

**N**eighbourhood

**D**evelopment &

**S**upport

**U**nit

**BCC Windrush 75 Small Grants Programme Application Form**

**DEADLINE: Wednesday 19April 2023 at 5pm**

**PLEASE RETURN TO** [**NDSU@birmingham.gov.uk**](mailto:NDSU@birmingham.gov.uk)

**Refer to the Birmingham City Council (BCC) Windrush 75 Small Grants Programme overview and guidance when completing this application form.**

# **Your organisation or group**

| **Name of group/organisation** |  |
| --- | --- |
| **Address** |  |
| **Ward(s)/areas in Birmingham you will be working in** |  |
| **Lead contact name** |  |
| **Lead contact number** |  |
| **Lead contact email address** |  |
| **Type of organisation** |  |
| **Sponsor** *Provide details of the organisation that will hold the funds on your behalf if relevant.* |  |

# **The proposal**

Provide a summary of the project and the amount of funding you are requesting from this grant programme.

| **Project Title/Activity Title** |  |
| --- | --- |
| **Project Summary (no more than 150 words)** |  |
| **Amount requested (up to £2,000)** | £ |

|  |
| --- |
| **Tell us what your organisation would like to do in more detail and how this activity will enable your organisation to celebrate and recognise the contribution of the Windrush generation and their descendants in Birmingham.** |
|  |
| **How will the project/activities or events be implemented?** |
|  |

# **Key delivery milestones**

Provide a list of key activities and dates they are going to take place. Add more rows to the table if needed.

|  |  |
| --- | --- |
| **Date** | **Activity** |
|  |  |
|  |  |
|  |  |

# **Beneficiaries**

Tell us about the people you expect will take part in your proposed activities?Please add estimated numbers in the table if exact numbers are not known.

| **Age** | **0-5** | **5-12** | **13-17** | **18-25** | **18+** | **60+** | **All ages** | **Families** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected number of people** |  |  |  |  |  |  |  |  |  |

# **Project costs**

Provide a breakdown of how the funding will be spent. Add more rows to the table if needed.

|  |  |
| --- | --- |
| **Budget heading** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
| **Total amount requested (maximum £2,000)** | £ |

| **Total project cost** | £ |
| --- | --- |

|  |
| --- |
| **If the total cost of the project is higher than the amount requested, please detail where the remaining funds will come from and if this has already been secured.** |
|  |

# **Partners**

Provide a list of other organisations and groups you will be working with to deliver this project/activity or event.

|  |
| --- |
| **Please list any partners involved.** |
|  |

# **Aims of the Fund**

The aims of the fund are detailed on the [BCC Windrush 75 Small Grants Programme overview and guidance](https://www.birmingham.gov.uk/downloads/file/25993/windrush_75_small_grants_programme_-_overview_and_guidance).

|  |  |
| --- | --- |
| **Aim** | **Detail how the project will link with the aims of the fund** |
| 1) |  |
| 2) |  |
| 3) |  |

# **Outcomes**

Provide details of up to 3 main outcomes you expect to be achieved and how they will link with the aims of the fund.

|  |  |
| --- | --- |
| **Outcomes** | **Detail how you expect to achieve the outcomes** |
| 1) |  |
| 2) |  |
| 3) |  |

|  |
| --- |
| **How are you planning to measure the outcomes and what will success look like?** Detail the plans for monitoring and evaluation. |
|  |

|  |
| --- |
| **Any other information you think would be useful to support your proposal.** Provide any further information you feel is relevant to support the proposal |
|  |

# **Supporting documentation**

If you are successful in securing funding, you will be required to provide supporting documentation. The main supporting documentation we check is listed below, please tick which documents you currently have in place.

Please note, if you do not have the following documents, this will not stop you from securing funding. NDSU can signpost to support to develop the documents listed.

| Governing document |  | Group bank account |  |
| --- | --- | --- | --- |
| Health and Safety policy |  | Safeguarding policy |  |
| Relevant insurance in place |  |  |  |

**Declaration**

Birmingham City Council is committed to being open and transparent about decisions which affect Birmingham Citizens. Details of grant payments to voluntary and community sector organisations are published on the Council’s website. By submitting this application, you are agreeing that your details will be published.

# **Application Form Declaration**

I confirm that:

* The information provided in this application are correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
* If the requested grant is approved, the proposed activities will be carried out as described in this application.
* Details of all other funding related to this activity, confirmed or applied for, have been disclosed.
* I am authorised to sign and submit this application for grant funding on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying.

**Form completed by:**

| **Name** |  |
| --- | --- |
| **Role** |  |
| **Signature** |  |
| **Date** |  |