

**Neighbourhood Improvement Fund
Application Form**

How to compete this form:

1. Read the application guidance and blank Terms & Conditions document to ensure you understand the ongoing requirements of grant applications.
2. Ensure you have met the eligibility and essential criteria.
3. Gather all required documentation, scan and attach to your application email. Incomplete applications will result in non-assessment.
4. Send the completed application form and all supporting documentation to communitygrants@wakefield.gov.uk.

Need support?

We run a number of Small Grant Application Support Sessions in the lead up to application deadlines.

2019 Small Grant Application Support Sessions		
Date	Time	Location
Every Wednesday from the 26 th June to the 4 th December 2019	Anytime between 2:00pm -4:00pm	Castleford Room, Ground Level, Wakefield One, Burton Street, Wakefield

The grants team will be holding information sessions across the district in 2019. Email communitygrants@wakefield.gov.uk for more information including times and dates.

Application Checklist

For an application to be complete, it must contain all of the items on the below list. Incomplete applications will not be assessed and in some cases, may render the project ineligible.

Item	Attached
All valid quotes and other proof of costings	
First page of organisation bank statement, clearly showing a bank account in the organisations name.	
Written email support for this project from at least 2 of the Councillors in this Ward.	

Section 1. Essential Information

1.1 Applicant & Organisation Details. *The applicant is responsible for all aspects of project delivery and reporting. The grants team will liaise with the Applicant on all issues.*

Organisation Name		
Organisation Address		
Organisation Email		
Applicant name		
Applicant contact number		
Applicant email		
Relationship to organisation		
Neighbourhood Coordination & Engagement Officer working on the project		
Ward number		
What is the legal status of this group?	Registered charity	Number:
	Incorporated association	Number:
	Unregistered organisation	
	Registered community interest company	Number:

Does the organisation have a constitution or a set of rules?	
List at least 2 of the current executives names and positions	
Executive 1	
Executive 2	

Insurance information	
<i>All organisations are expected to hold an adequate level of insurance for all activities, including those of the project. If your organisation does not hold insurance, it is likely that your application will be ineligible.</i>	
Insurance Policy Number	
Expiry date	
<i>Unless we request it, you are not required to supply the insurance certificate copy. Applicants should ensure they have read and understood their obligations outlined in the Terms & Conditions that all successful grant applicants must sign.</i>	

<p>Safeguarding <i>It is an expectation that all organisations and projects that work with children or vulnerable adults have a clear safeguarding policy and procedure relevant to those activities. We expect you to: Have a Named Person who is committed to children and young people's wellbeing and safety; Have safeguarding policies in place that are appropriate to your organisation's work; If you are regularly working with children/young people you must undertake Child Protection Training; Renew Disclosure and Barring Service certificates at least every three years; Provide safeguarding training or guidance to staff and volunteers.</i></p>	
<p>Does your organisation work with vulnerable groups in any capacity?</p>	
<p>If yes, does your organisation hold relevant, up to date policies and procedures as outlined above?</p>	
<p><i>Unless we request it, you are not required to supply the certificate copy. Applicants should ensure they have read and understood their obligations outlined in the Terms & Conditions that all successful grant applicants must sign.</i></p>	

Previous Applications	
<p>Have you previously received a Small Grant from Wakefield Council? (NIF, Community Chest, Community Development or Food Bank Fund?)</p>	
<p>If so, when did you apply for this grant?</p>	

<p>Member Support – Please list the members whom you have supplied their written support for this project. A list of Ward Councillors is linked in the Application Guidance. All NIF applications must be supported by at least 3 of the Councillors within the Ward of your group/project.</p>	
<p>Member Name:</p>	<p>Date of Support:</p>
<p>Member Name:</p>	<p>Date of Support:</p>
<p>Member Name:</p>	<p>Date of Support:</p>

<p>Documentation checklist for organisations. <i>Please complete the checklist, paying careful attention to what is required to be attached to the application. Applications will only be assessed with the documents submitted and supporting documents will not be accepted past the application deadline.</i></p>	
<p>Bank statement from current period clearly showing the account is held in the groups name</p>	
<p>Please go to section 2</p>	

Section 2. Project Information

Project Name	
Project Address	

What type of project are you applying for? *Refer to the guidance*

--

Project Summary (No more than 500 words) *Provide an outline of the project you want to deliver. Provide enough information in order for us to understand what is being proposed, how will work and any stakeholders involved.*

Make sure to address:

- *Who is involved?*
- *Are there multiple aspects of the projects that need to be delivered by multiple people?*

Who will be responsible for the delivery of such aspects?

--

Project Start Date
This is the date your project will start. Small grants do not fund projects that have already occurred.

Project End Date
This is the date your project will end. For purchasing projects, this will be the date you finalise all spending.

--

Will all members of the community, regardless of race, gender, religion or ability be encouraged to participate or benefit from this grant?	
Have you carried out a risk assessment for this project?	

Section 3 – Outcomes, outputs and benefits

Project Outputs	Project outcomes	Project Impact
<i>These are project deliverables. Explain what these are and when they will be delivered</i>	<i>These are outcomes of the project that will happen as a direct result of changes.</i>	<i>These are the expected impacts of the project outcomes and how you will show the project's success</i>
> e.g. We will deliver a community fun fair on the 09 th of June	> The fun fair will engage community members in fun, welcoming and socially beneficial activities, leading to increase community cohesion.	> The fun fair will provide an activity for 120 people > The sales of £2.00 entry tickets will generate a small kitty for our club.

Project Outputs	Project outcomes	Project Inputs

Section 4 – Project costs

Item Requested	£ Requested from NIF	£ Requested from other sources	£ Total Cost	No
<i>e.g stage rental for fun fair music acts</i>	<i>£800.00</i>	<i>£0.00</i>	<i>£800.00</i>	<i>Quote att sup</i>

Total	£ <i>This must not exceed £1000</i>	£	£	

Section 5. GDPR Transparency Statement

The information requested on this form is required by Wakefield Council to assess whether or not a Small Grant Application can be awarded. The council may make enquiries and collect information relevant to the grant for any purpose, including assessment, monitoring, reporting and for promotional material including media releases, websites, brochures and any other material.

Wakefield Council is required by law to protect the public funds it administers and to this end may use and share the information provided on this form for the prevention and detection of fraud. Wakefield Council respects your privacy and is committed to protecting your personal data.

There is a Transparency Notice available outlining how we look after your personal data when you apply to our small grant schemes. If you wish to view this Transparency Statement it can be viewed at www.wakefield.gov.uk/communityfunding. Alternatively you can email communitygrants@wakefield.gov.uk or call 01924 305891.

I confirm that I have read and agree to the above data protection statement.

Mark all that apply

This project involves or impact, directly or indirectly, persons under 18 years of age and/or vulnerable adults.	
This project involves potential health & safety hazards. i.e physical or emotional.	
This event or activity will engage over 200 people.	
This project runs for over 6 months.	
This is the first time our organisation has ever received grants funding.	
This project involves food preparation or service	

End of application

Submit this application via email to communitygrants@wakefield.gov.uk along with all supporting documentation in **one email**.

What happens next?

1. You will not receive confirmation from us that your grant has been received, you can however call us to confirm the status of your application at on 01924 305891.
2. Any expenses claimed without supporting evidence will be removed from the application without notice.
3. If complete, your application will be assed at the next panel date. If successful, within 10 days of the decision we will send you a Terms & Conditions and BAC'S form to complete and return to us within 14 days for payment.

Wakefield Council use only	
Application Received?	
Application Complete?	
Risk Rating?	