



Ward: Various

Adur Competitive Community Grants Budget 2011/12

Report by the Executive Head of Planning, Regeneration and Wellbeing

1.0 Summary

- 1.1 This report requests the Cabinet Member to consider the allocation of the 2011/12 grants budget amongst the 14 applications that were received before the deadline date of 25 November 2011. The applications total nearly £50,000 and the unspent amount in the grants budget is £82,460.

2.0 Background

- 2.1 There is no legal obligation on the Council to provide financial or other assistance to voluntary and community groups. However, the Council recognises the vital part played by such groups in the life of the District e.g. in the Council's corporate priorities 2011-14: 'Develop ways in which the Councils can commission the Community and Voluntary sector to deliver services'.
- 2.2 The Council currently provides grants to voluntary groups in two ways: through ongoing contracts and Service and Funding Agreements with a number of key providers, and through a small grants programme which is subject to annual application.
- 2.3 The Council also supports voluntary groups through the granting of discretionary rate relief and subsidised rents. However, the recommendations in this report do not apply to these forms of support.
- 2.4 In previous years Adur Community Grants have been decided by an informal panel of members. In 2010/11 large grants were awarded to 13 organisations. A table showing these grants is attached as **Appendix 1**. The maximum amount per grant in 2010/11 was £10,000; in 2011/12 this has been reduced to £5,000.
- 2.5 In 2011/12, in the interests of transparency, the decision-making is being dealt with via a report in the public domain. The Adur Community Grant process has also been moved to later in the financial year so as not to clash with the Pot of Gold funding process. Due to the lateness in advertising the 2011/12 process, there was the likelihood of confusion and a couple of the applications which received funding in 2010/11 are ineligible for consideration. The applications have been scored against the criteria set out on the application form – see copy of Application Form and Scoring criteria in **Appendix 2**.

3.0 Proposals

3.1 Fourteen applications have been received, a summary of each can be seen below.

3.2 CW2011/00016 Action on Elder Abuse (Lancing Group)

The AEA Lancing Group is a group of older volunteers and others with an interest in preventing and dealing with elder abuse. It provides a centralised point of expertise on elder abuse at local level, and focuses on the prevention of abusive practices and environments, and appropriate interventions in abuse situations. Specifically, AEA group members will be supported and trained to provide a buddying service, to provide peer support and to promote good practice within local care homes and hospitals.

Funding of **£3,000** has been requested for publicity materials, stationery and equipment such as a laptop, printer, projector and screen, flipchart stand and a lockable filing cabinet and also for volunteers' expenses when visiting clients' homes.

3.2 CW2011/0005 Adur Special Needs Project

Adur Special Needs Project provides a lifeline for families struggling to cope with the pressures of safely occupying and stimulating children and young people with disabilities and extra special needs. They are based in Shoreham and support children and families in the local area.

Funding of **£5,000** has been requested to help towards the cost of employing and training 2 members of staff for a weekend play scheme.

3.3 CW2011/0007 Camelia Botnar

The Camelia Botnar Childrens Centre opened in 1979 and was purpose built for pre-school children, especially those with special needs and those from disadvantaged families.

Funding of **£5,000** has been requested to go towards the cost of the centre's refurbishment fund.

This application does not meet several of the community grants criteria and is not therefore eligible for funding.

3.4 CW2011/0012 Company Paradiso

Company Paradiso work with hard to reach young people on a variety of projects, the latest proposal is Write to Health. They plan to engage with 20 people to talk about or voice record their difficult experiences for 15 minutes a day over 3 days. Participants' wellbeing will be measured before and after the programme to evaluate outcomes. 6 writing workshops will also take place at the Cornerhouse in Southwick.

Funding of **£5,000** has been requested to pay for the costs of the project leader, workshop leader, project management, evaluation, materials and admin costs.

3.5 **CW2011/0013 Cruse**

Cruse West Sussex Area is part of the national charity, Cruse Bereavement Care. This was founded in 1959 but is entirely self funded by money raised by its volunteers and staff based in West Sussex. The area includes the three local branches based in Worthing, Chichester and Mid-Sussex.

Funding of **£2,718** has been requested for travel expenses, administration costs and publicity materials.

This organisation received £4,582 from the Adur Community Grants pot in the 2010/11 financial year and is therefore ineligible to apply in the 2011/12 financial year.

3.6 **CW2011/0002 Electric Storm Youth**

Electric Storm Youth continues to pursue its long term vision of providing a new purpose built youth centre for the Adur community based in the centre of Lancing, and has recently received permission to build. Their first priority is to reach young people wherever they are in their local communities by means of outreach work and by providing hot chocolate as an incentive to get to know the young people better. A youth worker will deliver these outreach sessions.

Funding of **£5,000** has been requested for materials and food and drink for drop-ins and for outreach sessions and also towards the cost of a part time youth worker.

3.7 **CW2011/0014 Friends of Shoreham Beach**

Friends of Shoreham Beach are a local group with an interest in the environment.

Funding of **£320.93** has been requested to enable them to continue to support World Oceans day and to be able to facilitate the Environment Festival during Adur Festival 2012. Funding will be for volunteer expenses and publicity materials.

Friends of Shoreham Beach received £5,000 in the 2010/11 financial year for another project.

3.8 **CW2011/0011 Growing Artists**

Growing Artists is a voluntary social enterprise working to tackle social and personal issues that the most disadvantaged members of the local community face through creative interventions.

Funding of **£5,000** has been requested towards the cost of session leaders for both adult day sessions and afterschool sessions and also towards materials and admin costs.

3.9 **CW2011/0003 Homestart**

The overall aim of the service is to support parents, with at least one child under the age of five, who are facing difficulties, in order that they may give their children the best possible start in life. This project will cover the whole of Adur. Homestart intend to offer practical and emotional support to 80 Adur families in a year through their volunteer scheme.

Funding of **£4,020** has been requested for help towards the costs of training volunteers, volunteer expenses, publicity and admin costs.

Homestart was awarded £2,500 in 2010/11 for an identical worded project.

3.10 **CW2011/0009 International Neighbours**

International Neighbours organise an annual multi-cultural event at the Shoreham Centre as part of the Adur Festival encouraging a diverse mix of people and cultures to exhibit together and get to know one another.-

Funding of **£1,093** has been requested towards the costs of the event in 2012, such as publicity, performers, admin costs and room hire.

Funding of £500 has already been awarded to International Neighbours from the 2011/12 small grants pot for the June 2011 event.

3.11 **CW2011/0008 Old Fort**

The Old Fort has recently embarked on a local history project to provide information packs for schools as a teacher-friendly resource for children learning about Adur's social and natural history. The project will write an illustrated history and natural history in language the children can both understand and find interesting, in order to bring history 'to life' for them.

Funding of **£3,100** has been requested for costs of historian, memory sticks, website upgrade and scanning of 'The Showman's Dream'.

For the Cabinet Members' information there is also another community group in existence namely Friends of Shoreham Fort. The Old Fort has been asked to approach this group to develop links (NB: the chair of the Old Fort group, who has signed the application form, is a Neighbourhood Worker employed by Adur District Council. This application has been completed in the worker's own time and the worker is not employed in a capacity which may influence the decision).

3.12 **CW2011/0001 SASBAH**

Sussex Association for Spina Bifida and Hydrocephalus (SASBAH) works with those in Sussex who have Spina Bifida and / or Hydrocephalus to create and develop life opportunities. Services include The Advisor Service, The Education Advice Service, Youth work, Residential breaks, welfare grants, and SASPIRE, a social enterprise enabling service users to train, gain work and manage their transition into employment.

Funding of **£3,000** has been requested for staff costs, programme costs and core costs relating to service users living in the Adur district.

3.13 CW2011/0004 Southlanders

Southlanders Community Group aims to bring members of the local community together, to encourage people out of isolation and to communicate with others, improving their health and wellbeing.

Funding of **£3,165** has been requested towards the cost of a greenhouse for the community garden.

3.14 CW2011/0010 The Storm Basketball Club

The Storm Basketball Club provides a junior basketball club for children and young people from 5 – 18. This includes those with special needs. There are currently 50 members of the group and training takes place at Sir Robert Woodard Academy. The club runs a bursary scheme for children in need of financial help to get involved. They also provide boots and kits.

Funding of **£4,100** has been requested for kits, balls, training shirts and venue hire.

4.0 Legal

4.1 Section 2 of the Local Government Act, 2000 allows a Council to do anything which they consider is likely to achieve the promotion or improvement of the economic, social or environmental well-being of its area. This includes the giving of grants.

5.0 Financial implications

5.1 There will be an underspend of at least £32,460 within this budget following the allocation of grants, even if all applications are agreed by the Cabinet Member.

5.2 Despite the underspend, there is still real need in the voluntary sector, particularly during these times. It is therefore recommended that any remaining underspend (after the allocation of grants) is considered for the purposes of supporting other voluntary sector organisations locally. This will be agreed by the Cabinet Member in due course.

6.0 Recommendation

6.1 It is recommended that the Cabinet Member

- i) Makes decisions concerning the allocation of the 2011/12 Adur Community Grants budget in line with the suggested scoring criteria;
- ii) Considers how any remaining grant budget is allocated to other key voluntary organisations locally (as set out in 5.2).

Local Government Act 1972

Background Papers:

None

Contact Officer:

Anne Jones
Voluntary Sector Support Officer
Adur Civic Centre
01273 263175
Anne.jones@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

- 1.1 Work more closely with and commission our communities, the voluntary sector, public organisations, business and commercial sectors to develop and deliver services

2.0 Specific Action Plans

- 2.1 Develop ways in which the Councils can commission the Community and Voluntary sector to deliver services.

3.0 Sustainability Issues

- 3.1 Matter considered and no issues identified

4.0 Equality Issues

- 4.1 Scoring criteria include: 'targeting inequalities and deprivation' and 'target local neighbourhood improvement areas'

5.0 Community Safety Issues (Section 17)

- 5.1 Matter considered and no issues identified

6.0 Human Rights Issues

- 6.1 Matter considered and no issues identified

7.0 Reputation

- 7.1 The new more transparent way of decision-making should enhance the Council's reputation

8.0 Consultations

- 8.1 Matter considered and no issues identified

9.0 Risk Assessment

- 9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

- 10.1 Matter considered and no issues identified

11.0 Procurement Strategy

- 11.1 Matter considered and no issues identified

12.0 Partnership Working

- 12.1 Partnership working with the voluntary and community sector

Grants awarded by Adur District Council to voluntary & community sector organisations in 2010/11			
Organisation	Purpose	Amount	Category of Beneficiary
Multi-Year Agreements			
Adur Voluntary Action	Provide support to VCS orgs	£29,730	VCS orgs
Adur Volunteer Centre	Provide support to VCS orgs	£7,500	Everyone
Worthing & Adur Citizens Advice Bureau	Info & Advice	£79,080	Everyone
Adur Community Transport	Dial a Ride Services	£18,000	Disabled People
	Sub Total	£134,310	
One Off Project Funding			
Marlipins Museum	Education & Community Project	£8,000	Young People
Sir Robert Woodard Academy	Performing Arts Tour to Poland	£7,000	Young People
WRVS	Good Neighbours	£5,000	Older People
Friends of Shoreham Beach	Development of the Local Nature Reserve	£5,000	Whole community / Environment
Adur Detached Project	Multi-activity Competition Days	£4,900	Young People
Cruse West Sussex Area	Cruse West Sussex Area	£4,582	Bereaved People
Lancing Youth Centre (WSCC)	Extreme Summer Programme	£4,500	Young People
Wickers Gymnastics Club	Pre-school Outreach Project	£4,100	Young People
Home Start	Supporting Families	£2,500	Young People
Beach Dreams	Music Workshop Project	£2,100	Whole community / arts
St. Marys Event Committee	Cherishing the Churchyard	£2,000	Whole community / Environment
Contact the Elderly	Shoreham & Lancing	£1,160	Older People
Vitalise	Respite Care Breaks	£1,120	Carers
	Sub Total	£51,962	
One Off Small Grants - Groups			
Adur Arts Forum	Lunchtime Concert Series	£500	Whole community
Shoreham & Southwick U3A	Mobile Phone Training	£451	Older People
Shoreham Community Association	Bingo & Transport for Older People		Older People
	Ballet Bars for younger people	£500	Younger People
TS Intrepid	Short Range Radios	£405	Younger People
One Off Small Grants - Individuals			
Heath Saxby	Costs of disabled archery	£500	
Nick Smith	Cycling equipment & training costs	£400	
	Sub Total	£2,756	

2011/12 Adur Community Grants

Name of Project

Name of Appraiser

Amount Requested

Community Grant Applications will be considered for services that assist in the following 5 **priority** areas (see Q 12)

Q 12	Score 0-5
1 promoting health & wellbeing in the local community	
2 promoting community involvement and volunteering opportunities	
3 targeting inequalities and deprivation	
4 increasing partnership working between organisations	
5 promoting the regeneration of the district	
SUB TOTAL	/25

Preference will be given to applications which

	Score 0-5
target local neighbourhood improvement areas (LNIAs) in Adur (Q 9)	
evidence need (Q 6)	
demonstrate strong local community support and leadership	
demonstrate good value for money (Q 7 ; Q 13)	
are sustainable in the long term (Q 12 ; Q 14)	
are getting more people involved rather than just working with an established user group (Q 12)	
SUB TOTAL	/30
TOTAL	/55

Referee.....

Adur Community Grants Up To £5,000



Guidance notes and application form for groups/organisations making an application for up to £5,000.

Introduction to funding scheme

Adur District Council Community Grants are administered by the Council's Community Wellbeing team based at the Civic Centre in Shoreham-by-Sea. Grants will be considered for amounts **up to £5,000** to local groups and organisations for services that meet the criteria below.

No funding is available for individuals.

The closing dates for applications will be Friday 25th November 2011. Applications received after this date will NOT be considered for funding.

Community Grant Applications will be considered for services that assist in the following 5 priority areas;

- promoting health & wellbeing in the local community
- promoting community involvement and volunteering opportunities
- targeting inequalities and deprivation
- increasing partnership working between organisations
- promoting the regeneration of the district

Up to £5,000 funding – Who can Apply?

Any constituted groups or organisations working with local people in the Adur District

Please note: We cannot accept applications from individuals.

How much can you apply for?

Groups or organisations can apply for up to £5,000 in any one financial year and can only make one application for funding each financial year.

We can only fund services that will take place within one year of awarding the grant.

What can be funded?

Preference will be given to applications which

- Target Local Neighbourhood Improvement Areas (LNIAs) in Adur (Churchill, Peveler, Eastbrook, Southlands, Hillside and Mash Barn)
- Evidence need
- Demonstrate strong local community support and leadership
- Demonstrate good value for money
- Are sustainable in the long term
- Have not received Adur District Council Pot of Gold funding in the current year
- Are getting more people involved rather than just working with an established user group

What cannot be funded?

- Projects that do not involve residents of the Adur District
- Projects that promote religious or political beliefs
- Projects that have already taken place

PLEASE NOTE: If you need to attach additional A4 sheets at any stage of the application please head the sheets with;

- 1) the name of your group or organisation
- 2) A contact name and telephone number or email address
- 3) The name of your service

Before returning your form, please ensure that you have enclosed the following documents as without them your application will **NOT** be considered.

- 1. *Your group/organisation's constitution / governing document***
- 2. *Latest set of audited annual accounts***
- 3. *Copy of your Safeguarding Policy***
- 4. *A copy of your Equalities & Diversity Policy (see P15)***
- 5. *A copy of your Public Liability Insurance***
- 6. *Page 21 of the application form signed and stamped by your bank or building society***

Make sure that a SENIOR CONTACT (see Q18. from your organisation signs the Grant Agreement on page 17.

Make sure that the MAIN CONTACT (see Q2. signs the Declaration on Page 19.

**Make sure that you have an INDEPENDENT REFEREE for this application and that they sign the space on Page 13.
Please note that the reference will be taken up before the grant is awarded.**

How do we apply?

Fill in the attached form and send to:

**Community Wellbeing Team
Adur Civic Centre, Room 209
Ham Road
Shoreham-by-Sea
West Sussex
BN43 6PR**

**E-mail: community.wellbeing@adur.gov.uk
Tel: 01273 263311**

Please Note

All applications must be received by the closing date. No applications will be processed after this.

A condition of the awarding of a grant is the completion of a 6-month and 12-month monitoring form. An Adur District Councillor will also be asked to visit and to provide a written report. Previous grant recipients must leave a gap of at least one funding year before another application will be considered.

Failure to complete and return the monitoring forms at the appropriate time will render your organisation ineligible to apply for future Adur Community Grants.

Application Ref. No. (please leave blank - office use only)

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**Adur Community Grants –
Application Form up to £5,000**

Q1. What is the name of your service?

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Q.2 About you and your group

Name of group or organisation

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Contact address

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.....Post Code.....

Daytime Telephone Number.....

Mobile Telephone Number.....

E-mail address.....

**Please give details of the Management Committee of your
organisation (there must be at least 3 unrelated people on
your governing body)**

Name.....

Position.....

Address.....

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.....Post Code.....

Daytime Telephone Number.....

Email address.....

This address
should be the main
address of your
group **but all
correspondence
will be sent to the
address given in
Q3**

Name.....

Position.....

Address.....

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.....Post Code.....

Daytime Telephone Number.....

Email address.....

Name.....

Position.....

Address.....

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.....Post Code.....

Daytime Telephone Number.....

Email address.....

What is your group?

(Please tick all that apply):

a) Registered Charity

if so add your charity number

b) Community Group or society

c) Other

If other please specify

When did your group start?

Month.....Year.....

Are you a branch of or related to a larger organisation? If so which one?

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The Main contact cannot be the same person who will be signing the Grant agreement on page 17.
(The person who signs the agreement will be your Senior Contact)

Q3. Main contact for this application

Please note: This must be someone who can talk about this funding application and can be contacted during normal office hours.

Title.....First Name.....
Surname.....

What is your position in the group?

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Address (for all correspondence relating to the application if different from the one on page 4)

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.....Post code.....

Phone number (day).....

Evening.....

Email address.....

Remember we only fund projects that take place in the year following the award of the grant

Q4. When will your service commence?

Start Date (month/year).....

End Date (month/year).....

In which Adur ward (or wards) will your project take place?

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(Ward information is available at www.adur.gov.uk or by calling the Community Wellbeing Team on 01273 263311).

Please describe realistically what you intend to do if awarded a grant. Please use an additional A4 sheet if you need to.

If you need to attach additional A4 sheets at any stage of the application please head the sheets with:

- 1. The name of your organisation.**
- 2. A contact name and telephone number.**
- 3. The Name of your project.**

Q6 Have you spoken to local people? Is your project part of other work that is going on in the community? Have you carried out research into community needs?

Make a reasonable guess, doesn't need to be too accurate and a higher number of people is not necessarily better.

Q5. Describe your service

(please be as detailed as you can)

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Q6. How do you know that people in your community want these activities to take place? What evidence have you collected?

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Q7. Please estimate how many people will directly benefit from your project.

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Ages of the people who will directly benefit from your project (estimate numbers of specific age groups or tick 'All Ages' box if more appropriate):

0 – 12 13 – 19 20 – 65 65+ **All Ages**

You need to show how you adhere to current legislation. If you have trained and experienced people working on your project, with an understanding of health and safety issues, then please mention it. If you are unclear about carrying out risk assessments and current legislation please contact Adur Voluntary Action 01903 854980

Ward information is available at www.adur.gov.uk or by contacting the Community Wellbeing Team.

Q8. Please explain how you will address any safety issues that may be related to your project. If working with children or young people (under 18), or vulnerable adults, how will they be kept safe?

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Does your group have the following?

- Public Liability Insurance
- Safeguarding Policy (if your work involves contact with children or vulnerable adults)
- Equalities & Diversity Policy (See page 15)

Please note that your group will need to have these to be considered for a grant and copies of these documents should be sent in with your application

Q9. Who will the project benefit?

a) Where will most of them come from? (ward or wards).

.....

b) Is the project aimed at a particular group of people?

Yes No

c) If you have answered 'Yes', which groups in particular

Unemployed

People on low income

Refugees/asylum seekers

Disabled people

Other

(Please specify).....

d) how will you ensure their participation?

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Q10. How many people are involved with your group (i.e. running the activities and management committee, etc?)

Management Committee.....
Paid Staff.....
Volunteers.....
Other (Specify).....

Q11. Would you describe at least one third of the people listed in Q10 above as any of the following?

(tick appropriate boxes):

Disabled Young People Older People (65+)
People of ethnic minority

Q12. How does your project meet the criteria of the Adur Community Grant Scheme?

Referring to the five Community Wellbeing priority areas on page 1, indicate which of these objectives you are addressing through your project. How will you measure your success against these objectives throughout the period of funding? How will you ensure sustainability of the service after the period of funding? If other local groups are also involved, please indicate who and the nature of their involvement.

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Q12 is the most important part of the form. Look at each priority area and **explain how** your project will be helping the Council work towards that priority. **You only need to choose one but can choose more.** If there is competition for funding, additional priorities will be taken into account, so think carefully about this question.

Be as accurate as you can. If you only have quotations at this point please use them. You can confirm the exact figures if you are awarded funding.

Cost (Column 2) means what is the full cost of the item in column 1.
 Amount requested (Column 3) means how much of the cost are you asking Adur for in this application.

Add total cost of project in column 1 and total requested from Adur in column 3.

**Q13. Budget for the service. How much will it cost and how much funding are you requesting from Adur District Council?
 (Please be as detailed as you can).**

<u>Items</u> For example: professional fees, room hire, equipment, staff costs, publicity Please identify core costs included (up to a maximum of 25%)	<u>Cost</u> Can include estimates. If so you must let us know how you came up with the figure.	<u>Amount Requested from Adur District Council</u> as Community Grant funding
Total		Total

Receipts will be required for any items of equipment that have been purchased.

If you are not requesting all of the funding from Adur District Council please tell us where the rest of the money is coming from and if it is secured.

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Your group does not have to make a financial contribution. Volunteer time is just as important.

Q14. Income from activity. Will service users be expected to contribute? If so, how much? NB Community Grants are aimed at providing start up costs for financially sustainable services.

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Q14. What contribution is your group making to the project? Include volunteer time (in hours) and 'in-kind' funding.

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Q15. Please provide the following financial details:

Account year ending day.....month.....year.....
Total gross income £.....
Total expenditure £.....
Balance at year end£.....
Savings £.....
(including any reserves or investments)

If you have any savings larger than your annual expenditure, what are they for?

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Do not forget to enclose your group's latest set of audited annual accounts with your application.

Please continue on a separate sheet if you need to.

Q16. Have you received any grant funding from Adur District Council or any other funder in the past 5 years?

Funder	Activity	Date and amount awarded

Your referee should be someone who holds a professional position, knows the work of your group well and can comment upon your proposed service. **The referee could be a community development worker (not employed by Adur District Council), a health professional, a social worker, a police officer or a local councillor. If you are unsure, please contact the Community Wellbeing Team.**

Q17. Application referee

Your application requires an independent referee.

References will be taken up.

Title.....First Name.....

Surname.....

Employer.....

Address.....

.....

.....Post Code.....

Telephone Number (Daytime).....

Evening.....

E-mail Address.....

How long have you known the group?.....

How do you know the group?.....

.....

.....

I know this group. I support the request for funding and I am willing to be contacted to discuss this application and comment on any grant awarded.

Signed.....

Date.....

The Senior Contact **CANNOT** Be the same person as in the Main Contact Q2 but **must be on the Management Committee of your organisation**

Q18. Senior Contact.

The Senior Contact is the person who signs the Grant Agreement between the group and Adur District Council

Title.....First Name.....

Surname.....

Position held in group.....

Address

.....

.....

.....

Post Code.....

Daytime Tel. No.....

Evening.....

E-mail address.....

IMPORTANT!

The Senior Contact MUST also sign the Grant Agreement on Page 17.

Data Protection Policy

Adur District Council needs to collect and use certain types of information about people with whom it conducts business in order to operate. These people include current, past and prospective employees, suppliers, client/customers and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information to comply with government departments. All such personal information must be handled properly however it is collected, recorded and used – whether on paper, in a computer or recorded on other material – and there are safeguards to ensure this is within the Data Protection Act 1998.

Adur District Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly. The details of your grant application may be shared with other funders for the purposes of ensuring the right projects are funded by the appropriate funders.

Freedom of Information

The Freedom of Information Act 2000 deals with information, other than personal information, which continues to be managed under the rules of the Data Protection Act.

It means that any member of the public can request any information we hold. This includes information provided by grant applicants. We will inform you that a request has been made before releasing information.

Equalities & Diversity Policy

Your organisation must have 'due regard' to:

- Eliminate unlawful racial discrimination; and promote equality of opportunity and good relations between people of different racial groups.

Grant Agreement

- 1 If we are awarded an Adur Community Grant it will only be used for the project described on the application form.
- 2 If we make any changes to the project during the term of the grant, we understand that we must get written agreement for the changes from the Community Wellbeing Team at Adur District Council.
- 3 We agree to return any unused part of the grant to Adur District Council unless agreed in writing by the Community Wellbeing Team at Adur District Council.
- 4 During the period of the grant funding we agree to comply with all relevant legislation and to act in a fair and open manner without discrimination on the basis of gender, race, religion, disability or age.
- 5 The amount of the grant award will be shown in our annual accounts under the heading **Adur District Council Community Grant** and our Annual Report will show how this funding has been spent.
- 6 We consent to Adur District Council using funded projects for publicity purposes as it sees fit.
- 7 We will meet the requirements of the Data Protection Act 1998 in our management of all personal information.
- 8 We have, or will have by the time the grant is awarded, an **Equalities & Diversity Policy, a Safeguarding Policy** (if our work involves contact with children or vulnerable adults) and **Public Liability Insurance** (or our contractors will have PLI if they have direct contact with the public).
- 9 We will ensure that we meet all laws regulating the way we operate, the activities we undertake, the staff we employ and the goods we buy.
- 10 The grant is made inclusive of VAT.
- 11 We will provide the Adur District Council's Community Wellbeing Team with a monitoring report after 6 months and 12 months. We will also present the project to full council, if requested.
- 12 We accept that Adur District Council may have to share information about the Adur Community Grant scheme following a request for information under the Freedom of Information Act 2000.

This declaration **CANNOT** be signed by your Main Contact in Q2 this must be signed by the same member of your organisation whose details are given on page 14.

13 Adur District Council has the right to withdraw the grant at any time if we do not fulfil the conditions in this agreement; if we break the law in the delivery of the project covered by the grant or for any other reason during the term of the grant funding; if we are in danger of bringing the name of Adur District Council into disrepute; if we have not completed the application form honestly.

This declaration must be signed by your SENIOR CONTACT (see Q18.)

I confirm that the organisation named in Q1. of this application has duly authorised me to sign this agreement for and on their behalf.

I certify that the information given in this application is true and that the organisation has the power to accept this grant if awarded and to repayment if such conditions are not met

I and the organisation understand that any grant is subject to the terms and conditions herein.

SENIOR CONTACT

Name.....

Position in Group.....

Signed.....

Date.....

Confirmation of acceptance

The signature of your Senior Contact on this form is taken as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Once you have completed your form please check through this list and ensure that you have included all relevant information. **Please note that we will not be able to process incomplete applications – please note the cut-off dates on page 1.**

Application Checklist.

- We have answered all the questions on the application form.
- The Main Contact (see Q2.) has signed the declaration on Page 19.
- The Referee has filled in their details and signed Q17 on Page 13.
- The Senior Contact (**NOT the contact in Q2.**) has signed the Grant Agreement on Page 17.
- We have made a copy of the application for our records.

Enclosures

- We have enclosed a copy of our constitution / governing document.
- We have enclosed a copy of our latest annual accounts.
- We have enclosed a copy of our Safeguarding Policy
- We have enclosed a copy of our Equalities & Diversity Policy.
- We have enclosed a copy of our Public Liability Insurance.

Declaration

We understand that incomplete applications will not be processed.

We understand that when a complete application has been received we will be informed of the decision within **six weeks** of the closing date.

We confirm that all information included in this application is, to the best of my knowledge, correct and that the relevant information has been sent to you. We understand that you may ask for addition information during the assessment process.

Signed (Main Contact Q2.)

.....

Dated.....

If this form is submitted electronically, please send hard copies of pages:

- Referee (page 13)**
- Senior Contact (Pages 14 & 17)**
- Main Contact (Page 19)**
- Section B: Bank / Building Society confirmation (page 21)**

Bank / Building Society Account Details Form

Section A (for completion by the applicant)

Name of Bank / Building Society

.....

Account Name (Your Group).....

Bank / Building Society Account Number _ _ _ _ _

Sort Code _ _ _ _ _ Building Society Roll Number

Postal address of your group (for this bank account)

.....
.....
.....
.....

Name, address and date of birth of signatories (withdrawals
need 2 unrelated signatories)
(date of birth required as an anti-fraud measure)

1) Full Name.....

Position in Group.....

Date of Birth.....

Home Address.....

.....
.....

.....Post Code.....

2) Full Name.....

Position in group.....

Date of Birth.....

Home address.....

.....
.....

.....Post Code.....

Section B (for completion by your Bank / Building Society)

To the Manager, applicant's bank / building society.

Please check the above details. If they are correct, stamp and complete the declaration below and return this form to the account holder for submission with their application to Adur District Council for Community Grant Funding.

I can confirm that the above account exists and that the details are correct.

Name.....

Position in Bank / Building Society.....

Signed.....

Date.....

Official Bank / Building Society stamp
(please write address of bank / building society if not on your stamp)

