

**Household Support Funding**

**Up to March 2023**

1. **Details of your organisation/group**

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| Organisation/group name: |  |
| Organisation/group address: |  |
| What type of group are you? i.e. charity, association, trust, company limited by guarantee, Industrial and Provident Society (IPS), Community Interest Company (CIC), etc.  |  |

1. **Who should we talk to in your organisation/group about this application?**

|  |  |
| --- | --- |
| Name: |  |
| Role: |  |
| Telephone number: |  |
| E-mail address: |  |

1. **Please describe the support your organisation can provide to meet the funding criteria.** i.e.your approach to the delivery of this support, in particular forms of support being distributed, value of individual awards, etc (300 words maximum)

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1. **Please describe how you will identify the people who need this support including your approach to targeting hard to reach and diverse groups?** (300 words maximum)

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1. **How many households do you expect to be able to support with the funding?** (100 words maximum)

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1. **How will you monitor and record number of awards and expenditure?** (200 words maximum)

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1. **How will you ensure that there is no duplication of provision of support with what is already being provided by the Council?** (200 words maximum)

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1. **How much funding are you applying for?**

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1. **Please detail the budget for the project/activity** – a separate budget sheet can also be submitted with your application if appropriate

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| **Costs**  | **Details of what this will cover** | **Amount £** |
| Amount awarded to be individuals/ households |  |  |
| Staff costs |  |  |
| Volunteer costs |  |  |
| Venue hire |  |  |
| Equipment, resources |  |  |
| Promotion |  |  |
| Management costs |  |  |
| Other (please specify) |  |  |
| Total |  |  |

**Please note:** This funding is to provide direct support to vulnerable people and so the expectation is that no more than 20% of the budget will be spent on administrative/staff costs

**Terms and Conditions**

1. All organisations receiving a grant from Ealing Council must have a UK-based bank or building society account in the name of their organisation as shown on their governing document.
2. The grant applied for must be used by the end of the financial year in which the allocation was made unless otherwise agreed.
3. The funding must be used only for the purpose specified in the application. The applicant will be responsible for the expenditure of the monies allocated. Organisations are expected to retain all records/receipts of any expenditure as these may be requested by the council.
4. If for any reason the project cannot be delivered, or the organisation ceases to exist, you must notify the Council and if so requested, return any unspent grant.
5. Ealing Council accepts no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any funded project.
6. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must receive the appropriate Disclosure and Barring Service (DBS) clearance to ensure they are suitable to do so.
7. Organisations receiving funding awards will be required provide a short monitoring form to report back on delivery of their project/activity and outcomes achieved.
8. Contact details of organisations receiving funding will be added to the Ealing Council database as appropriate.
9. Successful organisations must acknowledge our funding support in any promotional activities and publicity material.

# **You must complete and sign the declaration overleaf before submitting this application.** Typed signatures will not be accepted.

**Checklist**

You must provide the following documents with your application.

* Governing document/constitution
* Most recent financial accounts
* Last three bank statements
* Safeguarding Policies (if relevant to your project). These documents should all be in the name of your organisation.
* Health & Safety Policy
* Copies of insurance documents

# **Declaration**

**By signing the box below, I agree to the following:**

* I am authorised to make the application on behalf of the above organisation.
* I give permission for Ealing Council to record the details of my organisation and to correspond with the key contact as detailed in the application.
* I certify that the information contained in this application is correct and that any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withholding any information, could make my application invalid.
* I will inform Ealing Council if the information in the application changes in any way.
* I have read, understood and will comply with the terms and conditions of the Household Support funding grant.

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| **Organisation/ group name:** |  |
| **Signed:** |  |
| **Name:**  |  |
| **Position:** |  |
| **Date:** |  |

**Please return by 5.00pm on Monday 7th November 2022**

All completed application forms should be emailed to vcsfunding@ealing.gov.uk

**For Office Use Only**

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| --- | --- |
| Panel Decision Report reference: |  |
| Payment amount: |  |
| Date: |  |
| Verification signature: |  |