

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 per year 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.
- All answers will be expected to fit in to the provided word count, those going over may not be considered for marking.

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. Stubblelee Hall, Bacup, OL13 0DE Email: gemma.rooke@rossendalebc.gov.uk Tel: 01706 252514

Other formats available on request.

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

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