[Leicestershire Communities](https://www.leicestershirecommunities.org.uk/)

Bottom of Form

The Community Action Sutton & Sutton Giving COVID -19

REBUILD FUND, June 2020

Application Form

Please read the guidance before you start filling this form in. If you have any queries please contact Jackie Parr from Community Action Sutton before completing your application form [jackie@communityactionsutton.org.uk](mailto:jackie@communityactionsutton.org.uk)

Please type your application, answer all the questions and refer to the criteria and guidelines throughout.

SECTION A: ELIGIBILITY CRITERIA

In order to be eligible for a grant, you must be able to answer **YES** to the following questions.

* Is your organisation based in Sutton and benefiting Sutton residents, or has a track record of delivering services that benefit Sutton residents?
* Are you a registered charity, CIO, CIC, Social Enterprise or constituted organisation?
* Is your organisation able to demonstrate that it has been affected by the COVID-19 pandemic and requires urgent financial support in order to continue operating?
* Is your organisation’s annual turnover £500,000 or under?
* Do you have less than 6 months unrestricted reserves?

SECTION B: ABOUT YOUR ORGANISATION

Contact name: Position in group:

Address:

Telephone: Email:

Website:

What kind of Organisation are you? (highlight all that apply):

Community group

Registered charity Charity Number:

Community Interest Company Company Number:

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| 1. Name of Organisation: | |
| 1. When was your organisation established? | |
| 1. How many people work in your organisation?   Number of Staff:  Number of Active Volunteers:  Number of Management Committee / Board members | |
| 4. What is the main focus of your organisation’s activities? Please provide a brief description of what your organisation does and the types of service users it supports (Maximum 100 words) | |
| SECTION C: ABOUT YOUR FINANCES | |
| 1. Have you received any grants in the last year? YES/NO.   If YES, please state funding organisation.  (N.B: this question is asked to accelerate the due diligence process) | |
| 6. What was your organisation’s income in the last financial year?  (please attach a copy of your organisations most recent annual accounts with this application) | |
| 7. How much unrestricted reserves does your organisation currently hold?  Do these cover the running costs of your organisation for 6 months? YES/NO | |
| SECTION D: YOUR ORGANISATION AND COVID-19 | |
| 8. Explain briefly what different pressures/challenges your organisation has faced during COVID-19 | |
| 9. Can you describe how you see your service operating in 3 months’ time and how your experiences during the COVID-19 crisis has informed this? | |
| SECTION E – YOUR PROPOSAL | |
| 10. What will you use this grant for? (maximum 300 words).  It would be helpful if you could be as specific as possible in relation to the activity/services you want to deliver and who will benefit and how, as well as describing how meet the criteria outlined in the Guidance Document ‘What and Who is the Grant for’ | |
| SECTION F - MONITORING | |
| 11. How will you be able to demonstrate that the funding has had a positive impact with regards to maintaining effective services for vulnerable people?  Examples could include:  enabling visits to more vulnerable people during the crisis; ensuring more vulnerable people can access advice and assistance during the crisis; enabling more vulnerable people to maintain positive wellbeing during the crisis; enabling more vulnerable people to receive food supplies during the crisis, etc. | |
| SECTION G – THE FUNDING REQUIRED | |
| 12. How much money are you requesting from this Fund? | |
| 13. Are you currently awaiting the outcome of any recent funding applications?  If yes, can you please state where from, how much, the focus of your application and the expected decision date. | |
| 14. Do you have any other applications that you are working on?  If yes can you please state what the focus of your application will be | |
| SECTION H: THE BUDGET |  |
| What is the total cost of this proposal? | £ |
| Expenditure (key areas of cost breakdown) |  |
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| Total Expenditure |  |
| Amount Requested from Covid-19 Response Grant Fund |  |

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| SECTION I: SUPPORTING DOCUMENTS |
| Written Constitution or written rules of your organisation |
| Copy of most recent annual accounts |
| Copy of public liability insurance |
| Safeguarding policy (if your organisation works with vulnerable adults or children) |
| Equality and diversity policy |
| Health and safety policy covering staff, volunteers and service users |
| Compliance with GDPR |

SECTION J: Terms and Conditions of Grant

In submitting this application form, we understand and agree to the following:

1. If we are awarded a grant, we will use it for exactly the purpose set out in this application, unless a specific condition has been attached to the award.
2. We will not make any major changes to the proposal without first receiving Sutton Giving’s agreement in writing.
3. We will not use the grant to order or buy any goods before we receive the grant offer letter.
4. We will not use the grant to pay for any item which has been funded under another grants programme.
5. We will take all reasonable steps to:
   1. offer equality of access to our services;
   2. provide a safe, healthy and supportive environment which meets the needs of the local community;
   3. deliver value for money and use sound financial procedures;
   4. share information that will contribute to the understanding of future client needs.
6. We will acknowledge Sutton Giving grant in our annual report and in printed materials as appropriate. We will supply copies of these documents to Sutton Giving if requested.
7. We will have a bank or building society account in the name of our group (or, if applying as a consortium or partnership, in the name of the accountable group). We confirm that all cheques or withdrawals from this account require at least two signatories.
8. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least six years
9. We will provide sufficient insurance cover to meet potential liabilities and produce evidence of payment of the current premiums and note that Sutton Giving may request us to provide copies of our employer’s liability, public liability and buildings insurance policies.
10. We will allow Sutton Giving to use our name in their own publicity materials with permission. We will inform Sutton Giving of any situation where confidentiality is a particular issue.
11. We will send Sutton Giving all relevant monitoring information at the end of the project and meet all monthly monitoring and financial requirements as requested during the life of the grant, subject to Data Protection regulations.
12. We will allow Sutton Giving to visit us to see the work funded by this grant.
13. We note that Sutton Giving will ask us to repay the grant, in whole or in part, in the following circumstances:
    1. if we fail to keep to our funding agreement in any way;
    2. if the application form was completed dishonestly or the supporting documents gave false or misleading information;
    3. if any member of our governing body, staff or volunteers acts dishonestly or negligently in respect of this grant;
    4. if we close down or become insolvent.
14. These terms and conditions will apply until we have spent the grant and submitted all related documentation.

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| **Section K: Declaration**  I confirm that I am authorised to sign this application form on behalf of our organisation and that the information we have provided in the form is true. I confirm that I have read and understood the above terms and conditions and, if our application is successful, we agree to comply with them.  Name (please print):  Position in organisation:  Signature: Date: |