

Application Form for VCS Grant Funding

1 April 2019 - 31 March 2023

**Closing date for Applications: 12 noon on Monday 10
September 2018**

Please note late applications will not be considered

All applications forms must be submitted by email to vcsfunding@ealing.gov.uk.

Please read the application guidelines carefully before completing this form and ensure all parts of the form are completed fully. Please also ensure you attach all the required documents to your email.

Please read the grants criteria carefully to ensure that your organisation and service meets the identified need, criteria and service outcomes. For copies of any strategies referred to please see www.ealing.gov.uk

All documents and submissions will be treated as strictly private and confidential

If you need any help in completing your application, please contact the ECVS Skills and Partnerships Manager Gurpreet Rana via gurpreet@ealingcvs.org.uk

Name of grant you are applying for _____

Grant funding stream _____

Part A – About your organisation

For consortia bids the LEAD organisation must complete Part A ¹

Name of Organisation: _____

Date your organisation was established: _____

Name of Contact Person: _____

Address for Correspondence: _____

Email: _____

Telephone number: _____

Website: _____

Registered VAT number (if applicable) _____

1. Organisation's Aims and Objectives

Please provide an outline of your organisation's overall aims and objectives. *Maximum of 300 words*

¹ The Council will consider bids by consortia. For consortia bids there must be a lead organisation that will be responsible for the overall delivery of the service, and be accountable for the conditions of grant, making payments to partners, accounting for all funds and completing monitoring forms and other information requests.

2. Organisation's Services

Please provide a brief outline of the key services currently provided by your organisation (including partner organisations, if a consortium bid). *Maximum of 300 words*

3. The legal status of your organisation

- Company limited by Guarantee
- Registered Charity Registration No: _____
- Registered Social Landlord Registration No: _____
- Voluntary/Community Organisation
- Social Enterprise / Community Interest Company Registration No: _____
- Friendly Society Registration No: _____
- Other (please describe): _____

Is this a branch or subsidiary of a larger or national organisation?

- Yes
- No

If yes, please describe:

Are you part of a federal organisation?

Yes

No

If yes, please describe:

4. London Living Wage

a) Are you a London Living Wage Employer?

Yes

No

b) If not, what steps are you taking to work towards accreditation?

5. Management Committee

Name of Chair of the Management Committee: _____

Email: _____

Telephone: _____

Please give details of any Councillors or council officers, CCG GB members or CCG officers that are members of your management committee or Board of Trustees

6. Is this a Consortium Bid?

Are you applying as the sole applicant and will deliver 100% of the key deliverables yourself?

Yes

No

Are you applying as a consortium?

Yes

No

If yes, please list all partner organisations of the consortium

For consortia bids we require a signed Statement of Intent from all the partners of the consortium, setting out: (a) the lead body (b) policy and procedures of the lead body, (c) the role of each partner in the delivery of the service (d) that the consortium members have agreed to cooperate in making the application, and (e) details of the arrangements the consortium members intend to put in place for the purpose of the grant, e.g. will it be a partnership, a joint venture or is the intention to form a new company. See template provided.

Note: Should the grant be awarded to the Consortium, a full Memorandum of Understanding will be required from the successful applicant setting out the responsibilities of each consortia member and the allocation of funding between the partners. A template for this will be available in due course.

7. Policy, Procedures and accounts:

Copies of a number of policies, procedures and accounts need to be sent in with your application form. Note: If you are applying as part of a consortium we only need supporting documents from the lead organisation.

- Constitution / Governing Document
- Last Annual General Meeting Minutes
- Committee Members and contact details
- Supporting documents of legal status (if applicable)
- Insurance certificate
- Safeguarding Children Policy (for all Children's Services)
- Safeguarding Adults Policy
- Equal Opportunities Policy
- Health and Safety policy
- Registration No. with appropriate bodies i.e. OfSTED, CQC (if applicable)
- Complaints Procedure
- Audited accounts for the last two years. If these are not available an alternative means of demonstrating financial status will be required
- A Statement of Intent for consortia bids signed by all partners (if applicable)

Please note that some grant criteria may require details of additional policies, procedures and documents. Please read the criteria carefully and enclose any additional required documentation with your application.

Note: Copies of your policies, procedures and accounts will need to be attached to each individual application if you are applying for more than one grant.

Part B – Application for funding

Information about the service you wish to provide. This is the most important part of the application form.

Please ensure that you answer all the questions and that you submit a Service Delivery Plan with your application.

Service Details

- 1. What services do you currently provide in Ealing?** *Maximum of 250 words*

- 2. What is your understanding of the needs of service users and residents in Ealing?** *Maximum of 300 words*

3. Delivery of the services/activities required by the grant *Maximum of 1200 words*
Please say how you propose to deliver the services and outcomes set out in the grant criteria document, detailing how any risks will be managed and how these activities will meet the needs identifies in Q2. Note: this section will be considered alongside your Service Delivery Plan

4. Service Delivery Plan (SDP).

All applicants must submit with their application a service delivery plan covering the funding period (i.e. 2019 – 2023) using the template provided. If the application is from a consortium the service delivery plan should identify clearly roles and funding for each partner organisation. The SDP must include relevant information on outputs, outcomes and timescales for each key activity or service for the specific grant applied for. It should also include information on how the outputs and outcomes will be measured. See template provided.

A service delivery plan is attached to this application

5. Applicant's experience of delivering these services/activities *Maximum of 800 words*

Please set out below

- a) Your "track record" in delivering these activities / services.
- b) The capacity and resources (e.g. premises, equipment etc.) required to carry out the above activities / services safely, efficiently and effectively.
- c) The expertise and knowledge, the skills, qualifications etc. of staff, volunteers and management committee members.
- d) Your approach to quality assurance (outline any quality assurance measures you have or working towards including accredited qualifications)
- e) Your approach to participation and consultation methods with service users and how this influences service development/delivery
- f) Your approach to the recruitment, supervision and monitoring of staff and volunteers

6. Working in partnership with others *Maximum of 800 words*

Please describe:

- (a) your experience of working in partnership with other organisations at both an operational and strategic level to deliver services
- (b) how will you work with other organisations to deliver the proposed services.

7. Delivering and Measuring Outcomes

Please set out how you will demonstrate and measure your delivery of the outcomes?
Maximum of 600 words

8. Assessing Social Value

What additional social value benefits do you envisage your service delivering? In particular, what specific benefits will there be in terms of resources, experience and knowledge for:

- Improved outcomes for local people
- Employment of local people
- Employment for disabled people
- New apprenticeships for local unemployed young people
- Building wider community capacity and skills

Maximum of 500 words

9. Working with volunteers

How will your organisation/consortium provide volunteering opportunities for local people?

Please include details of how you will check, train and support them. *Maximum of 200 words*

10. Location of proposed service

a) Please state where the activities / services will be located in the borough

b) Which geographical areas will be served?

- Acton
- Ealing
- West Ealing
- Hanwell
- Northolt
- Greenford
- Perivale
- Southall
- Borough wide

11. Frequency/availability of the Service

Please state timing and frequency of your proposed services/activities. *Maximum of 150 words*

12. Please provide details, where appropriate, of your signposting and referral processes and policies. *Maximum of 200 words*

13. How will you ensure information will be communicated effectively and take into account the needs of people accessing the service (including any specific new cohorts)? *Maximum of 400 words*

14. Equalities / Community Cohesion: Please describe what actions you will take to promote equality, diversity, social inclusion, community cohesion and sustainability. *Maximum of 600 words*

15. Budget

a) Income

Please detail the income specifically for the services/activities you are applying for and indicate whether it is committed (C), probable (P) or anticipated (A).

Source	Amount £ 1/4/19 to 31/3/20		Amount £ 1/4/20 to 31/3/21		Amount £ 1/4/21 to 31/3/22		Amount £ 1/4/22 to 31/3/23	
	£	C, P or A	£	C, P or A	£	C, P or A	£	C, P or A
LBE / ECCG Grant								
Grants from other funders (e.g. Big Lottery, Charitable Trusts)								
Funding from Government departments and other statutory organisations								
Fundraising (e.g. fundraising drives, crowdfunding, charges)								
In-kind (i.e. volunteer time, business sponsorship)								
Other								
TOTAL	£		£		£		£	

If you have entered an amount for 'Other', please specify the source/sources

b) Expenditure

Please outline all your expected expenditure specifically for the services/activities being commissioned.

	Amount £ 1/4/19 to 31/3/20	Amount £ 1/4/20 to 31/3/21	Amount £ 1/4/21 to 31/3/22	Amount £ 1/4/22 to 31/3/23
Staff Costs (list all posts that will deliver the service)				
Staff training				
Volunteering costs				
Service delivery costs (i.e. rent, post, stationary, utilities etc.)				
Resources (activities, equipment etc.)				
Management costs				
Other				
TOTAL	£	£	£	£

If you have entered an amount for 'Other', please specify the type of expenditure

16. How will you achieve and demonstrate value for money? *Maximum of 400 words*



Declaration

When you have completed the application please sign this declaration.

I _____ being the authorised representative of
_____ (the organisation/Lead organisation) confirm
that the information given in this application is correct and that the project/organisation is not
established or conducted for profit.

- I understand that Ealing Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information.
- I have provided all the supporting documents as set out in the application form
- I declare that there is no conflict of interest in relation to the Council's requirements.
- I undertake to inform Ealing council of any changes in the organisation's circumstances that would affect this application

Signed _____

Date _____

Please submit completed application form to vcsfunding@ealing.gov.uk .

You will be sent an acknowledgement on receipt of your application form.

De Minimis Aid Declaration

Note: this section (and the statement on De Minimis in the Guidance Notes) applies to all organisations intending to apply for a grant under the terms of the Treaty on the Functioning of the European Union, De Minimis Regulation.²

Declaration

I declare that the amount of State aid received by the company/organisation over the last three years is:

Year and date aid was granted	Value of the aid in Euros.	From which organisation and which scheme	What activity or item was the aid given for	Was it under a notified scheme or block exemption?
Fiscal year end date within 2015				
Fiscal year end date within 2016				
Fiscal year end date within 2017				
Fiscal year end date within 2018				

Signed _____

Date _____

Position _____

Must be an officer of the organisation with the authority to bind the organisation in legal agreements

Company/Organisation (full Legal Name) _____

² Commission Regulation (EC) no. 1407/2013 of 24 December 2013.