STANDARD GRANTS APPLICATION FORM

This form can be submitted typed or if preferred, handwritten in dark ink.

Information on how to complete this form can be found in any Prospectus, which also has guidance on what you need to tell or show us, where to get help to make an application, who to send it to and by what date. *If you are making more than one bid, please use a separate application form for each bid.*

Which Prospectus are you bidding from?

Self Assessment Checklist

Before you begin you application, you should be able to tick all of the boxes below. If you cannot, please get advice on your next steps from the Commissioner who issued the Prospectus (see the Contact details), or from a source of independent advice.

Does your organisation have:

☐ A Constitution or memorandum and articles of association

Policies and Procedures including:

☐ Financial

☐ Equal opportunities

☐ Health and safety

☐ Complaints

☐ Quality assurance

☐ Safeguarding vulnerable children and/or adults

Has your organisation experience of delivering services or activities for:

☐ Isle of Wight Council

☐ Any other public, private or third sector funder

Can your organisation supply the following finance and governance information on request?

☐ Signed and approved year end accounts for the last 2 years

☐ Proof of Bank account

☐ Management accounts, including income and expenditure reports and cash flow

☐ Proof of fully constituted management committee or board of trustees/directors, e.g. Two recent sets of management committee or board meetings and AGM minutes

Part A: APPLICANT DETAILS

This part of the application will help us to judge how effective your organisation or consortium has been, or may be, if awarded grant funding. Please give details of the person we should contact about this application:

Name:

The name of your organisation:

Position in organisation:

Telephone number:

Mobile number:

E-mail address:

Address and Postcode:

Are you:

☐ The sole applicant in this bid, or ☐ Lead applicant for a consortium:

If your application is from a consortium, please list other organisations in your consortium:

Please tell us the legal status of your organisation (e.g. a registered charity, friendly society, social enterprise or any other form of voluntary or community group):

☐ Unincorporated body
☐ Trust or Society
☐ Faith group engaged in social action
☐ Community Interest Co. or Org.
☐ Residents Group

☐ Social enterprise
☐ Company limited by guarantee
☐ Registered charity
☐ Registered friendly society
☐ Registered social landlord
☐ Sole Trader

☐ Other (please describe below)

Company registration number:*

Charity registration number:*

* If applicable

Part B: YOUR ORGANISATION AND EXPERIENCE

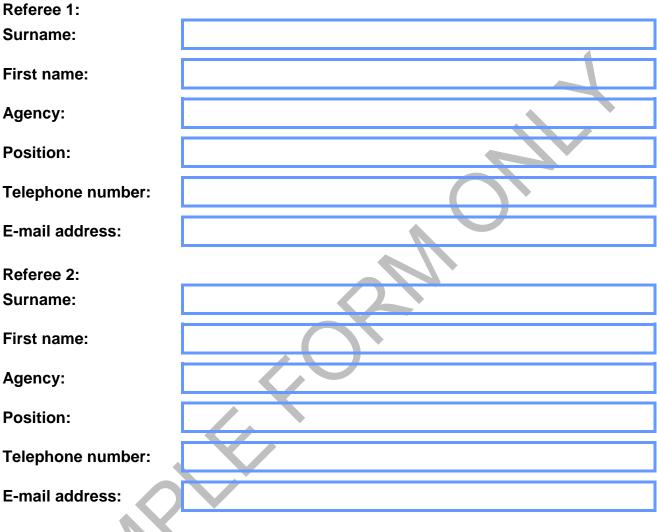**Q1. Please tell us about your organisation.**
What is the mission and objective of your organisation. What are its current activities?
What is your financial status? How many staff and volunteers do you have?
This will help us understand your organisation. We may use this information to publicise the outcome of the grant-making process.

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There is advice on making an application in the Prospectus you seek funding from.

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Q2. How effective have your funded activities been?
Give us examples of your funded activity and tell us about your track record. Tell us what services or activities you provided, who was the funder; the costs and timescales; who benefited from the service, what outcomes you achieved, how well do you think you used the funding. Provide evidence where you can.

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References

Please provide us with the contact details of two referees prepared to discuss your organisation and proposal with us. If you have previously provided services or received voluntary grant funding from the public sector, one of the referees should be a representative of the funding organisation who can confirm your track record.

Referee 1:

Surname:

First name:

Agency:

Position:

Telephone number:

E-mail address:

Referee 2:

Surname:

First name:

Agency:

Position:

Telephone number:

E-mail address:

Financial Information

We need information about the financial wellbeing of your organisation in order to ensure that you are a financially robust and sustainable organisation.

If you are unable to supply any of this information, please contact the commissioner of the grant as your application may be regarded as incomplete and declined.

Please supply:	Tick to confirm
Last two years' full final year end approved accounts, or if you are a new organisation, from commencement of trading.	☐

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Part C: YOUR PROPOSED SERVICE OR ACTIVITY

We need to know how your proposal will help us to deliver outcomes and priorities in the Prospectus. We need to know how clear you are about what you are proposing to provide, how you will do it, who to and at what cost.

The following questions will ask you to give us this information. Please remember that all grant funding awards will be based on the content of this application.

- o **Read the application form fully before answering these questions.**

- o **Please limit your answers to each question to no more than the number of words asked for and use a continuation sheet if necessary.**

Your project must meet at least one outcome to be considered for a grant. Please tick the boxes next to the funding outcomes that your application most supports. (The outcomes are listed and numbered in the Prospectus.)

☐ Outcome 1	☐ Outcome 3	☐ Outcome 5	☐ Outcome 7
☐ Outcome 2	☐ Outcome 4	☐ Outcome 6	

Q3. Your proposed service or activity
Summarise your proposal here. If you are successful, we may use this summary to market or promote your service or activity.

Q4. What will your service be like?
Tell us what your service or activity will be like for the people who use it. Tell us where it will it happen, who will deliver it? How will it be managed and run?

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Q5. Delivering our Outcomes

Grants will only be made if they help us achieve the outcomes set out in the grant-making Prospectus. How will your proposal help us to deliver these outcomes?

Q6. Involvement and Partnership

Have you involved partners, stakeholders and service users in the design and delivery of your proposal? How will it link to other local services and what other partnerships will you build on and contribute to?

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Q7. Target Groups
Whose lives would be improved most by awarding you a grant and why? This could be people from a particular race, culture or faith. It could be young people; unemployed or excluded people; victims of crime or abuse; offenders or substance abusers; elders; people with disabilities, illness or impairments; people living in a particular place or any other community members. How will you engage with any potential groups of users?

Q8. Marketing and publicity
How will you market or publicise your service or activity?

Q9. Equal opportunities
Grants are only awarded to organisations that will give everyone an equal opportunity to benefit from their project or service. You must have an equal opportunities policy that applies to beneficiaries of your service or activity, staff and volunteers. How will anyone using or working in your service or activity be assured equality of opportunity?

Q10. Subcontracting and partnerships
If you intend to subcontract any part of the proposed service or activity to private or third sector partners, or work with other partners to deliver your service, please explain why and how your arrangements will work.

Q11. Community and Social Benefits
How will your proposal add value to local public services and community life.

Q12. Planning for the Future
What will happen when the grant funding ends? Let us know if you intend that your project or service can continue and if so how.

Q13. Implementation Plan
Your proposal must be based on a realistic implementation plan with clearly described assumptions, timelines and outcomes. Please provide us with a breakdown of your implementation arrangements and milestones. Further detailed information is welcomed.

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Q14. Audit and monitoring arrangements

How will you manage your proposed service? What are the key roles of staff in your own and other organisations running the service? What finance and admin systems will you use to ensure efficient and effective services and management of the funding agreement?

Q15. Reporting your performance

With reference to meeting the outcomes in the Prospectus, how will we know how well you are doing? How will you monitor and report outcomes, achievements user satisfaction and difficulties. You can discuss this with the commissioner before applying.

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Part D – RESOURCES

In this section we ask for a breakdown of the grant you need to implement your proposal. Use the table on page 14 to calculate your total grant bid. The table will help us to provide you with the funding you need.

Q16. Costs
Please explain any assumptions you've made to calculate your costs. Include your estimates of the cost per person using your service or activity and monthly cash-flow.
We must also take into account EU requirements on *'State Aid',* so please tell us of any other relevant funding that your organisation of partners may receive from Isle of Wight Council or other public bodies. Please use a separate sheet if necessary.

Q17. Developing resources
What other income or resources, including volunteers and other community assets, are you able to add to any grant funding?

The grant that you need

Please complete this headline summary section to help us calculate your grant. You can supply further financial information if helpful. The Council is committed to full cost recovery by the organisations it funds, so it is important that you set out the direct and indirect costs associated with your proposed service or activity. Please include only those costs that are relevant to the current grant application.

Section 1: Total Direct Service/Activity Costs	Year 20 /	Year 20 /	Year 20 /	Total
Salaries, wages and on-costs (employer's national insurance, pension costs)				£ 0
Travel and subsistence (e.g. fares and food/out of pocket expenses)				£ 0
Other direct costs (e.g. materials)				£ 0
Sub Total 1:	£ 0	£ 0	£ 0	£ 0
Section 2: Total Indirect Service/Activity Costs				
Premises and office costs (e.g. rent, rates, utilities, office administration, depreciation, insurance, membership fees and subscriptions)				£ 0
Central function costs (e.g. management and support services such as finance, HR and IT)				£ 0
Governance and strategic development costs* (e.g. attendance at partnership meetings, audit costs, legal fees, trustee expenses)				£ 0
Total general fund raising costs (e.g. salaries and on-costs, events for raising unrestricted funds)				£ 0
Sub Total 2:	£ 0	£ 0	£ 0	£ 0
Total cost of service/activity (1+2):	£ 0	£ 0	£ 0	£ 0
Section 3: Income from other sources				
Earned income, other grant, fundraising, contribution from organisation's own resources – please specify below:				£ 0

Section 4: Total grant applied for (1 + 2 - 3)				
GRAND TOTAL	£ 0	£ 0	£ 0	**£ 0**

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Part D – DECLARATION

This must be signed by the appropriate authorised person in your organisation or consortium. This means either the Chair of your management committee, your Director, Chief Executive or someone of similar status.

By signing the application below, you declare that the information in and attached to this application is complete and correct. You also confirm that if the application is successful, you will enter into negotiation for a funding agreement to deliver your proposals.

The Prospectus or ReSource has a list of documents that you will be asked to supply with the application. If you don't have all of these things, you may still be able to get a grant, ask for support or advice before making an application.

Surname:

First name:

Signature:

Position in your group or organisation:

Date:

Telephone number:

E-mail address:

Making the application
Information on how to make an application, who to send it to and the deadline for submissions can be found in the Prospectus that you seek funding from.

Late applications
Applications received by the commissioner after the date set out in the Prospectus will not normally be considered and may be returned to the applicant.

If you would like information about this grant-making process, or would like an accessible version of this application form, contact: Martin Johnson, Commissioning Development Manager at Isle of Wight Council on 01983 823825 or martin.johnson@iow.gov.uk

You can provide us with supporting documents and examples of your work.
Please use this page to provide us with additional information when you answer the questions above, and to provide us with any other information that may be helpful.

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