

***Coalition for Impact – Thematic Lead***

**Grant Funding Application Form**

**For all Grants**

(**To be completed by the Applicant)**



Birmingham City Council (the Council) has a responsibility to ensure that any public funding it provides is used for its approved purposes and that when an organisation receives funding it is used appropriately. This includes the operation of suitable management, employment and financial policies and practices.

The details provided by the applicant will be added to our Grants Management Database that will help track, monitor and audit grant applications made and issued.

Please read the Application Form Guidance document whilst completing this form as it provides additional information to clarify each question.

**Overview of this application form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section No.** | **Section Title** | **Complete for grants up to £10,000** | **Complete for grants over £10,000** |
| 1 | Details of Applicant | **🗸** | **🗸** |
| 2 | Details of proposed Project / ActivityGeneral InformationPeople and Resources Customers and StakeholdersOutcomes and ObjectivesPartnershipsRisk Management PlanAdditional Questions for this Grant Funding Programme | **🗸****🗸****🗸****🗸****🗸****🗸****🗸****🗸** | **🗸****🗸****🗸****🗸****🗸****🗸****🗸****🗸** |
| 3 | Cost and Funding Breakdown General  | **🗸** | **🗸** |
|   4 | Referees | **🗸** | **🗸** |
| 5 | Policies, Procedures and Processes Key supporting documentsSafeguarding – working with Children, Young People or Adults at Risk Your trustees and Quality StandardsYour management/executive committees and policies  | **🗸** **🗸****🞩****🞩** | **🗸****🗸****🗸** **🗸** |
| 6 | Declaration | **🗸** | **🗸** |



**Grant Application Form**

1. **Details of Applicant**

|  |  |
| --- | --- |
| Name of Applicant applying for funding |  |
| Main contact for this application |  |
| Position held |  |
| Phone number |  |
| Email address |  |

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| --- | --- |
| Second contact for the application |  |
| Position in organisation |  |
| Phone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Organisation registered address and correspondence address |  |
| Main phone number |  |
| Website, blog or Facebook page, if you have one |  |
| Type of organisation (please tick the box which describes your organisation and where applicable provide your registration number) | Unincorporated Association with a constitution, committee and regular meetings |  |
| Limited company Registration number: |  |
| Charity Registration number: |  |
| State type of organisation CIO, CIC, Partnership etcRegistration number: |  |

**VAT**

|  |  |
| --- | --- |
| Is your organisation VAT registered? | Yes / No |
| If yes, what is your VAT registration number? |  |
| If yes, what percentage of input tax can be recovered? |  |

1. **Details of proposed project /activity**

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| Please provide a brief summary of your organisation, including your mission and the work you regularly undertake in the community. What is your track record of working in your ward(s), how many people from this neighbourhood do you support per year, who they are and how do you support them? Are there any specific issues/barriers/challenges in the local community you are addressing in your work? How are you addressing them? If you are an asset-based community development (ABCD) organisation, please explain how you work locally.(300 words max) |
|  |
| Are you a service provider (do you work with people referred to you)? |
| *Yes/No* |
| If yes, please indicate the % of your income that comes from working with people referred to you: |
| % |

|  |
| --- |
| Which Theme are you suggesting to lead on and why, please demonstrate how you will build on your work from the Ready to Level Programme:Theme 1: *Community assets* – focussing on: new governance models, income generation for asset ownership (i.e. via new/diversified income streams). It is expected that this work will support the work BCC East Birmingham Team is undertaking with local assets in East Birmingham e.g. on the Ward End Park House. orTheme 2: *Community economic development* including: understanding and applying the principles of local/community wealth building and implementing Asset Based Community Development (ABCD) methodology, identifying pathways to support women-led economic activity, building pathways for diverse organisations to innovation ecosystems (inclusive innovation), exploring “Buy Local” tools/platforms (continuation of the work started earlier this year). It is expected that this group will also connect with the work led by the Economic Justice Network (https://barrowcadbury.org.uk/our-work/economic-justice/). (150 words max) |
|  |

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| Please draft a programme of activities for this working group.(300 words max) |
|  |

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| Please give us an overview of what you think your local economic strengths and opportunities are, if you are applying for the asset thematic group – please explain what your experience and strengths are? This is to indicate which direction your work may take if you are successful securing the grant. If you are working as a consortium, please explain how each of the partners’ perspective will be reflected in this work.(200 words max) |
|  |

|  |  |
| --- | --- |
| Main address where the thematic group meetings/events will take place - this should be the main base of the project / activities – you can give details of other venues below |  |
| Other locations / venues – please give details of all addresses where activities will take place.Please include postcodes |  |
| Are the locations / venues accessible for people with disabilities (i.e. wheelchair ramp to entrance, induction loop, supporting hand rail to entrance) | Yes / NoIf no what reasonable adjustments will be made: |

**Legacy**

|  |
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| How are you going to ensure this thematic group’s legacy? Please demonstrate your commitment to continuing the work after the project end-date (March 2025). How will you work with partners to put in place further activities/projects or opportunities.(200 words max)  |
|  |

**People and Resources**

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| Please provide details of the employees that will be working on the project and providing the activities. *(Add rows as necessary)* |
| Position | To be paid directly from funding applied for? (Y/N) | Annual cost of salary including employer’s overheads e.g. National Insurance, occupational pension where appropriate (if paid through this funding) |
| 1) |  | £ |
| 2) |  | £ |
|  |  |  |
| Please confirm that employees working on the project will be paid the Birmingham Living Wage in accordance with the Council’s policy. | Yes / No |
| How many have been uplifted to the Birmingham Living Wage? |  |
| 2.10 Does the applicant intend to work with any similar local service(s) that already provide the proposed or related activities? *If Yes,* complete details below. | Yes / No |
| Name of Organisation | Service they provide | Details of how you are going to work with them |
| 1) |  |  |
| 2) |  |  |

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| **Partnerships/Consortium** |
| If you are applying as a consortium please tell us about the partnership you have established for this thematic group and their roles and responsibilities. How are you going to achieve synergy in this project? Please note, all staff members that will be paid in this project need to be included in the table above (from all organisations involved). Only 10% staff time is allowed, as this funding is primarily designed to enable meeting organisation and commissioning external expertise.What existing partners or new organisations you will be inviting to your meetings/events?(max 250 words) |
|  |

**Customers and Stakeholders**

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| --- |
| Target groups/customers receiving the service / activities - If your project / activity is targeted at benefiting particular groups (eg particular age group, faith, area of the city or ethnicity), please give details of the expected numbers of each group.  |
|  | How many? | Age range | Gender | Ethnicity | Faith | Ward or area | Other |
| Add estimated numbers for above groups where knownor add tbc if not known |
| *People engaged* *Local events organised by March 2025*(please add more detail) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| What audiences will you engage in the project and how can you engage them in the thematic group and how will their views be captured and considered? (100 words max) |
|  |

 **Outcomes and Objectives**

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| **What are the expected outcomes and outputs of the project and how will they be measured** |
| Output/Outcome(s) | How you will measure the output/outcome | Other Aspirational Targets | Frequency of Reporting  |
| 1)  |  |  |  |
| 2)  |  |  |   |
| 3)  |  |  |  |
| 4)  |  |  |  |
|  |  |  |  |

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| **Risk Management Plan** |
| Please use the table below to identify any risks that could prevent your project / activity from being delivered as planned. - Please note this is not a health and safety risk assessment, but is a plan to manage risks to your project / activity, for example weather, lack of funds etc  |
| Risk description | Severity (severe, moderate, light) | Impact (severe, moderate, light) | Actions taken to manage risk |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Insert more rows if required. |  |  |  |

1. **Cost and Funding Breakdown**

**GENERAL**

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| --- |
| What type of funding is being requested? |
| Capital Funding |  |
| Revenue Funding |  |

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| --- |
| **What are you planning to use the funding for? (Indicate all that apply)** |
| Direct project/activity costs |  |
| Central function costs e.g. management and support services (e.g. HR, finance, IT) |  |
| Premises and office cost e.g. rent, rates, utilities, office admin, depreciation, insurance, membership and subscription |  |
| Purchasing computers, furniture, equipment and/or vehicles |  |
| The acquisition of land or buildings, building projects and/or landscaping works - please provide a business plan for the acquisition of land or buildings with your application |  |
| Building feasibility studies, surveys, outline plans and planning applications |  |
| General surveys, feasibility studies and research projects |  |
| Other – please specify below: |  |
|  |

|  |  |
| --- | --- |
| Do you have a copy of the most recent annual accounts and balance sheet for your organisation? *If yes, please attach a copy.* | Yes / No |
| *If no, please provide an explanation:* |  |

**Using one line for each item please include;**

* details of each item of expenditure and what it will be spent onincluding details of any organisations / individuals you will pay to undertake any provision of the activity.
* an explanation for any assumptions e.g. project manager (5 days @ £x per day); A5 flyers (2,000) etc.

If your budget includes unexplained costings then you may be asked to resubmit your budget as part of the assessment process.

If there are fewer than 10 successful grant applicants, we will increase the amount granted per organisation. The total budget available is £160,000.

**Your budget must balance. Total A must be the same as (Total B + Total C)**

|  |  |  |
| --- | --- | --- |
| **Cost of activities** Project/activity expenditure e.g. Items, paid individuals, expenses  | B: Expenditure | C: How much of the amount in Column B are you requesting from BCC through this application? |
| Example: staff time | £3,000 | £0 |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| Insert more rows as required. | £ | £ |
| **Totals:** | **A: £** | **B: £** |

|  |  |
| --- | --- |
| Other project/activity income - Provide details of any other income towards the project eg: own cash, grant funding, sponsorship, donations, other parts of Birmingham City Council etc. Do not include the amount you are applying for through this application. | A: Income |
| Example: A B Sponsorship | £1,000 |
| Example: Sports equipment  | £3,000 |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Insert more rows as required. | £ |
| **Total:** | **C: £** |

**In-kind Support**

Please provide details of any support your project/activity will receive which you would otherwise have to pay for e.g. free venue hire from x value = £, free sound equipment from x value = £, free staff time x hrs from x value = £ /hour

|  |  |  |
| --- | --- | --- |
| What support are you receiving  | Who are you receiving the support from | How much would the support normally cost |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| Insert more rows as required. |  | £ |

1. **Referees**

|  |
| --- |
| Please give details of two people who can comment on your track record of delivering this type of activity.  |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Organisation |  |  |
| Job title |  |  |
| Phone |  |  |
| Email address |  |  |

1. **Policies, Procedures and Processes**

**Why are we asking for these documents?** – Birmingham City Council has a responsibility to ensure that public funding is used for its approved purposes and that, when an organisation receives funding, it is used appropriately and provides value for money. This includes the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

Please ensure that you provide the documents below when you submit your application. If you are unable to provide these documents contact the funding/commissioning service.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Title**  | **Section Ref.** | **Send with Application** | **Send if Requested** |
| **Annual Report** | 5 | **🗸** |  |
| **Constitution or governing body documentation** | 1 | **🗸** |  |
| **Equalities Policy** | 5 | **🗸** |  |
| **Health and Safety Policy** | 2 | **🗸** |  |
| **Safeguarding Policy and Procedures** | 5 | **🗸** |  |
| **Whistle Blowing Policy** | 5 | **🗸** |  |
| Confirmation of a valid insurance cover for director negligence or breach of duty to your organisation and details of insurance held, particularly relating to negligence | 5 |  | **🗸** |
| Copy of the template used to record and monitor information relating to DBS checks | 5 |  | **🗸** |
| Proposal on how he project will be funded once grant funding has ceased | 2 |  | **🗸** |
| Business Plan for the proposed of acquisition of any premises | If relevant |  | **🗸** |
| Budgeted income and expenditure statement | 3 |  | **🗸** |
| Statement of Reserves | 1 |  | **🗸** |
| Annual accounts and balance sheet | 3 |  | **🗸** |
| Quality Assurance System documentation | 5 | **🗸** |  |
| Complaints Policy | 5 |  | **🗸** |
| Environmental Policy and Procedures  | 5 |  | **🗸** |
| Counter Fraud and Anti-corruption policy | If relevant |  | **🗸** |
| Gifts and Hospitality policy | If relevant |  | **🗸** |
| Financial regulations and procedures  | 5 |  | **🗸** |
| Proof of bank account for your organisation (not a personal account) | 3 |  | **🗸** |
| CVs for the project leads |  If relevant | **🗸** |  |

**Projects / Activities specifically engaging or working with Children, Young People or Adults at Risk**

|  |
| --- |
| Who in your organisation at senior level is responsible for the Safeguarding policy’s implementation and monitoring? |
| Name |  | Role within organisation |  |
| Do all relevant members of staff and volunteers have an up to date Criminal Records Bureau check (DBS)? | Yes / No |
| If ‘No’, please state the reasons for this |  |
| Do you have in place a record of DBS checks carried out for all staff/volunteers/committee or board members, confirming that DBS checks are satisfactory? | Yes / No |

**Your trustees and Quality Standards**

|  |
| --- |
| Name of trustee(s)/company that will hold property on behalf of the organisation. (*Insert additional rows if necessary)* |
| 1) |
| 2) |
| 3) |
| 4) Insert more rows as required. |
|  |
| Does your organisation have, or is it working towards, a recognised quality standard for third sector organisations e.g. Community Matters, VISIBLE or Quality Performance Mark (QPM)? | Yes / No |
| Do you have a quality assurance system? *If yes please provide a copy* | Yes / No |

**Your management/executive committees**

|  |  |
| --- | --- |
| Please complete the details below for your management/executive committee | Has this person been employed by or served as a Councillor for Birmingham City Council in the last three years? |
| Name | Gender | Ethnicity |
| 1) |  |  | Yes / No |
| 2) |  |  | Yes / No |
| 3) Insert more rows as required. |  |  | Yes / No |
| When was the last annual general meeting held?  | DD/MM/YY |
| Do you Produce an Annual Report? *If yes please attach a copy*  | Yes / No |
| Do you have links with other statutory bodies/partners, relevant to this grant funding? | Yes / No |
| *If yes*, please provide details: |
| Name | Description |
| 1) |  |
| 2) |  |
| 3) |  |

1. **Declaration (All applicants)**

|  |
| --- |
| I confirm that:* The information and supporting documents with 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.
* The required supporting documents are enclosed with this application
* I am authorised to sign and submit this application for grant funding on behalf of the organisation.

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 every three months. To view published information, please go to [**www.birmingham.gov.uk/vcsf**](http://www.birmingham.gov.uk/vcsf)By submitting this application, you are agreeing that your details will be published.In addition, if you are successful in your application, you will be required to confirm that you have the following in place:* Insurance
* Financial regulations and procedures
* Counter Fraud and Anti-corruption and Gifts and Hospitality policies
* Complaints policy
* Environmental policy
* No Platform policy

Please note: The Grant Recipient must be compliant with having the documents listed below and agree to provide copies to the Council of these upon request  * Current insurance documentation (Public/Employers Liability/Indemnity) – (Mandatory requirement)
* Company constitution – (Mandatory requirement)
* Annual Report - (Mandatory Requirement)
* Misuse of Funds & Fraud Protection - (Mandatory Requirement)
* Health and Safety Policy/Risk Assessment – (Mandatory Requirement)
* Equalities Policies – (Mandatory Requirement)
* Current Safeguarding policies and procedures – (Mandatory Requirement)
* IT Security Policy – (Mandatory Requirement)
* GDPR & Data Protection Policy – (Required)
* Prevent – (if relevant to activity)
* Conflicts of Interest - (if relevant to activity)
* Environmental Protection Policy – (if relevant to activity)
* Freedom of Information & Whistle Blowing Policy – (if relevant to activity)
* Subsidy Control – (if relevant to activity)

The Grant Recipient must also provide the following:* Submission of project data as set out in the Project Specification
* Submission of quarterly Progress Reports, Claim and supporting documents, to include financial returns, in line with the timetable set out in the section above
* Submission of subsidy control assessment (see appendix 2) before this agreement is signed.
* Submission of any other document necessary to ensure compliance with UKSPF rules <https://www.gov.uk/government/collections/uk-shared-prosperity-fund-additional-information>

**The grant recipient is required to:**Submit quarterly Progress Reports, to include financial returns, claims and supporting documents, in line with the payment arrangements.**Attend review meetings with the Monitoring Officer as required to:*** Review the activity and progress in relation to agreed performance targets and activity outputs and outcomes,
* Consider spend and review the effectiveness of financial management,
* Develop effective forward activity and resource planning,
* Identify blocks and barriers to effective activity delivery and identify actions to resolve,
* Ensure effective joint working,
* Monitor compliance with the Grant Schedule.

The Project officer will at the end of project conduct a review to inform future activity delivery & support, outcomes, and expenditure. This review will consider:* The views of customers
* The views of partner organisations and other stakeholders
* The Grant Recipient’s experience of delivering the project,
* The Grant Recipient’s views of support provided by the Council,

Be prepared to supply further monitoring and evaluation data as required by BCC and its funders. |
| **DATA PROTECTION ACT 1998, CONFIDENTIALITY STATEMENT**Birmingham City Council collects information for the purposes of procurement and payment functions.  The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.We may check information provided by you, or information about you provided by a third party, with other information held by us.  We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law.  These third parties include other local authorities, West Midlands Combined Authority, DLUHC and other government departments, credit reference agencies and the police.We will not disclose information about you to anyone outside the City Council unless the law permits us to.Confidential information will not be disclosed to third parties.  We recognise that information is valuable and we take all reasonable measures to protect it whilst in our care.The City Council is the Data Controller for the purposes of the Data Protection Act.  If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone the Corporate Information Governance Team on Tel: (0121) 303 4876. |
| This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form. |
|  | **Form completed by:** | **Witnessed by:** |
| **Name** |  |  |
| **Job title** |  |  |
| **Signature** |  |  |
| **Date** |  |  |
| **On behalf of (organisation name)** |  |
| **FOR OFFICE USE ONLY** |
| Ref no. (to be taken from the Grants Management System) |  |
| Name of the funding programme: |  |
| Funding cycle period: |  |
| **Contact details for the service commissioning this Project/Activity:**Birmingham City Council, East Birmingham Inclusive Growth TeamEmail: EastBhamInfo@birmingham.gov.uk  |