

5 ways to Wellbeing Grant
January 2024 – June 2024

Application Form



Please ensure this form is received by 29th February 24

Details of your organisation/group

Organisation/group name:	
Organisation/group postal address:	
Web address (website)	
What type of group are you? i.e. charity, association , trust, company limited by guarantee, Community Interest Company (CIC), not constituted etc.	

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

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

1. Name of your Project for developing 5 ways to wellbeing campaigns(s).

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2. Please specify the proposed date(s) for your engagement(s)/ workshops.

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3. Please describe your engagement (s) including its overall aims and outcomes. i.e. What will you deliver? What are you trying to achieve? What benefits will there be for participants? How will you engage with your communities to **co-produce culturally competent 5 ways to wellbeing campaign resources for Ealing residents**? which groups or communities will you work with- please specify? What types of resources will you be creating? (300 words maximum)

4. **Please describe why you think this project is needed.** Please include any research or consultation you have done. Highlight any evidence you have of the need for creation of resources like this. (150 words maximum)

5. **Please describe who will be invited and how many participants you expect at this event** i.e. tell us whether the workshop and resources created will focus on any specific age group, gender, ethnicity, disability, marginalised group etc? (100 words maximum)

6. **Where in Ealing will the engagement (s)/ Workshops take place and what area will it cover?** i.e. will it be based in a specific location or will the service/activity be available across the borough.

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

Project costs - Please outline all your expected expenditure specifically for this project/ including staff costs directly related to the project, volunteering costs, resources such as equipment, promotion etc.

Costs	Amount £
Staff costs	
Volunteer costs	

Venue hire	
Equipment	
Promotion	
Other (please specify)	

8. **If funding is awarded, are there plans to continue the project/ activity after the grant ends to ensure there is a lasting benefit for the community?** For example, will you need to secure any additional funding, can it be self-financing or will the project end?

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 June 2024** unless otherwise agreed.
3. The funding must be used only for the event(s) 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 event(s) cannot be delivered, or the organisation ceases to exist, you must notify the Council & Public health 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 event(s) 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 and Ealing Council logos in any promotional activities and publicity material.

You must complete and sign the declaration overleaf before submitting this application.

Checklist

Have you included the following?

- ☐ Governing document/constitution – newly formed groups need not have this document, but they should have a bank account for the organisation.
- ☐ Most recent financial accounts – if you are a new organisation, please submit a three-year income and expenditure forecast.
- ☐ Last three bank statements – if you are a newly formed organisation, please provide evidence that you have a bank account.
- ☐ Safeguarding Policies (if relevant to your project). These documents should all be in the name of your organisation.
- ☐ Copies of insurance documents (where appropriate)

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 Ealing 5 ways to Wellbeing Grant Grant Terms and Conditions.

Organization/ group name:	
Signed:	
Name:	
Position:	
Date:	

Please return by 5pm on the 29th February 24

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

For Office Use Only

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