Birmingham City Council

ACF0007
October 2007

# THIRD SECTOR SMALL GRANTS APPLICATION FORM 2008-2011

PLEASE COMPLETE USING CAPITAL LETTERS

## All organisations: £5,000 or less

Please complete all parts of the form

Please make sure that all questions are completed fully. Any questions which are either incomplete or left unanswered will be returned or may lead to your application being classified as ineligible for funding.

If you have any queries regarding the completion of this application, please refer to the contacts listed in the Adults and Communities Third Sector Commissioning Prospectus.

**Please tick the appropriate box** to identify which service / activity funding is being applied for (see the Third Sector Prospectus for details).

- **Improving information, advice and guidance** ☐
- **Ensuring access to advocacy and support** ☐
- **Increasing choice and control** ☐
- **Supporting people to remain independent** ☐
- **Ensuring meaningful day opportunities** ☐
- **Re-enabling people to stay independent** ☐
- **Providing opportunities for carer short breaks** ☐
- **Ensuring Independent Mental Capacity Advocacy (IMCA)** ☐
- **Reducing alcohol and substance misuse** ☐
- **Increasing independence through well-being preventative initiatives** ☐

**Supporting document checklist**
Before submitting your application, please make sure that you have included:

- Signed and Approved Year End Accounts for the last 2 years
- Management accounts since last annual accounts or, if a new organisation, from the commencement of trading (if produced)

See the Self-Assessment Checklist for details.

Please complete the form in CAPITAL LETTERS and return to the address below. Please mark as **'Small Grants, Prospectus Application, Confidential'**

Jennet Hartrick
Commissioning Manager
Third Sector Partnerships Team
Adults and Communities
Room 66, Silvermere Centre
Silvermere Road, Sheldon
Birmingham B26 3XA
Tel: **0121 675 4432**

**It is recommended that completed applications are sent by Royal Mail Special Delivery**

**Deadline:**
**30 November 2007**

adults and communities

*2007-2008*
*Increasing Voluntary and Community Sector Service Delivery*

## Self-Assessment Checklist

Please begin your application by completing the following checklist, **ticking the boxes where appropriate.** If you are unable to tick all boxes, it is unlikely that your applications will be successful. Please seek advice on your next steps from your Birmingham City Council Directorate contact, or a third sector infrastructure support organisation, such as Birmingham Voluntary Service Council.

**Does your organisation have:**

- Constitution or memorandum and articles of association ☐

**Policies and procedures including:**

- Financial ☐
- Equal Opportunities ☐
- Health and Safety ☐
- Complaints ☐
- Quality Assurance System ☐
- Child Protection Policy ☐
- Protection of vulnerable adults ☐

**Has your organisation experience of delivering services or activities for:***

- Birmingham City Council ☐
- Any other statutory or private sector funder ☐

**Can your organisation supply the following financial and governance evidence?**

- Signed and Approved Year End Accounts for the last 2 years ☐
- Proof of Bank Account ☐
- Management Accounts, including Income and Expenditure Reports ☐
- Proof of fully-constituted Management Committee or Board of Directors, *eg* 2 recent sets of minutes of Management Committee or Board Meetings and AGM minutes ☐

* If your organisation has not had previous experience of delivering services or activities for Birmingham City Council or other statutory or private sector funders then you will be required to give a referee to whom we can contact about your track record on delivery of funded activity.

**Referee's details:**

**Surname:**

**First name:**

**Agency:**

**Position:**

**Telephone:**

**E-mail:**

## PART A – APPLICANT DETAILS

**Please provide the following details about your organisation**

PLEASE TICK ONE BOX ONLY

**Sole applicant:** ☐ **Applying as lead applicant of a consortium:** ☐

**Full name of applicant organisation:***

**Address:**

**Postcode:**

**If application from consortium, please list other organisations in consortium:**

**Legal status of applicant organisation** TICK ALL THAT APPLY

**Unincorporated body:** ☐

**Trust:** ☐

**Faith group engaged in voluntary/social action:** ☐

**Community interest group:** ☐

**Social enterprise:** ☐

**Company limited by guarantee:** ☐

**Registered charity:** ☐

**Registered friendly society:** ☐

**Registered social landlord:** ☐

**Other** (please describe below): ☐

* Please ensure that your accounts list details of the officers on your management committee, trustees or board members (whichever is applicable).

**PART A – APPLICANT DETAILS** *continued*

**Company registration number:***

**Charity registration number:***

* if applicable

**Details of person to contact about this application:**

**Surname:**

**First name:**

**Position in organisation:**

**Telephone number:**

**Mobile number:**

**Fax number:**

**E-mail address:**

**Please tell us if your group or organisation represents any of the groups listed here** (Source: 2001 Census)

**White:** ☐

**Mixed:** ☐

**Asian or Asian British:** ☐

**Black or Black British:** ☐

**Chinese or other ethnic group:** ☐

## PART B – FUNDING DETAILS

**What are you seeking to do with the Small Grant funding and how will it benefit the constituency?**

**Why is this question being asked?**
We need to know that your service will have measurable outcomes and that you have secured sustainable funding for your service or activity when the funding applied for here ceases.

**Appraisal criteria:**
The applicant demonstrates that they have a robust and deliverable plan for their proposed service or activity. The application demonstrates that there will be measurable outcomes which offer value.

## PART B – FUNDING DETAILS *continued*

**Please list any other constituency from which you are seeking Small Grants funding for this project and the amount involved from each:**

| Constituency: | Amount: |
|---|---|
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |

**Please list any other organisations supporting this proposal and whether any funding has been committed:**

| Organisation: | Funding: |
|---|---|
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| **Total Funding:** | £ 0.00 |

## PART B – FUNDING DETAILS *continued*

Birmingham City Council has signed the **Birmingham Compact.** The Compact includes a commitment to develop a full cost recovery model of funding suitable for Birmingham. Full cost recovery means the inclusion of all direct and indirect costs and overheads relevant to the service/activity for which funding applications are made. Costs are broken down into two overall categories – **direct** and **indirect** service delivery costs.

Please complete this section to calculate your small grant on a full cost recovery basis. If you need advice or assistance, please get in touch with your contact as detailed in the Adults and Communities Third Sector Commissioning Prospectus.

**Please give a breakdown of how you intend to spend any small grant given by Adults and Communities in 2008-2011:**

### Section 1: Total Direct Service/Activity Costs

| | 2008-2009 | 2009-2010 | 2010-2011 |
|---|---|---|---|
| **Salaries, wages and on-costs** (employer's national insurance, pension costs) | £ | £ | £ |
| **Travel and subsistence** (eg fares and food/out of pocket expenses) | £ | £ | £ |
| **Sub Total 1:** | £ 0.00 | £ 0.00 | £ 0.00 |

### Section 2: Total Indirect Service/Activity Costs

| | | | |
|---|---|---|---|
| **Premises and office costs*** (eg rent, rates, utilities, office administration, depreciation, insurance, membership fees and subscriptions) | £ | £ | £ |
| **Central function costs*** (eg management and support services such as finance, HR and IT) | £ | £ | £ |
| **Governance and strategic development costs*** (eg attendance at partnership meetings, audit costs, legal fees, trustee expenses) | £ | £ | £ |
| **Total general fund raising costs*** (eg salaries and on-costs, events for raising unrestricted funds) | £ | £ | £ |
| **Sub Total 2:** | £ 0.00 | £ 0.00 | £ 0.00 |
| **Total cost of service/activity (1+2):** | £ 0.00 | £ 0.00 | £ 0.00 |

### Section 3: Income from other sources

| | | | |
|---|---|---|---|
| Earned income, other grant, fundraising, contribution from organisation's own resources – please specify below: | £ | £ | £ |

### Section 4: Total grant applied for (1 + 2 - 3)

| | | | |
|---|---|---|---|
| | £ 0.00 | £ 0.00 | £ 0.00 |

* Include only those portions of costs that are relevant to the service/activity in the current grant application

## PART B – FUNDING DETAILS *continued*

If your proposal seeks to improve things for any particular group, please describe that group in your own words. You may use the lists below as a guide. Please be as precise as possible and use more than one category if appropriate.

| White | Mixed | Asian or Asian British |
|---|---|---|
| British | White and Black Caribbean | Indian |
| Irish | White and Black African | Gujarati |
| Eastern European | White and Asian | Pakistani |
| Western European (not UK) | Asian and Black | Kashmiri |
| Albanian | | Bangladeshi |
| Kosovan | | Sylheti |
| Bosnian | | Eastern African Asian |
| White Traveller | | Sri Lankan |
| Any other white background (please indicate) | Any other mixed background (please indicate) | Any other asian background (please indicate) |

| Black or Black British | Other Ethnic Groups | Other Groups |
|---|---|---|
| Caribbean | Chinese | Women (specify any age group if applicable) |
| African | Hong Kong | People with a disability (including mental health) |
| Black Somalian | Vietnamese | People over 65 |
| | Arab | Young People 13 to 25 |
| | Yemeni | Children 0 to 4 |
| | Afghanistan | Children 5 to 12 |
| | Korean | Carers |
| | Kurdish | |
| Any other black background (please indicate) | Any other ethnic background (please indicate) | |

| Religious affiliation (optional) | |
|---|---|
| Buddhist | Christian |
| Hindu | Jewish |
| Muslim | Sikh |
| Rastafarian | Any other (please indicate) |

## PART C – SERVICE PROVISION

**What services are provided?**

**In brief, please explain why you think there is a need for this specific service**

**What outcomes do you hope to achieve with this funding?**

## PART C – SERVICE PROVISION *continued*

**How will your organisation measure these outcomes?**

**How does your organisation implement equal opportunities for both service users and staff?**

**Why is this question being asked for?**
We need to know that your organisation has an appropriate equal opportunities policy and effectively implements the policy in relation to beneficiaries, staff and the service/activity as a whole.

**Appraisal criteria:**
The applicant provides evidence of the effective implementation, monitoring and review of the policy and in particular:

- How you are implementing your equal opportunities policies?
- Are you addressing the needs of the community?

## PART D – DECLARATION

This must be signed by the appropriate authorised officer in your organisation (or on behalf of the consortium). This means either the Chair of your management committee, your director or chief executive or, if relevant, your company secretary.

I confirm that:

- the information and supporting documents with this application are correct and complete
- the proposed service(s)/activity(ies) will be carried out, subject to service level agreement negotiations as described in this application
- details of all applications that have been made to secure additional funds for this and related service(s)/activity(ies) have been disclosed
- details of all other funding available to this organisation have been disclosed
- the required supporting documents are enclosed with this application

**Surname:**

**First name:**

**Signature:**

**Date:**

**Telephone:**

**Position in organisation:**

**E-mail:**

**ACF0007**
**October 2007**

Please complete the form in CAPITAL LETTERS and return to the address below. Please mark as **'Small Grants, Prospectus Application, Confidential'**

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# Deadline for application

The application and the required supporting documents must be received by Birmingham City Council on or before the application deadline of **30 November 2007** (as specified in the Adults and Communities Third Sector Prospectus). Applications received after this date will not be considered and will be returned to the applicant.

## Applications by electronic mail

E-mailed applications will be accepted if received by the deadline. All supporting documents must be included as e-mail attachments with the application form, otherwise it will not be considered.

Applications should be e-mailed to:

**jennet.hartrick@birmingham.gov.uk**

A signed paper copy of the application form must also be received no later than five working days after the deadline.

## Applications by post

Applications and supporting documents must be clearly marked and addressed to:

**Jennet Hartrick**
Commissioning Manager
Third Sector Partnerships Team
**Small Grants – Prospectus Application – Confidential**
Birmingham City Council
Adults and Communities
Room 66, Silvermere Centre
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