|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **APPLICANT & CONTACT INFORMATION** | | | | | | | | | | |
| **1** | | Name of contact person | |  | | | | | | | |
| **2** | | Name of organisation | |  | | | | | | | |
| **3** | | Please state your organisation’s registered address and postcode | |  | | | | | | | |
| Correspondence address if different to above | |  | | | | | | | |
| Contact email address | |  | | | | | | | |
| Daytime contact phone number | |  | | | | | | | |
| Organisations website address | |  | | | | | | | |
| **4** | | What is the legal status of your organisation? | | Registered Charity ​☐​ | | | Registered Charity No.: | | | | |
| Company Limited by Guarantee ​☐​ | | | Company No.: | | | | |
| State School ​☐​ | | | Faith Group ​☐​ | | | | |
| Residents Association ​☐​ | | | \*Sole Artist/Professional ​☐​  UTC No: | | | | |
| Uniformed Organisation ​☐​ | | | Other ​☐​ | | | | |
| Has your organisation been established and operating for more than 12 months and have independently verified annual accounts? | | Yes ​☐​  No   ​☐​  (You need to answer ‘Yes’ to be eligible) | | | | | | | |
| Do you have 3 or more Trustees or Directors?  \*Sole Arts/Professional are exempt from this requirement | | Yes ​☐​  No   ​☐​  (You need to answer ‘Yes’ to be eligible) | | | | | | | |
|  | | If your organisation is a ‘CIC’, within your Articles of Association, do you have an ‘Asset Lock’ or equivalent? | | Yes  No  (You need to answer ‘Yes’ to be eligible) | | | | | | | |
| **PROJECT SUPPORT AND ENDORESMENT** | | | | | | | | | | | |
| **5. Councillor Endorsement:** All applications must be endorsed by at least one local Councillor. The priority is for the project to be endorsed by Councillors in the Ward where the project is mainly going to occur Find [your Council Ward.](https://www.wandsworth.gov.uk/the-council/elections-voting-and-registration/constituencies-and-wards/) However, applicants can also seek the endorsement of a different Councillor who may know your organisation and project well.  If the project will take place in two or more Wards, then at least two Councillors must endorse your application. Endorsement is to support the project in principle rather than the detail. If the project is ‘Borough-wide’ then at least two Councillors must endorse the project. Both Council Officers and Members of the Grants Sub-committee and Executive committee undertake further scrutiny.  (Alternatively, on completing this form, the Ward Councillor(s) can email the Grants team directly at: [applywgf@richmondandwandsworth.gov.uk](mailto:applywgf@richmondandwandsworth.gov.uk)  **It is the applicant’s responsibility to ensure any endorsement does reach the Grants Team if this method is used. Applications not having any endorsements could result in being deemed ‘ineligible.** | | | | | | | | | | | |
| 1. Which Ward(s) will your project/activity mainly operate in? [Ward List](https://wandsworth.gov.uk/the-council/elections-voting-and-registration/constituencies-and-wards/) | | | | | | | | | | | |
| **Ward name(s):** | | | | | | | | | | | |
| 1. Endorsing Councillor Name | | | |  | | | | | | Ward |  |
| **Comment:** | | | | | | | | | | | |
| 1. Endorsing Councillor Name | | | |  | | | | | | Ward |  |
| **Comment:** | | | | | | | | | | | |
| **6** | | Briefly tell us what your organisation does. (Max 100 words) | |  | | | | | | | |
| **7** | | Briefly, tell us what experience and what recent successes you have had to enable you to deliver this project. (Max 150 words) | |  | | | | | | | |
| **8** | | Your recent annual finances | | If your organisation uses small company accounting disclosure exemptions, these figures could be quite different to those in your annual report to Companies House. If you are self-employed professional, then please refer to your most recent relevant income and expenditure related to your arts and culture activity. | | | | | | | |
| Annual Income | | | | |  | | |
| Annual Expenditure | | | | |  | | |
| Unrestricted/General Reserves | | | | |  | | |
| **9** | | Please state clearly what your organisations reserves policy is. | |  | | | | | | | |
| **10** | | Within the last two years, what funds/grants have you successfully been awarded from Wandsworth Council? | | | | | | | | | |
| **Date of award** | | **Details of grants, commissioned** **service or another award** | | | | | | **Amount (£)** | | | |
|  | |  | | | | | |  | | | |
|  | |  | | | | | |  | | | |
|  | |  | | | | | |  | | | |
| **11** | | Does your organisation have a bank account in its name, which requires at least 2 Trustees/Directors or authorised signatories, who are unrelated and do not live at the same address, to be signatories for it?  Note: Sole Arts/Professionals are encouraged to have a business bank account rather than using their personal/private bank account for their professional finances. This could still be under a single person’s authority.  Yes  No | | | | | | | | | |
| **LIVING WAGE** | | | | | | | | | | | |
| Do you pay all your staff at least the Living Wage or higher?  Yes  No  Volunteers only | | | | | | | | | | | |
| Is your organisation accredited as a Living Wage Employer with The Living Wage Foundation? [The Living Wage Foundation](https://www.livingwage.org.uk/)  Yes  No  No, but interested in finding out more | | | | | | | | | | | |
| Are you a branch of a larger organisation?  Yes  No | | | | | | | | | | | |
| **ABOUT YOUR PROJECT** | | | | | | | | | | | |
| **12** | | Name of your project | |  | | | | | | | |
| **13** | | Period of activity | | Start date: | | | | | | | |
| End date: | | | | | | | |
| **14** | | Which of the WGF Themes does your project MAINLY meet?  (CHOOSE ONLY ONE)  See Guidance Notes for details of thematic priorities | | Children and young people (0-11 years) | | | | | |  | |
| Children and young people (12-18 years or 25 if disabled) | | | | | |  | |
| Arts and Culture | | | | | |  | |
| Citizenship and Civic Engagement | | | | | |  | |
| Health and Well-being | | | | | |  | |
| Achieving Aspirations and Potential | | | | | |  | |
| Environment and Attractive Neighbourhoods | | | | | |  | |
| **DESCRIBING YOUR PROJECT** | | | | | | | | | | | |
| Please answer ALL parts of this question in detail. | | | | | | | | | | | |
| **14a** | Main Theme (as chosen in Q14) | | | |  | | | | | | |
| **15** | Describe the activities which will be delivered, how they will be delivered and what will be done when over the timescale of the project (e.g., launch, implement, wind-up to finish)? | | | |  | | | | | | |
| **16** | Describe how the project will support one or more of the priorities, as described within the Guidance notes of the **main theme you have indicated in Q14.** | | | |  | | | | | | |
| **17** | If your project also supports priorities in other thematic areas, please explain which theme, which specific priorities and how your project will help to achieve these outcomes. | | | |  | | | | | | |
| **18** | How will this project support the Council’s Environment and Sustainability Strategy?  [Wandsworth Environment and Sustainability Strategy](https://www.wandsworth.gov.uk/news/campaigns/climate-change/strategy-and-action-plan/) | | | |  | | | | | | |
| **19** | Where exactly will your project take place? | | | |  | | | | | | |
| **20** | Who will lead the project and what qualifications and experience do they have relevant to the project? If your project is hiring a specialist to run the project, who is not actually leading the project, please provide similar details. | | | |  | | | | | | |
| **21** | Describe who will the participants of the project be who will directly benefit? | | | |  | | | | | | |
| **22** | How many people do you plan to participate in the project and how many of these will be Wandsworth residents? (Residents are those who have lived in the borough for 6 months or more) | | | |  | | | | | | |
| **23** | How will you find or recruit those people who you hope will take part and who will benefit from the project?  If numbers are limited, what selection criteria will you adopt? | | | |  | | | | | | |
| **24** | How does your project complement (not duplicate) other services, including those of the Council, other statutory bodies and other voluntary and community services?  (This could be through working alongside others through meeting dissimilar needs of residents.) | | | |  | | | | | | |
| **25** | In planning this project, how have you directly consulted or engaged with those residents who you plan will participate in the project about the content, design and planned benefits /outcomes of the project? | | | |  | | | | | | |
| **26** | What local and recent evidence have you collected about the need for this project, specific to the residents who will participate and the needs of the borough?  (Please seek to evidence the need from information you have gathered from discussing the idea of the project from those who will participate, from previous work you have undertaken and from public information e.g., [DataWand](https://www.datawand.info/) | | | |  | | | | | | |
| **Monitoring and evaluating your progress** | | | | | | | | | | | |
| **27** | What tools will you use to monitor progress and evaluate the activity/project? | | |  | | | | | | | |
| **28** | What measurable numbers and types of activity/participants **(Outputs)** and positive differences **(Outcomes)** will the project deliver for the beneficiaries and/or community?  *N.B. The positive differences (outcomes) should be directly in line with the priorities as described under the thematic headings as shown in the Guidance Notes.* | | |  | | | | | | | |
| **Permissions** | | | | | | | | | | | |
| **29** | Do you have all required permissions or consent before undertaking your project? If required, what consents have you received or still to obtain?  (Permissions could include planning consent, for road closures, for use of parks or green spaces, permissions from landlords/landowners, Parish councils, Trustees/Management committees or other statutory or regulatory bodies.) | | |  | | | | | | | |
| **30 Finance Section:** | | | | | | | | | | | |
| How much is your project going to cost and how much do you need from the Wandsworth Grant Fund?  Please provide a breakdown of costs in the table below.  This fund will only make awards to cover the full cost for projects costing between £500 – £1,000. Projects costing more than £1,000 are required to provide a proportion of the full cost through Match Funding. (See Guidance Notes for details) | | | | | | | | | | | |
| **Section a) What items do you would want this grant to fund:**  **Item description**  **Note: Applicants are encouraged to meet the minimum rates as per** [**www.livingwage.org.uk**](http://www.livingwage.org.uk) **for any staff costs.** | | | | | | | | | **Amount requested from the Wandsworth Grant Fund. (£)**  (Please round all costs up to the nearest pound) | | |
| Example: Hire of Dance studio for 2x 2hrs/week for 30 weeks @ £15/hr = £1800 | | | | | | | | | Example: £900 | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
| 1. Total WGF Grant applying for: | | | | | | | | | £ | | |
| **Section b) What other costs are there which will be paid for from your reserves, other** **grants or other cash income you might secure**. **Where are other grants from?** | | | | | | | | | | | |
| Example: Hire of Dance studio for 2x 2hrs/week for 30 weeks @ £15/hr = £1800 | | | | | | Example: Awards for All grant (Received/ Awaited) | | | Example: 1800  (Please round all costs up to the nearest pound) | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
| 1. Total Cash Matched Funding: | | | | | |  | | | £ | | |
| **Section c) Other In-kind costs paid by free-use, discounts and/or volunteering?** | | | | | | | | | | | |
| Example: 2 volunteers helping for 2 hours per week for 10 weeks, valued at £14/hr: 2 volunteers @ 2hrs each /week x 10 weeks = 40 @ £14/hr = £560 | | | | | | | | | Example: 560  (Please round all costs up to the nearest pound) | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
| **(C) Total In-kind Match Funding** | | | | | | | | | **£** | | |
| **Finance Summary** | | | | | | | | | | | |
| 1. **Total WGF Grant applied for:** | | | | | | | | | **£** | | |
| 1. **Total Cash Match Funding** | | | | | | | | | **£** | | |
| 1. **Total In-kind Match Funding)** | | | | | | | | | **£** | | |
| **(A+B+C) = Total project value** | | | | | | | | | **£** | | |
| **Match funding % of total cost (B+C ÷ Total project value x 100)** | | | | | | | | |  | | |
| **31** | What other funding sources, including your reserves and other funders, have you applied to or considered for this project?  Explain what funding you have received, and any others which you have received confirmation of and any grant applications which you are awaiting a reply for in relation to this project. | | | | | | | | | | |
|  | | | | | | | | | | | |
| **32** | Based on the cost of the project per beneficiary/participant, why do you consider that the individual cost is ‘value for money’? | | | | | | | | | | |
|  | | | | | | | | | | | |
| **33** | If the project is to continue beyond the timescale of this funding, please describe how you will plan to fund the continuation of this project without council support? | | | | | | | | | | |
|  | | | | | | | | | | | |
| **34 DECLARATION / SUPPORTING DOCUMENTS AND DATA PROTECTION** | | | | | | | | | | | |
| **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.   Council Officers may contact you once your application has been received if additional information is required to complete the assessment of your application. | | | | | | | | | | | |
| **Print full name** | | |  | | | | | | | | |
| **Position** | | |  | | | | | | | | |
| **Authorised Signature:** | | |  | | | | | | Date: | | |
| **Supporting documents to be provided with application**  Please provide the following documents with your application: (Tick all that apply) | | | | | | | | | | | |
| A copy of my organisation’s Constitution/ Memorandum or set of rules | | | | | | | | |  | | |
| A copy of my organisation’s most recent audited accounts (no more than 18 months old) or last Income Tax Return if Sole Artist/Professional | | | | | | | | |  | | |
| Safeguarding Children & Vulnerable Adults Policy | | | | | | | | |  | | |
| Current Certificate of Public Liability Insurance | | | | | | | | |  | | |
| Health and Safety Policy (if applicable) | | | | | | | | |  | | |
| Volunteer Policy (if applicable) | | | | | | | | |  | | |

|  |  |
| --- | --- |
| **35 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, Council Members, 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. | Yes/No |
| I agree for my details to be held afterwards for future mailings and correspondence. | Yes/No |
| 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 application form and supporting documents to **ONLY**: [applywgf@richmondandwandsworth.gov.uk](mailto:applywgf@richmondandwandsworth.gov.uk)