

BEACONS VCS CAPACITY BUILDING SMALL GRANTS PROGRAMME APPLICATION PACK

**Deadline for return of applications: 5pm Friday 26th SEPTEMBER
2008**

**If you need advice or support to complete this application or an electronic version
of this application please contact Jeff Burns on: 0161 301 1412 or by E-Mail:
jeffburns.4ct@btconnect.com**



BEACONS CAPACITY BUILDING SMALL GRANTS PROGRAMME

VCS CAPACITY BUILDING SUPPORT FUND APPLICATION FORM

SECTION 1 - ORGANISATION DETAILS

Organisation

Named Contact

Address

Telephone Number

Fax / E-mail

Amount Applied For How many sessions are you planning to run

SECTION 2 – PROJECT DETAILS

How many local children will benefit from this service (state numbers of new and existing users) How many local residents will benefit from this service (state numbers of new and existing users)

Project Details
Please attach additional sheets if you need to give further information

Are you requesting funding for an existing or new service? If an existing service how do you intend to fund this service beyond the life of the grant?

How will you attract new users to your service

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SECTION 3 – PLEASE STATE HOW THIS FUNDING WILL IMPROVE YOUR SERVICE AND HOW THIS WILL BENEFIT THE LOCAL COMMUNITY

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SECTION 4 - ADMINISTRATION		YES / NO
4.1	Does your organisation have a constitution or set of rules (Please attach a copy)	
4.2	Does your organisation have Public and Employees Insurance and Health and Safety Policies (Please attach copies)	
4.3	Does your organisation have Child protection policies (Please attach copies)	
4.4	Does your organisation have policies to CRB (police check) staff and volunteers (Please attach copies)	

If not already supplied please attach policies as requested

4.5	Is your organisation able to look after money – does it have its own bank account	
4.5	How many Management Committee members do you have (Please state)	
4.6	How many cheque signatories do you need to authorise a payment (Please state)	

How many of your staff/volunteers have been Police checked (CRB) in the last 12 months, please give details below

Name	Position in organisation	Date of Police check/CRB disclosure
1.		
2.		
3.		
4.		
5.		
6.		

SECTION 5 – FURTHER INFORMATION

Is there any other information you would like to give us in support of your application?

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Please note maximum grant £500. (Revenue only)

SECTION 6 – FINANCIAL DETAILS

Please state below how you intend to spend your grant:

Please breakdown your costs as fully as possible

ITEM	DETAILS	£	P
Staffing			
Activities			
Materials/Resources			
Admin			
Insurance			
Other (please state)			

Declaration

I declare that the information given on this application form accurately reflects the project and its costs. I undertake to deliver the activities outlined and provide monitoring information to 4CT Limited in accordance with grant acceptance conditions. I understand that any grant funding awarded to the group/agency may be withdrawn, reduced or reclaimed if monitoring is not supplied.

Signed

Name

Date

On behalf of (group or agency name)

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GUIDANCE NOTES

The Beacons VCS Community Capacity Building Small Grants Programme Funding is only available to groups / agencies who are based or work in the Beacons area of East Manchester (Beswick, Openshaw and Clayton). The programme aims to support local voluntary sector groups in becoming better prepared and skilled to meet the changes due to the way services are to be commissioned and delivered.

To help you complete this application form for the Community Capacity Building Small Grants Programme we have provided you with some helpful notes to ensure you can give us all the necessary information to support your bid.

Section 1 – Organisation details

Please provide name of your organisation, contact details and amount you wish to apply for.

Section 2 – Project details

This section is for you to tell us about your project, please attach additional sheets if you wish, but keep it clear and concise. Tell us exactly who will benefit and how.

Section 3 – Service Improvement details

Please tell us how this Capacity Building Small Grants Programme will improve your service and what the benefits to the local community will be

Please note:

1. The Capacity Building Small Grants Programme is for revenue funding only (Maximum £500)
2. Applications for grants over £500 **will not** be considered
3. Applications for capital projects **will not** be considered
4. Applications for Events **will not** be considered
5. Applications from resident groups **will not** be considered – please contact the Resident Liaison Team for information and support for resident groups

Section 4 - Administration

This section is about the structure of your organisation and what policies and procedures you have in place. Please attach copies of your organisations constitution, Insurance, Health and Safety policy and Child Protection Policy (relating to police /CRB checks). We also need to know if your organisation can look after money e.g. does your organisation have a bank account, how many cheque signatories etc.

Please complete the list of staff that have undergone CRB / Police checks in the last 12 months – we can help if staff or volunteers need to be police checked.

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Section 5 – Further Information

This is your opportunity to give any additional information you think will support your application. This could be previous experience of managing projects / activities or specific skills your organisation has delivering this type of activity.

Section 6 – Financial details

Please state how you intend to spend your grant, include as much detail as possible. You may attach additional sheets if needed.

Please make sure you sign and date the application form.

If you need advice or support to complete this application or wish to request an electronic version of this application please contact Jeff Burns on: 0161 301 1412 or by E-Mail: jeffburns.4ct@btconnect.com

**APPLICATIONS MUST BE RECEIVED AT THE 4CT SPORTING EDGE
COMMUNITY SPORTS CENTRE OFFICE BY: 5PM FRIDAY 26th September
2008**

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