



ROCHDALE
BOROUGH COUNCIL

Rochdale Safer Communities Partnership
Community Grant Fund

APPLICATION FORM

2018/2019



Everyone is Safe and feels Safe

DEADLINE FOR THE RETURN OF THIS FORM

Midnight Monday 2nd July 2018

Application Form for the Rochdale Safer Communities Partnership
Community Grant Scheme 2018/2019

PURPOSE OF COMMUNITY GRANT FUND

Rochdale Borough prides itself on its spirit of co-operation and working in partnership, and for being home to strong, vibrant and cohesive communities. Diversity is one of our strengths, with our four townships being home to numerous distinctive communities.

As a Safer Communities Partnership we are positive about the future, we are not complacent and will continue to work hard together to help to make the Borough a safe, welcoming and attractive place to live, work and visit.

Our priorities are informed through analysis of crime and community safety data, and by listening to the views of those living and working in the borough. They reflect our most pressing community safety issues and are underpinned by an overarching commitment to safeguard and protect the most vulnerable people in society.

Whilst we will continue to make progress on all of our strategic priorities it is our intention to work alongside communities, organisations and projects which support the partnership:-

- **To keep people safe** - for those who live, work, socialise and travel in Rochdale Borough, as well as protecting those who are vulnerable.
- **To reduce harm and offending** – preventing anti-social and criminal behaviour by intervening earlier.
- **To strengthen communities and places** – by helping to build resilient, cohesive communities and strengthening the delivery of public services.

We are pleased to be able to offer this funding to organisations working with communities and support the great work already being done. For some questions we have a maximum number of words that you can use in your response, this will be indicated to give you an idea of the amount of detail you should provide. You may well be able to answer these questions in fewer words than the maximum.

For smaller grants (i.e. those between £1,000 - £5,000) you are not expected to provide as much detail.

Complete this form electronically and once completed, email the form to **community.safety@rochdale.gov.uk**

If you have any questions or communication needs please:

- call us on: 01706 924821 / 01706 925417
- send us an email: community.safety@rochdale.gov.uk

CAN YOU APPLY?

We can only accept your application if your organisation meets certain conditions.

- ☐ **Is your group a registered charity, constituted voluntary, community sector or not-for profit organisation?**
- ☐ **Do you consent to the sharing of your organisation name, contact details and short description of proposal with a third party in accordance with Data Protection Act 1998 and the EU General Data Protection Regulations?**

You must answer yes to the above criteria. If you say no to any of the above please do not continue with your application.

PLEASE READ THE ACCOMPANYING GUIDANCE IN FULL BEFORE STARTING YOUR APPLICATION

GENERAL INFORMATION

Name of Organisation:	
Registered address of Organisation:	
Daytime telephone:	
E-mail address:	
Website Address:	
Contact name: Position Held:	
Second contact name: Position Held:	
Do you have any special requirements that would help us communicate with you?	

HOW MUCH ARE YOU REQUESTING FROM ROCHDALE BOROUGH COUNCIL?

	Small Grant between £1,000-£5,000	Large Grant not exceeding £20,000
Amount of Grant requested (please tick)		

ABOUT YOUR ORGANISATION

Q1. In less than 100 words please describe your organisation's mission or core purpose

Q2. Your current work

Please tell us;

- The type of activity or service you currently deliver
- Who currently accesses the activity or service you provide
- Examples of the quality of your work (eg. press, peer or participant reviews)

No more than 500 words

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Q3 Your proposed work Please tell us; <ul style="list-style-type: none">• What you will deliver over the funding period• Who will benefit from your work and how they will be involved• How you know there is a need or demand for your work No more than 500 words	
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Q4 We expect applicants to deliver **against all three** of the priorities of the fund. Please describe how the proposed activity will deliver against each priority.

<p>Priority 1 To keep people safe - for those who live, work, socialise and travel in Rochdale Borough, as well as protecting those who are vulnerable.</p> <p>no more than 500 words</p>	
<p>Priority 2 To reduce harm and offending – preventing anti-social and criminal behaviour by intervening earlier.</p> <p>No more than 500 words</p>	

Q6 Please describe how your work targets or reaches people from any of the groups identified in Q5 (no more than 200 words)

Q7 Describe how you will monitor the impact of your work, indicating the type of qualitative and quantitative data you collect, success measures, outcomes and outputs (no more than 300 words)

GOVERNANCE

Q8. What is the legal status of your organisation?

A Company Limited by Guarantee	<input type="checkbox"/>	Registration No:	_____
A Registered Charity	<input type="checkbox"/>	Registration No:	_____
A Registered Friendly Society	<input type="checkbox"/>	Registration No:	_____
A Community Interest Company CIC	<input type="checkbox"/>	Registration No:	_____
A Voluntary Organisation	<input type="checkbox"/>	Registration No:	_____
Not Registered but Intending to Apply	<input type="checkbox"/>		
VAT Registered	<input type="checkbox"/>	Registration No:	_____

Other e.g. Trusts (please specify): _____

Q9. Does your organisation have the following policies in place? (Please tick the appropriate box)

Policy	Yes	No
i. Health and Safety		
ii. Equal Opportunities Statement		
iii. Induction for new:		
a) Staff		
b) Volunteers		
iv. Data Protection		
v. DBS requirements (previously called CRB checks)		
vi. Safeguarding policy		
vii Professional Indemnity		
viii Public Liability		

FINANCIAL INFORMATION

Q10. Please identify the breakdown of expenditure for the grant (please add or delete expenditure headings as needed)

Expenditure	Expected Expenditure 2018/19 (£)
Staff (incl. NIC, Pension, etc.)	
Volunteer Costs	
Programme delivery	
Room hire	
Overheads	
Publicity/Marketing	
Insurance	
Travel and Subsistence	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Total Expenditure (X)	

DECLARATION

The declaration below must be completed by an authorised signatory for your organisation.

- On behalf of the organisation, I confirm that:
- (a) the organisation/project operates on a non-profit basis and provides a service used by, or which is for the benefit of, residents of Rochdale Borough, and
 - (b) the information given in this application form is true and correct.

I undertake to inform Rochdale Borough Council of any changes in the project/organisation’s circumstances that would affect this application.

Name (BLOCK LETTERS)	<div></div>
Position in Organisation	<div></div>
Signature	<div></div>
Date	<div></div>

Please note by signing this declaration, we reserve the right to ask an applicant to provide additional information or clarification over and above what is submitted in your application as part of our decision making process.

Thank you for filling in this form. Please check it carefully before returning to community.safety@rochdale.gov.uk . You must include the following documents and confirm that you have included them by ticking the relevant box(es).

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| 1. A copy of your latest Audited /Independently Verified Accounts for your organisation. | <div></div> |
| 2. Constitution or Memorandum of Articles of Association | <div></div> |
| 3. Certificate of Incorporation | <div></div> |
| 4. Copies of any quotes or estimates for purchases (if available) | <div></div> |

FORM END