**Stronger Communities Fund**

**Example Application Form**

**IMPORTANT NOTE:** This is an example application form, please **do not complete and send us this form** to request funding.

The following information is provided to help you plan your application before you go online to complete the form.

**COMPLETING THE APPLICATION FORM**

Please make sure you have read the guidance notes fully to give yourself the best chance of being successful. This gives you support with answering the application questions.

You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc.) available to upload in the correct section in the application form as you will not be able to submit your application unless it is complete.

**Before completing your application form, please make sure you are able to meet the following requirements:**

* (If applying as an organisation) You must provide your organisation’s UK bank account details and governing documents.
* You will be responsible for all financial and legal aspects of your project. By time of project delivery all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and adults at risk. You should tell us how you will meet these requirements in section 4 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.

* **Please tick the box to confirm you answer ‘Yes’ to the above statements**
* **[Tick Box]**

Your application form will be assessed, and if your project is eligible for funding it will be shortlisted to be reviewed at a Grants Panel meeting.

**GUIDANCE INFORMATION**

Please read the Stronger Communities application guidance notes for help on how to fill out this form. For a copy of the guidance notes, please visit the assessment folder in MyUhiHub.

**APPLICATION QUESTIONS**

**Section 1a: About your organisation**

In this section we are asking for some basic information about you.

**1.1 Organisation name**

**1.2 Main contact** (this should be the person who is responsible for this application form and answering any questions that we may have)

**1.3 Secondary contact**

**1.4 Type of Organisation (please tick one)**

For more information about voluntary and community group legal structures click [**here**](https://www.nicva.org/resource/legal-structures-voluntary-and-community-groups):

|  |  |
| --- | --- |
| Community Interest Company (CIC) |   |
| Local Authority |   |
| Registered Charity |   |
| Educational Establishment |  |
| Religious Organisation |   |
| Voluntary/Community Group |  |
| Sports Club |   |
| [Social Enterprise](https://www.socialenterprise.org.uk/What-is-it-all-about) |   |
| Company Limited by Guarantee |   |
| Other – of you have chosen other, please specify |   |

**1.4a. If you have selected 'other', please describe/specify below:**

**1.4b. If you are a company, what is your Company Registration Number?**

**1.4c. If you are a charity, what is your Charity Registration Number?**

**1.5 What does your organisation do?** (max 100 words)

**1.6 Is sport and physical activity the focus of your organisation?** Yes or No

 **Section 2: About Your Project**

**Project Details**

**2.1. Project name**

**2.2. Where will your project take place?**

Please provide full address, including the borough and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. If your project happens in more than one place, please add all the addresses you will be working in the text box below (2.2a).

**2.2a If your project is happening in more than one place, please provide any other addresses below.**

Please provide the full address and include the borough and postcode.

**2.3. Type of physical activity** (short text answer)

**2.4. When will your project start? Your project start date should be after 14th March 2022**

**2.5. When will your project finish?**  Your project must be completed by 14th February 2023 latest and final reports submitted by 1 March 2023. Projects should last for at least 4 weeks (these do not need to be consecutive weeks).

**2.6 How many sessions will take place overall?**

**2.6a How regular will your sessions be? E.g. daily, weekly, monthly**

**2.7 How many people will be at each individual session?**

**2.8 Are you working with anyone else on this project? Yes or No**

**2.8a If yes – please tell us who they are and what they will be doing?**

**2.9 Please explain how your project meets the aims of the grant:**To support organisations in England’s most deprived areas to restart or create new football activity. Funding is also available for projects that engage under-represented groups as outlined in the Funding Aims below.

1. Increase the proportion of 14-25’s playing sport once a week

2. Increase employability of young people aged 14-25

3. Increase participation in under-represented groups (girls, people with a disability, religious groups, LGBT+ community, minority groups)

4. Grow regular participation for those aged 14+

5. Reduce drop-off in participation

**(Up to 250 words)**

**2.10 Please tell us about your project and what you will be doing? Describe the activities which will be delivered and what your participants will be doing. (Up to 400 words)**

**2.11 What evidence is there that this project is needed and will make a difference to people’s lives**? You must work towards and clearly demonstrate how it will meet the fund’s main aims. (**Up to 300 words)**

**2.12 Please provide a project timeline including key events and milestones. (Up to 250 words)**

**2.13 Please describe how will you measure the impact of your project?** Describe your method of evaluation. (Up to 300 words)

**2.14 Please describe the top three risks to your project, how you aim to mitigate against them and how they would affect the success of the project.** This should set out the three main risks that you think might have a negative impact on your project, such as COVID-19, and what actions you will carry out to reduce the chance of those risks occurring or impacting on your project. (Up to 300 words)

**Project Participants**

**2.15 Which of the following groups will take part in the project?** (tick as many that apply)

|  |  |
| --- | --- |
| Black, Asian, and minority ethnic Londoners  |   |
| Cared for children or care leavers |   |
| Disabled people |   |
| Gypsies and Travellers |   |
| Homeless people or rough sleepers |  |
| LGBT + People |   |
| Older people (aged 75+) |   |
| People in lower socio-economic groups |   |
| People with experience of the criminal justice system |  |
| People without qualifications/long term unemployed |   |
| People/Households on a low income |  |
| Refugees and asylum seekers |  |
| UK armed forces veterans |  |
| No specific group |  |
| Other |  |

**2.15a. If other, please detail this here:**

**2.****16 Why have you chosen to undertake this project with this group and how will they benefit from participating in your project? What will your project do to help them address these problems?**

Be clear about who your target group is and describe the problems these people face in their lives and barriers to participation.

**2.17 How will you ensure your project reaches your target audience(s)?** How will you reach out to potential participants? Are you already working with participants or is there a participant recruitment or selection process?

**2.18 What is the total number of unique participants you expect to attend your project?** (i.e. they are only counted once, even if they attend all sessions)

**Section 3: Finance**

**3.1 How much funding are you requesting from Stronger Communities Fund?**

All costs should be based on a grant award of between £5,000 – £10,000 from us. In this section you should enter the amount requested from Stronger Communities Fund and budget items rounded up to the nearest pound.

**3.2 How will you spend your grant?**

Please list how you will spend your grant in the table below. Be sure to break down your budget into key headings including a clear description and show your workings where appropriate i.e. ‘venue hire (£100 x 12 sessions)’, ‘marketing costs (flyers/advertising)’, ‘sessional workers fees (3x staff x £20 per hour x 100 hours)’, ‘equipment (20 balls/20 pairs of gloves)’ etc. The cost should be the amount that will be covered by Stronger Communities Fund and not the total item cost. **Funding only covers revenue, not core capital costs.** Please see the guidance notes on what we will and will not fund. Please add extra rows if needed

|  |  |  |
| --- | --- | --- |
| **Description** | **Calculation** | **Cost £** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

**Section 4 – Permissions, Policies and Risks**

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and adults at risk and maintaining relevant insurances. If you are successful, we may request copies of documents before we release any funds to you.

**4.1 Your project may need you to consider health and safety and risk management of events, activities etc. If it does, what steps have you taken to identify these and/or make sure adequate policies/measures will be in place for when your project starts?** This should include policies or procedures relating to risk assessment, COVID-19, health and safety, or any other relevant procedures which affect your project. You will be expected to follow the latest government guidelines at all times whilst delivering your project. Up to 200 words

**4.2 What safeguarding procedures will you put in place to ensure all participants and people at risk of harm are protected?** This should include safeguarding policies or procedures relating to children, young people and vulnerable adults in different settings, including online if applicable. It should also consider who is at greater risk of harm from COVID-19 and how you will mitigate against those risks. Up to 200 words

**Section 5 – Privacy Information**

**Who we are**

Data Protection laws changed on 25 May 2018. This notice sets out most of your rights under the new data protection laws - the General Data Protection Regulation (GDPR) - which replace the Data Protection Act and came into effect on the 25 May 2018. Personal data is information which relates to, or could be used to identify you or another person. Data protection legislation does not relate to non-personal information – for example, about an organisation or your project.

Groundwork is the data controller and contract holder (ICO registration number Z6601182) responsible for personal data about Stronger Communities applicants and approved grantees. We do not trade personal data for commercial purposes and will only process your data it if required by law, necessary to administer your grant, or with your consent. Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

**How we will use your personal data**

We will process the personal data you provide for the purpose of administering your grant application (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting) on the basis of a contract (the Grant Agreement) between yourself and Groundwork.

The personal information we will hold will be your name, contact details and payment information. If you are using an accountable body to process your grant funds, we will hold the organisation information and organisation payment information.

Where you choose to receive email marketing about Groundwork’s other activities, we will process your contact information out on the basis of your consent for us to do so.

To protect our legitimate interests, we may also conduct checks against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant, preventing fraud, or for the purposes of the prevention or detection of crime.

All information will be shared with Greater London Authority (GLA) (the funding body).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

Please tick the box to confirm that you have read and understand the Privacy Information above, know your rights and how your data will be used.

**Freedom of Information Act (2000)**

The Freedom of Information Act (FoIA) provides the public with a right of access to information held by public authorities. Our funding body, the Greater London Authority (GLA) is a public authority and is subject to FoIA.

Groundwork holds some information on behalf of the GLA, and this information may be subject to requests made to the GLA for its release. This could include information you provide as part of your application.

The Act does provide a number of exemptions that allow the GLA to withhold information from release into the public domain, these can only be applied on a case-by-case basis; nothing is automatically exempt from release.

If the GLA receives a request for any information held by Groundwork about your application, we will contact you to ensure that you can help us identify any information which might not be suitable for disclosure; for example, personal data or information which might affect your, or another parties’ commercial interests.

However, if you are providing us with information as part of your application which you believe to be sensitive, it would help us if you can explain what these sensitivities are when you apply. We can not guarantee that any information that might be subject to an FoIA request can be withheld or exempt, but we will always take your considerations into account.

Please tick the box to confirm that you understand the above regarding Freedom of Information.

**[tick box]**

**Section 6: Declaration**

**What happens next**

Once we receive your application form we will complete checks to determine if you are eligible to receive funding for your project. If your application meets our requirements, it will then go forward to a Grants Panel meeting. We will let applicants know within 2 weeks of the panel meeting.

Failure to complete this form fully will delay any consideration of your project.

**Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form.**

I, as the applicant, declare that I have read and understood the guidance and Application form.

I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

**By ticking this box, I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge. [tick box]**

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_