

PLEASE DO NOT STAPLE

## Rossendale Borough Council Neighbourhood Forum Grants

### GRANT APPLICATION FORM (2017/18)

If you require assistance completing this application, please contact Alison Wilkins on Tel: 01706 252593 or Email [alisonwilkins@rossendalebc.gov.uk](mailto:alisonwilkins@rossendalebc.gov.uk)

Please read the guidance notes and funding policy before completing this form

Before submitting your application, please ensure that you have:

- Read and understood guidance notes
- Answered all the questions
- Enclosed all of the required supporting material
- Signed the form

Forms can be submitted electronically or by post.

Email: [alisonwilkins@rossendalebc.gov.uk](mailto:alisonwilkins@rossendalebc.gov.uk)

Post: *Regeneration, Rossendale Borough Council, Futures Park, Bacup, OL13 0BB.*

#### Application Process

- ☐ All constituted community and voluntary groups in Rossendale can apply for a Neighbourhood Forum Grant.
- Organisations can apply for funding up to £500.00. The amount applied for must be based on the amount needed and a breakdown of costs must be included. *Please note the amount available for grants has been reduced and Forums may set a lower maximum grant at their discretion.*
- ☐ Once applications have been submitted a panel of the Neighbourhood Forum will assess each application in relation to the criteria.
- ☐ Applicants will be notified as soon as possible after the Neighbourhood Forum meeting.
- ☐ Proof of expenditure will be required for all grants awarded.
- ☐ Organisations receiving grant funding must acknowledge the support of the Neighbourhood Forum in any appropriate publicity and literature.
- ☐ The deadline for grant applications is 10 days before each Neighbourhood Forum meeting. Meeting dates for 2017/18 are below

Haslingden	Rawtenstall	Bacup	Whitworth
20 June 2017	15 June 2017	22 June 2017	28 June 2017
17 October 2017	12 October 2017	5 October 2017	10 October 2017
8 February 2018	7 February 2018	1 March 2018	20 February 2018

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For Office Use Only		
Application number		
Date Received		
Funding Requested		
Funding Granted		
Content checked by		
Correspondence	Acknowledgement Sent	
	BACS Details	
	Receipts Received	
	Date Sent to Finance	
	Monitoring Complete	

## Section 1: Your organisation (complete in block capitals)

Name of your organisation	
Main contact person	
Full postal address of your organisation	
Telephone no:	
Email address:	Website address:
How long has the organisation been in existence?	
Please indicate the type of organisation - not for profit organisation/residents group/community group / voluntary group.	
Please attach a signed copy of your constitution to this document.	

## Section 2: Funding Request

How much Neighbourhood Forum Grant funding are you requesting?
What is the total cost of the project?

## Section 3: Financial Information

<b>Banking details:</b> Please give your organisation's banking details - payment will be made through BACs	
Account name	_____
Account no.	_____ Sort _____

Please answer all questions below, attaching where necessary any additional information.  
For help and guidance, please see the guidance notes.

## Question 1: Project/Organisation Overview

A) Please describe the project you require funding for, including who the projects will benefit.

B) Please provide a breakdown of costs.

C) How does your organisation intend to deliver the project, including timescales and how will you monitor the effectiveness of the proposed work?

D) If funding is granted can any of these items be loaned or shared with other community groups within Rossendale or the Council?

## Question 2: Link to Priorities

Which of the following areas does your project benefit?

Whitworth Neighbourhood Forum Area	
Bacup Neighbourhood Forum Area	
Rawtenstall Neighbourhood Forum Area	
Haslingden, Helmshore and Edenfield Neighbourhood Forum Area	

Which of The Neighbourhood Plans challenges does your project fit into? (please tick all suitable answers)

Town Centre Improvements		Supporting children and young people	
Increasing Tourism and Leisure		Improving the environment	
Helping the Economy		Supporting families	
Improving access to service and transport		Tackling rural issues	
Improving living conditions		Supporting older people	
Improving people's health and wellbeing		Providing better facilities	
Tackling anti-social behaviour			

## Question 3: Partnerships

Are any other groups or organisations involved in this project?

Is your organisation a member of a Neighbourhood Forum?

Would you be interested in more information about the Neighbourhood Forums?

Would your group be willing to get involved in council initiatives and consultation?

## Question 4: Value for Money and Added Benefits

Please describe how the need for the proposed service or project was identified.

What research have you done that can demonstrate that the project / service would be provided for the best value for money?

(You may want to include other quotes you have or some research around costs.)

Have you applied for funding from anywhere else?

Name of other funder (include organisations own money if being used)	How much?	Have you secured this funding, waiting to hear or is it dependant on getting other funding?
e.g. Help Direct	£150	Waiting to hear

## Question 6: Sustainability

A) Will the project still take place if funding is not received? Please explain how if the answer is yes.

B) Will this project help generate any income for your organisation?  
(For example, you may charge an entrance if holding a party, you may increase membership or you may hold a raffle)

C) Have you any fundraising activities organised in the future?  
(Please note that we can advertise these activities for you for free)

## Section 5: Details of your organisation and projects

Have you:

Attached your constitution	—
Completed all questions	—
Included the groups bank details	—
Signed and dated the sheet	—

## Section 6: Signatures

### Declaration

We confirm that we are authorised to sign this declaration on behalf of the organisation named in this application at 1a. We certify that the information given in this application is true, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation/consortium for which we are taking the lead. We understand that any offer of a grant will be subject to terms and conditions, we confirm that the organisation has the authority to accept this grant if the application is successful, and to repay it if the conditions of the grant are not met.

PLEASE NOTE: You will be asked to submit receipts/invoices as proof of purchase for delivery of your project.

### Signatory – Main contact named

I understand that you may contact me during the funding period and throughout the year of the grant and I confirm that I am authorised by the organisation/partnership for this purpose, and that you may rely on any further information I supply to you.

Signed

Please print name

Date

Name of organisation