

## Appendix 4

# Rossendale Borough Council Neighbourhood Forum Grants

## GRANT APPLICATION FORM (2011/12)

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If you require assistance completing this application, please contact the Communities Team on Tel: 01706 252552 or Email [communitiesteam@rossendalebc.gov.uk](mailto: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](mailto:communitiesteam@rossendalebc.gov.uk)

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

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### 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

<b>Banking details:</b> 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 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 demonstrably 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 all organisations that receive a grant will be required to provide monitoring information and receipts when requested, usually six months after the grant is awarded. 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 must clearly link the activity of the applicant to these priorities.

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 which 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](mailto:communitiesteam@rossendalebc.gov.uk)