**Wandsworth Council**

**VCS Capacity Building Grant Fund**

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| The purpose of this new grant fund is to support the borough’s voluntary and community organisation’s infrastructure and capacity **to deliver ongoing cost of living interventions during the current cost of living crisis.**  Applicants are advised to consider the Fund’s criteria before completing this application form. |

**APPLICATION FORM**

1. **What does your organisation require support for?**

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| Here are some ideas of what to tell us about what you require support for:   1. What costs do you require grant support for? 2. What difference will this support make? 3. Who will benefit from it? (If vulnerable residents, explain in what ways they are vulnerable) 4. How long do you expect the support to cover? This can be up to 12 months but can be an estimate. 5. How will you make sure people know about your services to help them during this cost-of-living crisis? 6. Without this support, what will be the effect on your organisation and those who use the services of the organisation?   You can write up to 500 words for this section, but don't worry if you use less. |
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1. **Please explain what services your organisation is currently providing and how these will directly support residents during this cost-of-living period?** (Maximum 200 words).

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1. **Are any of these services commissioned by the Council or any other statutory body?** If so, please explain which body/team and which services are commissioned.

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| --- | --- |
| **Commissioning Body/Team** | **Detail Service commissioned including the period of the contract** |
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1. **Grant support requested**

List the items and costs you would like us to fund. Include the calculations and do make sure your sums are correct. (Grants are available of £5,000-15,000). Applicants are encouraged to note the Council’s commitment to the London Living Wage <https://www.livingwage.org.uk/> , if seeking support for staff costs.

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| --- | --- |
| **Description of item** | **Cost (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

1. **Planning for the future**

As the cost-of-living crisis could be a long-term issue beyond the period of this grant, what steps are you taking or planning to take to build your financial capabilities and resilience? How will you plan to learn from this project and use this learning to further build your capacity/financial stability for the future?

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1. **Your Organisation**

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| --- | --- |
| Name of your organisation |  |
| Registered Address |  |
| Website |  |

1. Has your organisation received a grant award from the Wandsworth Grant Fund in the last 2 years (April 2020 – April 2022)?(*Tick one box and then follow instructions*)

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| --- | --- | --- |
| YES |  | Go to Question 10. And please only provide your most recent Annual Accounts with your application. Other Supporting documents are not required. |
| NO |  | Continue and answer all the questions and please provide all the relevant supporting documents asked for with your application. |

1. **What type of organisation are you?**

Tell us how your organisation is constituted - this will be stated on your governing document(s) and Annual Report. Please tick ALL that apply as your organisation might have more than one type of arrangement.

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| --- | --- |
| A Company Limited by Guaranteed - registered with Companies House |  |
| Registered charity – Registered with Charity Commission |  |
| Charitable Incorporated Organisation (CIO). A registered charity with limited liability. |  |
| Community Interest Company – registered with Companies House and CIC Regulator |  |
| Co-operative |  |

1. **Registration numbers (if any)**

|  |  |
| --- | --- |
| Charity number |  |
| Company number |  |
| Other (please also state type) |  |

1. **Your finances**

In assessing each application, the level of reserves of the organisation will be considered in line with its Reserves Policy. Given that Annual Accounts are historical, understanding the current position of your Unrestricted/General reserves is required.

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| --- | --- |
| What is your last accounting year end date? |  |
| What was your total income from your last full year? |  |
| What was your total expenditure from your last full year? |  |
| What was your Unrestricted/General reserves at the end of your last full year? |  |
| How many months of your annual expenditure did your Unrestricted/General reserves cover of the end of that year? |  |
| Since the date of your last Annual Accounts, what changes has there been to your Unrestricted/General reserves and why? | |
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1. **Contacts**

Please provide details of the person who will be the main contact in managing the work. This will be our point of contact to discuss the application and the work if required.

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| --- | --- |
| Full name of Main Contact |  |
| Role/Title |  |
| Email |  |
| Daytime contact phone number(s) |  |

1. **Bank details**
2. Your organisation bank account is required to meet the minimum standards of having at requiring at least two unrelated members’ signatories living at different addresses.

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| --- | --- | --- | --- | --- |
| Does your organisation have an associated bank account requiring at least two unrelated signatures/authorisations, who live at different addresses, for all expenditure? | Yes |  | No |  |

1. Please provide the bank details for your organisation

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| --- | --- |
| Name of your organisation as it is on your bank statement |  |
| Sort Code |  |
| Account Number |  |

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| **DECLARATION / SUPPORTING DOCUMENTS AND DATA PROTECTION**  This requires you to provide signatures in two places. This should be completed by the named contact person either electronically or by hand. |
| **Declarations:**   1. I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign and represent this application on behalf of the applicant organisation. 2. I confirm that the information given in the application is correct and that the project/service is not, in any way, established or conducted for profit or individual gain. 3. I undertake to inform Wandsworth Council of any changes to the project/service, management or organisational circumstances that would affect this application post submission.   You may be contacted by Council Officers once your application has been received if additional information is required to complete the assessment of your application.  Please confirm your acceptance of this statement:  I (Print name) ………………………………………………………………………………………………. confirm acceptance of the above statement on behalf of the applicant organisation:  Signature………………………………………………………………. Date ………………………… |
| **Supporting documents to be provided with application** |
| Please provide the following documents with your application: (Tick all that apply)  **Note: If you have ticked ‘Yes’ to Question 6., then please only provide your most recent Annual Accounts. If further information is required, this will be requested on an individual basis.**   1. Organisation’s Constitution/ Memorandum 2. Organisation’s most recent audited accounts (no more than 18 months old) 3. Safeguarding Children & Vulnerable Adults Policy 4. Current Certificate of Public Liability Insurance 5. Health and Safety Policy 6. Volunteer Policy |
| **Data protection statement** |
| The contents of this application are protected under the UK Data Protection Act 2018. Information gathered in this form may be shared with Council Officers, auditors and external funders. The contact details of your group may be shared with other organisations and individuals with a legitimate interest in learning about your work.  The Council’s Privacy Notice can be found here [Wandsworth Council Privacy Notice](http://www.wandsworth.gov.uk/info/200316/open_data_and_transparency/1535/wandsworth_council_privacy_notice) |
| For assessment and recommendations to be made we will need to share your application details within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).  Should your application be successful your details will be used by the Council for:   * Wandsworth grant fund publicity purposes. * Processing grant agreements, grant monitoring and payment administration. * Future mailings and correspondence targeted at the voluntary and community sector.   **Please indicate all below statements which you agree to**:  I agree to permit these details to be kept and shared for the above purposes.  I agree for my details to be held afterwards for future mailings and correspondence  Please confirm your acceptance of this statement:  I (Print name) ………………………………………………………………………………………………. confirm acceptance of the above statement on behalf of the applicant organisation:  Signature………………………………………………………………. Date ………………………… |

**Please email your completed application and supporting documents to:** [**applywgf@richmondandwandsworth.gov.uk**](mailto:applywgf@richmondandwandsworth.gov.uk)