

Rossendale Council Grant

ROSSENDALE COUNCIL GRANT APPLICATION PROCESS (2019/20, 2020/21 and 2021/22)

Note: Application forms will be issued by contacting Rossendale Borough Council. 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 and Criteria

- Rossendale based constituted third sector organisations, or third sector organisations that carry out work in Rossendale, that provide services that facilitate financial inclusion are entitled to apply for a Rossendale Council Grant.
- Applicants must be a constituted voluntary, community, faith group, a registered charity, not for profit and have appropriate governance in place including appropriate policies and procedures.
- Applicants must be able to demonstrate a track record of working in partnership to deliver services to Rossendale residents which support the aims following aims – ‘To improve financial inclusion in the Borough through a more co-ordinated approach to debt recovery, access to welfare benefits, access to financial services, prevention of problem debt and the provision of money advice’.
- Applicants must have demonstrable experience of working with Rossendale residents and have local knowledge of the issues facing the different communities within the Borough.
- Applicants can apply for a grant for up to 3 years.
- Applicants can apply for funding from £5000 upwards.

Application Process

- The grants process will open on Thursday 6 December 2018 for requests for application packs. Completed applications require returning by 12 noon on Monday 7 January 2019.
- 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 procedures to cover equal opportunities and vulnerable adult safeguarding.
- 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 will not be considered for marking.

Assessment Process

- Once applications are submitted, they will be assessed by Council officers in consultation with the Portfolio Holder and the Council's Grants Advisory Group.
- 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.
- Applicants will be notified of the decision on their grant application by the end of January 2019.

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.
- Applicants will be required to attend the Council's Overview and Scrutiny Committee to report on outcomes delivered through the grant.
- 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

Alison Wilkins, Rossendale Borough Council, The Business Centre, Futures Park,
Bacup, OL13 0BB Email: alisonwilkins@rossendalebc.gov.uk Tel: 01706 252593

Other formats available on request.

Tel: 01706 217777 or contact:

Rossendale Borough Council

PO BOX 74, Bacup, OL13 0WU

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