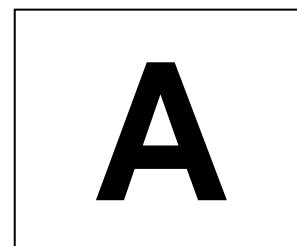


# Appendix 3 Rossendale Council Grant

## 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, or if you are a charity, your charity number.

### 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

<b>Banking details:</b> 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 on your statement how you will impliment 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. (250 - 350 words)

Please explain what you require funding for? (250 - 350 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: High Weighting 3**

What will you spend the money on? (250 - 350 words)

What research have you done that can demonstrate that the service is being provided for the best value for money? (250 - 350 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. Community Aid North Westt	£900	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? (250 - 350 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: Medium Weighting 2**

What evidence do you have that suggests there is a need for this work? (250 - 350 words)



**Question 8: Partnerships**  
**Priority: Low 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 individuals and groups**  
**Priority: Low Weighting 1**

How many people will benefit from this project?

Who will benefit	Target Number
e.g. Young People between the ages of 5-12 from Worsley Ward	75 per year
e.g. Parents we will signpost to support services	50 per year

## 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:

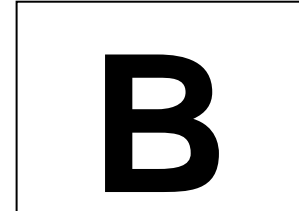
Please print name:

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. (250-350 words)

Please explain what you require funding for. (250-350 words)

What will be the outcomes and how will you report/evaluate these to us?

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.  
(250-350 words)

**Question 4: Value for Money and Added Benefits**  
**Priority: High 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. Community Aid North West	£900	Waiting to hear

If you are applying for three year funds, please give a clear brake down of how costs will differ each year, considering cost savings, use of resources, set up costs, staffing costs and others.

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? (250-350 words)

What is your experience of managing funding that you have successfully bid for previously? (250-350 words)

**Question 6: Sustainability**  
**Priority: Medium Weighting 2**

What will happen once the funding has expired? (250-350 words)

What is the organisations strategy for seeking future funding or generating self sustaining incomes?  
(250-350 words)

**Question 7: Project Development and Potential Risks**  
**Priority: Medium Weighting 2**

What evidence do you have that suggests there is a need for this work? (250-350 words)

Is there a risk if this project is not delivered/funded? Please explain (250-350 words)

**Question 8: Partnerships**  
**Priority: Low 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 individuals and groups****Priority: Low Weighting 1**

How many people will benefit from the project?

<b>Who will benefit</b>	<b>Target Number</b>
E.g. Young People between the ages of 5-12 from Worsley Ward	75 per year
E.g. Parents we will signpost to support services	50 per year

How have the service users and/or volunteers been utilised in developing this service? (250-350 words)

What opportunities does the organisation/project give to volunteers? (250-350 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.

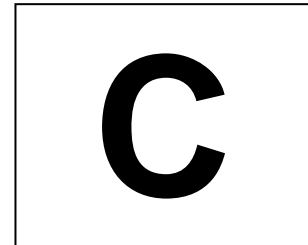
Signed:

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

<b>Banking details:</b> 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? (250-350 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. (250-350 words)

Please explain what you require funding for (250-350 words)

What will be the outcomes and how will you report/evaluate these to us?

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. (250-350 words)

**Question 4: Value for Money and Added Benefits**  
**Priority: High 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 give a clear brake down of how costs will differ each year, considering cost savings, use of resources, set up costs, staffing costs and others.

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. (250-350 words)

Can you demonstrate:

2) The added value the project will bring with it, for example through volunteer time. (250-350 words)

Can you demonstrate:

3) That the project provides a unique 'selling point' for Rossendale and potentially beyond. (250-350 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? (250-350 words)

What is your experience of managing funding that you have successfully bid for previously? (250-350 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. (250-350 words)

**Question 7: Project Development and Potential Risks**  
**Priority: Medium Weighting 2**

What evidence do you have that suggests there is a need for this work? (250-350 words)

Is there a risk if this project is not delivered/funded? Please explain (250-350 words)



What would be the risk if the project fails and how do you intend to mitigate/manage against that risk?  
(250-350 words)

**Question 8: Partnerships**  
**Priority: Low 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 individuals and groups**  
**Priority: Low Weighting 1**

How many people will benefit from this project?

Who will benefit	Target Number
E.g. Young People between the ages of 5-12 from Worsley Ward	75 per year
E.g. Parents we will signpost to support services	50 per year

How have service users and/or volunteers been utilised in developing this service? (250-350 words)

What opportunities does the organisation/project give to volunteers and what training and support do you offer these volunteers? (250-350 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: