, please attach a signed copy of your constitution to this document.

Section 2: Funding Request

Is this grant for:	One year grant	Yes / No
	Three year grant	Yes / No
How much Rossendale Council Grant funding are you requesting?		
Year 1: £	Year 2: £	Year 3: £

Section 3: Financial Information

Banking details: Please give your organisation's banking details

Account name	_____	
Account no.	_____	Sortcode _____

Section 4: Questions

Please answer all questions below, attaching where necessary any additional information. Please see **GRANT GUIDANCE AND CRITERIA FORM (2011/12) Form B** for additional support.

Question 1: Equality and Access to Services Priority: High Weighting 3

Please attach your organisations Equality Statement.

Please clearly demonstrate how the grant will help your organisation/ the project deliver, promote or enhance equality. (Max. 200 words)

(For a explanation please consult the grant guidance and criteria form)

Please consider the below aims:

- 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- 2) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- 3) Foster good relations between people who share a protected characteristic and those who do not.

Question 2: Project/Organisation Overview
Priority: High Weighting 3

Please give an overview of what your project/organisation does. (Max. 250 words)

Please explain what you require funding for. (Max 200 words)

What will be the outcomes and how will you report/evaluate these to us? (Max. 50 for each)

1

2

3

Question 3: Link to Priorities
Priority: High Weighting 3

Please complete the tables below.

If the project benefits an area please state under **Neighbourhood Forums**, if it benefits the whole borough please identify under **Corporate Priorities**.

PLEASE NOTE: only fill in either the **Neighbourhood Forum** section **OR** the **Corporate Priorities** Section.

Neighbourhood Forums

Whitworth Neighbourhood Forum Area	
Bacup Neighbourhood Forum Area	
Rawtenstall Neighbourhood Forum Area	
Haslingden, Helmshore and Edenfield Neighbourhood Forum Area	

Which of The Neighbourhood Plans challenges does your project fit into? (please tick all suitable answers)

Economy and Town Centre		Transport/Access	
Regeneration		Health and Wellbeing	
Environment		Rural Issues	
Older People		Tourism and Leisure	
Families and Young People, including Youth Provision		Community Safety and Anti-Social Behaviour	
Housing		Communication	
Economic Challenges		Parks and Open Spaces	

Corporate Priorities.

A healthy and successful Rossendale		Responsive and value for money local services	
A clean and green Rossendale			

Please explain how your project links in to the above Neighbourhood Plan or Corporate Priorities.
(Max 150 words)

Question 4: Value for Money and Added Benefits
Priority: Medium Weighting 3

Please include a breakdown of costs, with a clear outline of where additional funding will be sourced from.

Breakdown:

Additional Funding:

Name of other funder (include organisations own money if being used)	How much?	Have you secured this funding, waiting to hear or is it dependent on getting other funding?
e.g. Help Direct	£150	Waiting to hear

If you are applying for three year funds, please clearly demonstrate how your will endeavour to save money over the three years.

Can you demonstrate: That the same services could not be achieved for less? (Max 150. Words)

Can you demonstrate: The added value the project will bring with it, for example through volunteer time. (Max 150. Words)

Question 5: Capacity of Organisation

Priority: Medium Weighting 2

What are your organisations/the projects strengths and weaknesses in delivering this service? (Max 150. Words)

What is your experience of managing funding that you have successfully bid for previously? (Max 150. Words)

Question 6: Sustainability
Priority: Medium Weighting 2

What will happen once the funding has expired? (Max. 200 Words)

What is the organisations strategy for seeking future funding or generating self sustaining incomes?
(Max. 200 Words)

Question 7: Project Development and Potential Risks
Priority: Low Weighting 2

What evidence do you have that suggests there is a need for this work? (Max. 300 words)

Is there a risk if this project is not delivered? Please explain (Max. 150 words)

Question 8: Partnerships
Priority: Medium Weighting 1

Does your organisation have any other partners it works with? Please list and explain how you work with them.

Who You Work With.	How You Work With Them.

Would your organisation be willing to be involved in council initiatives, consultations or RIGs (Rossendale Issues Groups)? YES NO

Please give an explanation of how you would get involved, or the reason for not getting involved.
(Max. 100 words)

Question 9: Opportunity for volunteers and community training
Priority: Low Weighting 1

How many people will benefit from the project? (Max. 150 words)

How have the service users and/or volunteers been utilised in developing this service? (Max. 150 words)

What opportunities does the organisation/project give to volunteers? (Max. 150 words)

Section 5: Details of your organisation and projects

Have you: (Please tick)

Attached your constitution	—
Included your Equality Statement	—
Completed all questions	—
Included the groups bank details	—
Signed and dated the sheet	—
Posted a hard copy with all forms	—
Emailed a copy	—

Section 6: Signatures

Declaration

I/we confirm that I/we are authorised to sign this declaration on behalf of the organisation named in this application at 1. I/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/consortium for which I/we are taking the lead. I/we understand that any offer of a grant will be subject to terms and conditions. I/we confirm that the organisation has the authority to accept this grant if the application is successful, and that it will be repaid if the conditions of the grant are not met.

Signatory – Main contact named

I understand that you may contact me during the funding period and throughout the year of the grant and I confirm that I am authorised by the organisation/partnership for this purpose, and that you may rely on any further information I supply to you.

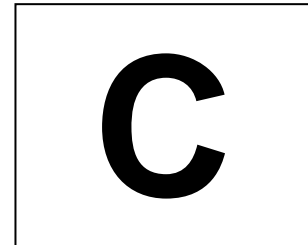
Signed:

Please print name:

Date:

Name of organisation:

For Office Use Only – Grant C			
Application number			
Date Received			
Funding Requested	Year 1 - £	Year 2 - £	Year 3 - £
Funding Granted	Year 1 - £	Year 2 - £	Year 3 - £
Content checked by			
Correspondence	Acknowledgement Sent		
	Date/s to be paid		
	Date/s Sent to Finance		
	6 months monitoring complete		
	12 months monitoring		
	Supporting documentation received		



Section 1: Your organisation (complete in block capitals)

Name of your organisation:	
Main contact person:	
Full postal address of your organisation:	
Telephone no:	Mobile no:
Email address:	Website address:
Secondary contact name and number:	

If you are a not for profit organisation/residents group/community group, please attach a signed copy of your constitution to this document.

Section 2: Funding Request

Is this grant for:	One year grant	Yes / No
	Three year grant	Yes / No
How much Rossendale Council Grant funding are you requesting?		
Year 1: £	Year 2: £	Year 3: £

Section 3: Financial Information

Banking details: Please give your organisation's banking details	
Account name	_____
Account no.	_____
	Sort code _____

Section 4: Questions

Please answer all questions below, attaching where necessary all additional information requested. Please see **GRANT GUIDANCE AND CRITERIA FORM (2011/12) Form C** for additional support.

Question 1: Equality and Access to Services Priority: High Weighting 3

Please attach your organizations Equality Statement.

Please clearly demonstrate how your project /service supports or promotes equality of opportunity and/or addresses specific inequalities? (Max. 200 words)
(For a explanation please consult the grant guidance and criteria form)

Please consider the aims below:

- 1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act.
- 2) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- 3) Foster good relations between people who share a protected characteristic and those who do not.

Question 2: Project/Organisation Overview
Priority: High Weighting 3

Please give an overview of what your project/organisation does. (Max. 250 words)

Please explain what you require funding for (Max. 200 words)

What will be the outcomes and how will you report/evaluate these to us? (Max. 50 for each)

- 1.
- 2.
- 3.
- 4.
- 5.

Question 3: Link to Priorities
Priority: High Weighting 3

Please complete the tables below.

If the project benefits an area please state below, under **Neighbourhood Forums**, if it benefits the whole borough please identify on **Corporate Priorities**.

PLEASE NOTE: only fill in either the **Neighbourhood Forum** section OR the **Corporate Priorities** Section.

Neighbourhood Forums

Whitworth Neighbourhood Forum Area	
Bacup Neighbourhood Forum Area	
Rawtenstall Neighbourhood Forum Area	
Haslingden, Helmshore and Edenfield Neighbourhood Forum Area	

Which of The Neighbourhood Plans challenges does your project fit into? (please tick all suitable answers)

Economy and Town Centre		Transport/Access	
Regeneration		Health and Wellbeing	
Environment		Rural Issues	
Older People		Tourism and Leisure	
Families and Young People, including Youth Provision		Community Safety and Anti-Social Behaviour	
Housing		Communication	
Economic Challenges		Parks and Open Spaces	

Corporate Priorities.

A healthy and successful Rossendale		Responsive and value for money local services	
A clean and green Rossendale			

Please explain how your project links in to the Neighbourhood Plans or Corporate priorities. (Max 150 words)

Question 4: Value for Money and Added Benefits
Priority: Medium Weighting 3

Please attach a breakdown of costs, with a clear outline of where additional funding will be sourced from. Also indicate if this grant will help to draw in further funds.

If you are applying for three year funds, please clearly demonstrate how you will endeavour to save money over the three years.

Breakdown:

Additional Funding:

Name of other funder (include organisations own money if being used)	How much?	Have you secured this funding, waiting to hear or is it dependent on getting other funding?
e.g. Community Aid North West	£900	Waiting to hear

Can you demonstrate:

1) That the same services could not be achieved for less, including delivery by the Council. (Max 150. Words)

Can you demonstrate:

2) The added value the project will bring with it, for example through volunteer time. (Max 150. Words)

Can you demonstrate:

3) That the project provides a unique 'selling point' for Rossendale and potentially beyond. (Max 150. Words)

Question 5: Capacity of Organisation
Priority: Medium Weighting 2

What are your organisations/the projects strengths and weaknesses in delivering this service and how will you counter your weaknesses? (Max 150. Words)

What is your experience of managing funding that you have successfully bid for previously? (Max 150. Words)

Question 6: Sustainability
Priority: Medium Weighting 2

What is the projects exit strategy or what is the organisations plan for seeking future funding or generating self sustaining incomes. (Max 250. Words)

Question 7: Project Development and Potential Risks
Priority: Low Weighting 2

What evidence do you have that suggests there is a need for this work? (Max. 300 words)

Is there a risk if this project is not delivered? Please explain (Max. 150 words)

What would be the risk if the project fails and how do you intend to mitigate/manage against that risk?
(Max. 150 words)

Question 8: Partnerships
Priority: High Weighting 1

What other partners does the project/organisation work with?
Please give brief details of each partnership link and explain how each partnership works.

Who You Work With	How You Work With Them

Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Interest Groups)? YES or NO (Please circle)

Please give an explanation of how you would get involved, or the reason for not getting involved.
(Max. 100 words)

Question 9: Opportunity for volunteers and community training
Priority: Low Weighting 1

How many people will benefit from this project? (Max. 150 words)

How have service users and/or volunteers been utilised in developing this service? (Max. 150 words)

What opportunities does the organisation/project give to volunteers and what training and support do you offer these volunteers? (Max. 150 words)

Section 5: Check List

Have you: Please tick

- | | |
|-----------------------------------|---|
| Attached your constitution | — |
| Included your Equality Statement | — |
| Completed all questions | — |
| Included the groups bank details | — |
| Signed and dated the sheet | — |
| Posted a hard copy with all forms | — |
| Emailed a copy | — |

Section 6: Signatures

Declaration

I/we confirm that I/we are authorised to sign this declaration on behalf of the organisation named in this application at 1. I/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/consortium for which I/we are taking the lead. I/we understand that any offer of a grant will be subject to terms and conditions. I/we confirm that the organisation has the authority to accept this grant if the application is successful, and that it is repaid if the conditions of the grant are not met.

Signatory – Main contact named

I understand that you may contact me during the funding period and throughout the year of the grant and I confirm that I am authorised by the organisation/partnership for this purpose, and that you may rely on any further information I supply to you.

Signed:

Please print name:

Date:

Name of organisation:

Appendix 4



Neighbourhood Forum Grants Policy and Guidance Notes

Introduction

Neighbourhood Forums can give grants of up to £500 to external organisations that can provide added value to the residents of the Borough. The work that the grants will fund must fit in with or complement the priorities identified in the four Neighbourhood Plans.

Advertising of Grant availability and distribution of application forms.

The Council will publicise on their website and through the Neighbourhood Forums the fact that there is funding available through the Forums. The deadline for the receipt of applications is two weeks before each Neighbourhood Forum meeting. Dates of meetings are included on the grant application form.

Each Neighbourhood Forum will publish details of grants given at the end of each financial year.

Criteria for Grant Giving

Grants will be given to local community, voluntary and not for profit groups that are able to demonstrate their ability to add value to those services which are needed by the communities of Rossendale, and who provide services which fulfil an important social role which is not fulfilled by other statutory or not for profit organisations in the area.

Grants may be given to organisations which are operating in a wider area than Rossendale as long as there is a specific benefit to the people of Rossendale.

Grants will not be given to organisations that have in the past been found to be unable to manage finances effectively unless new management and procedures are in place.

Grants will not normally be given to organisations from which money has had to be clawed back in previous years due to impropriety or malpractice.

Rossendale Borough Council is committed to valuing diversity and promoting equality. Grants will not be given to groups who do not operate in line with these values.

Grants will not be given to party political groups.

Amount of grant available and how to apply

Organisations may apply for funding of up to £500.00. An application form will need to be completed and some level of monitoring information will be required. This will include information on who has benefitted from the grant.

Criteria for assessing grants

The Neighbourhood Forums have identified the following priority areas:

Town Centre Improvements		Supporting children and young people	
Increasing Tourism and Leisure		Improving the environment	
Helping the Economy		Supporting families	
Improving access to service and transport		Tackling rural issues	
Improving living conditions		Supporting older people	
Improving people's health and wellbeing		Providing better facilities	
Tackling anti-social behaviour			

Applications which clearly link the activity of the applicant to these priorities will be preferred.

Rossendale Borough Council is keen to see local groups working together collectively to provide better links and ties and to achieve economies of scale. Applicants should show how they are working with partner organisations in the public, private and not for profit sector to deliver services.

Neighbourhood Forum Project Funding

In addition the Neighbourhood Forums have funding available to support the delivery of projects identified as priorities within the Neighbourhood Forum Action Plan. The amount of funding available for such projects is at the discretion of each Neighbourhood Forum, within the limits of the funding allocated to the Forum.

Project Funding must be proposed by a Neighbourhood Forum Member and must address a priority in the Neighbourhood Plan. Project proposals will be discussed by the Neighbourhood Forum with the final decision made by the funding subgroup of the Forum comprised of three elected members. Match funding for such projects will be sought from partners wherever possible.

Separate application forms are available for Neighbourhood Forum Project Funding. An expression of interest form will be completed initially, followed by a full business case if the expression of interest is approved by the Forum.

General

All grant determining decisions will be final.

All organisations who receive a grant from Rossendale Borough Council will be required to sign a legally binding agreement detailing what the money will be spent on, who the beneficiaries will be and under what circumstances money may be clawed back. The responsible person within the organisation will be required to sign the agreement prior to the release of any funds.

All organisations working with children and young people or vulnerable groups will be required to have in place appropriate policies in respect of safeguarding of their clients. This will include appropriate levels of Criminal Records Bureau checks for volunteers and staff.

All organisations which employ staff will be required to demonstrate that they have in place appropriate employment and management policies, including a health and safety policy (where required) and a diversity or equal opportunities policy.

The Council retains the right to refuse funding to any organisation who it feels does not meet the criteria set out, and organisations which it feels may bring the Council into disrepute or any organisation which it believes to have been involved in any racist, sexist, homophobic or discriminatory practices.

The Council recognises the good work and potential work that the voluntary and community sector can provide and would encourage groups to apply for Neighbourhood Forum funding.

Further information

For more information, or if you require assistance completing the application form, please contact the communities team on Tel: 01706 252552 or Email communitiesteam@rossendalebc.gov.uk

Appendix 4

Rossendale Borough Council Neighbourhood Forum Grants

GRANT APPLICATION FORM (2011/12)

If you require assistance completing this application, please contact the communities team on Tel: 01706 252552 or Email communitiesteam@rossendalebc.gov.uk

Please read the guidance notes and funding policy before completing this form

Before submitting your application, please ensure that you have:

- Read and understood guidance notes
- Answered all the questions
- Enclosed all of the required supporting material
- Signed the form

Forms can be submitted electronically or by post.

Email: communitiesteam@rossendalebc.gov.uk

Post: *The Communities Team, Rossendale Borough Council, Stubblelee Hall, Bacup, OL13 0DE.*

Application Process

- All community and voluntary groups in Rossendale can apply for a Neighbourhood Forum Grant.
- Organisations can apply for funding up to £500.00. The amount applied for must be based on the amount needed and a breakdown of costs must be included.
- Once applications have been submitted a panel of the Neighbourhood Forum will assess each application in relation to the criteria. The decision of the panel will be ratified by the Neighbourhood Forum at the next meeting.
- Applicants will be notified as soon as possible after the Neighbourhood Forum meeting.
- Proof of expenditure will be required for all grants awarded.
- Organisations receiving grant funding must acknowledge the support of the Neighbourhood Forum in any appropriate publicity and literature.
- The deadline for grant applications is 2 weeks before each Neighbourhood Forum meeting. The neighbourhood Forums meet as scheduled below:

(Details of meetings to be added once committee schedule agreed by Council)

For Office Use Only		
Application number		
Date Received		
Funding Requested		
Funding Granted		
Content checked by		
Correspondence	Acknowledgement Sent	
	Receipt of Funding Received	
	Receipts Received	
	Date Sent to Finance	
	Monitoring Complete	

Section 1: Your organisation (complete in block capitals)

Name of your organisation	
Main contact person	
Full postal address of your organisation	
Telephone no:	
Email address:	Website address:
How long has the organisation been in existence?	
Please indicate the type of organisation - not for profit organisation/residents group/community group / voluntary group.	
Please attach a signed copy of your constitution to this document.	

Section 2: Funding Request

How much Neighbourhood Forum Grant funding are you requesting?
What is the total cost of the project?

Section 3: Financial Information

Banking details: Please give your organisation's banking details - payment will be made through BACs	
Account name	_____
Account no.	_____ Sort _____

Please answer all questions below, attaching where necessary any additional information.
For help and guidance, please see the guidance notes.

Question 1: Project/Organisation Overview

A) Please describe the project you require funding for, including who the projects will benefit.

B) Please provide a breakdown of costs.

C) How does your organisation intend to deliver the project, including timescales and how will you monitor the effectiveness of the proposed work?

D) If funding is granted can any of these items be loaned or shared with other community groups within Rossendale or the Council?

Question 2: Link to Priorities

Which of the following areas does your project benefit?

Whitworth Neighbourhood Forum Area	
Bacup Neighbourhood Forum Area	
Rawtenstall Neighbourhood Forum Area	
Haslingden, Helmshore and Edenfield Neighbourhood Forum Area	

Which of The Neighbourhood Plans challenges does your project fit into? (please tick all suitable answers)

Town Centre Improvements		Supporting children and young people	
Increasing Tourism and Leisure		Improving the environment	
Helping the Economy		Supporting families	
Improving access to service and transport		Tackling rural issues	
Improving living conditions		Supporting older people	
Improving people's health and wellbeing		Providing better facilities	
Tackling anti-social behaviour			

Question 3: Partnerships

Are any other groups or organisations involved in this project?

Is your organisation a member of a Neighbourhood Forum?

Would you be interested in more information about the Neighbourhood Forums?

Would your group be willing to get involved in council initiatives and consultation?

Question 4: Value for Money and Added Benefits

Please describe how the need for the proposed service or project was identified.

What research have you done that can demonstrate that the project / service would be provided for the best value for money?

(You may want to include other quotes you have or some research around costs.)

Have you applied for funding from anywhere else?

Name of other funder (include organisations own money if being used)	How much?	Have you secured this funding, waiting to hear or is it dependant on getting other funding?
e.g. Help Direct	£150	Waiting to hear

Question 6: Sustainability

A) Will the project still take place if funding is not received?
Please explain how if the answer is yes.

B) Will this project help generate any income for your organisation?
(For example, you may charge an entrance if holding a party, you may increase membership or you may hold a raffle)

C) Have you any fundraising activities organised in the future?
(Please note that we can advertise these activities for you for free)

Section 5: Details of your organisation and projects

Have you:

Attached your constitution	—
Completed all questions	—
Included the groups bank details	—
Signed and dated the sheet	—

Section 6: Signatures

Declaration

We confirm that we are authorised to sign this declaration on behalf of the organisation named in this application at 1a. 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/consortium for which we are taking the lead. We understand that any offer of a grant will be subject to terms and conditions, we confirm that the organisation has the authority to accept this grant if the application is successful, and to repay it if the conditions of the grant are not met.

PLEASE NOTE: You will be asked to submit receipts/invoices as proof of purchase for delivery of your project.

Signatory – Main contact named

I understand that you may contact me during the funding period and throughout the year of the grant and I confirm that I am authorised by the organisation/partnership for this purpose, and that you may rely on any further information I supply to you.

Signed

Please print name

Date

Name of organisation

Appendix 5
Neighbourhood Forum Project Funding Expression of Interest form

Neighbourhood Forum	
Lead Partner	
Lead Contact	
Phone Number & Email Address	
Project Name	

Brief description of project, programme or initiative

What will be the outcomes of your proposed work? Please indicate which Neighbourhood Plan key Issues and actions the project will help to achieve.

Please identify the expected outputs of your proposed work and who will benefit

Please list the partners involved in delivering the project, programme or initiative

What is the expected overall cost for the project?	Do you intend to seek match funding? If yes please outline.

Please set out the approximate grant being sought split by capital and revenue.				
	2011/12	2012/13	2013/14	Total
Capital				
Revenue				
Total				

Ensuring Sustainability
If the project will not complete by March 2014 you must state below how you intend to fund and sustain it past that date. For purely capital projects please state how you intend to fund any associated running costs. Also please state if your project will generate income and become all or partially self-financing as this will help ongoing sustainability

Signed by Neighbourhood Forum member on behalf of the lead partner

X

Please return completed form to:

Email: communitiesteam@rossendalebc.gov.uk

Post: *The Communities Team, Rossendale Borough Council, Stubblee Hall, Bacup, OL13 0DE.*

For more information about completeing this form, please contact the communities team on Tel: 01706 252552 or Email communitiesteam@rossendalebc.gov.uk



**Neighbourhood Forum Project Funding
BUSINESS CASE**

Basic Information

Neighbourhood Forum	
Lead Partner and Lead Contact	
Phone Number & Email Address	
Project Name	
Project Start/End Date	

Project Description

1. Description of project

2. Reason Neighbourhood Forum project funding is needed

**3. Justification for the project (Is there a need for the project; refer to any evidence)
Have all other options been considered?**

**4. Describe any linkages this project will have with other schemes and initiatives both
within the area and wider?**

5. Funding Source	2011/12	2012/13	2013/14	Total
Capital				
Revenue				
Other Committed Funds (please list)				
TOTAL				

6. FULL FINANCIAL PROFILE (please insert 'o' against any figures that are non-Neighbourhood Forum funded)

CAPITAL	Detail	2011/12	2012/13	2013/14	Total
REVENUE	Detail	2011/12	2012/13	2013/14	Total
				Overall Total	

7. If Neighbourhood Forum spend goes beyond 2013-14 please provide details:

8. Contingency plans for capital/revenue overruns

9. Financial Essentials vs. Desirables

Based on financial profile, which elements are optional, which could be scaled back to reduce costs?
Clarify essentials vs. desirables.

Outcomes and Outputs

10. Please state the projected outputs / outcomes

Output / outcome	2011/12	2012/13	2013/14	Total
e.g. Number of jobs created	1	-	-	1
e.g. Number of young people attending alcohol awareness sessions	50	80	100	230

*Outputs are the quantifiable activities that your project/service has carried out in order to meet the outcomes

11. Explanation of how outputs have been calculated?

12. Provide details of additional non-quantified benefits

Narrowing the Gap

13. How does your project target on improving outcomes in the most deprived neighbourhoods?*

*Worsley, Irwell, Longholme, Stacksteads, Greensclough & Healey and Whitworth have lower super output areas classified in the bottom 20% most deprived in England.

Value for Money

14. How does the project represent value for money?
Effectiveness – likelihood of achieving intended outcomes
Economy – can the same benefits be achieved for less
Efficiency – unit cost analysis compared with benchmarks where possible

PROJECT PLAN

15. High Level Action/Milestone	Who	Due Date

RISK ASSESSMENT

16.Risk Log	Risk (low, medium, high)	Probability (low, medium, high)

17. For any risks identified as medium to high, what actions will be carried out to minimise these risks

18. Organisations involved and their commitments to the project:

19. Demonstrate how you feel your organisation is competent and has capacity to satisfactorily deliver the proposed work

MONITORING

20. Confirm that the lead officer is accountable for implementation and monitoring. If no, please give details:

21. Explain how you will monitor the performance of your work against the project plan and expected outputs. (You will be required to provide quarterly progress reports to the Neighbourhood Forum)

FORWARD STRATEGY

22. Ensuring Sustainability
Please state below how you intend to fund and sustain the project. For purely capital projects please state how you intend to fund any associated running costs. Also please state if your project will generate income and become all or partially self-financing as this will help ongoing sustainability

23. NOTES – please include any other information that you feel is important

Signatures

Signature of Neighbourhood Forum Chair:

Name:

Signature:

Date:

Signature of lead officer

Name:

Signature:

Date: