**VCS Cost of Living Grant Fund (2024-25) Application Form**

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| **Your Details** | | | | | |
| **1** | **Name of organisation** |  | | | |
|  | **Organisation address** |  | | | |
|  | **Website** |  | | | |
| **Contact details** | | | | | |
| **2** | **Name** |  | | | |
|  | **Role** |  | | | |
|  | **Contact Phone number** |  | | | |
|  | **Contact Email address** |  | | | |
| **3** | **Have you been awarded any type of grant or contract from Wandsworth Council in the last 12-month period? If so,** **please describe the contract or grant and date of award** |  | | | |
| **4** | **Are you applying for continuation funding for a project supported by a current Wandsworth Cost-of-Living Grant?** | Yes  No | | | |
| **Your Organisation** | | | | | |
| **5** | **What is the Legal Status of your organisation?** |  | Registered Charity or Charitable Incorporated Organisation (CIO) | | Charity/CIO No. |
|  | | Exempt Charity |  |
|  | | CIC / Company Limited by Guarantee | Companies House No. |
|  | | Constituted community organisation | Date established: |
| **6** | **What is your organisation currently doing to support residents who are being directly impacted by the Cost-of-Living?** |  | | | |
| **7** | **What pressures/challenges is the Cost-of-Living having on your organisation’s ability to support vulnerable residents?** |  | | | |
| **Funding Request** | | | | | |
| **8** | **Which of the priorities does your application meet?** | **Priority 1: Community spaces /Access to Food (deadline: 9am Monday 29 July 2024)**  **Priority 2: Funding core programme costs for organisations who are struggling with the Cost of Living due to proven increased demand on their services (deadline: 9am Monday 2 September 2024)** | | | |
| **9** | **Does your project require permission from a third party to operate and if so, who from and has this been obtained?** |  | | | |
| **10** | 1. **Please describe what activities/services your project plans to deliver.** | | | | |
| 1. **Where and when (times) will the activity/service take place?** | | | | |
| 1. **What date will the project start and end?** | | | | |
| 1. **Who and how many people will benefit from your project each week?** | | | | |
| 1. **How will you promote your activities/services to reach more / new residents?** | | | | |
| 1. **What actions will you take during the project period to build more and better partnerships with other VCS and statutory organisations to enable greater support for residents who use your services?** | | | | |
| 1. **What does the project do to support residents to move on to a longer-term sustainable position – moving away from being in crisis?** | | | | |
| 1. **How will you measure/record the benefits to those who use your** **project?:** | | | | |
| **11** | **Explain how you know that people in your community need this project.** |  | | | |
| **12** | **During the period of this activity, what can your organisation do to build your own capacity to support: (a) more residents; (b) existing users in more depth, and be more sustainable in the longer term?** |  | | | |
| **13** | **What help might you need to build your capacity and sustainability during the period of the project?** |  | | | |
| **Financial Information** | | | | | |
| **14** | **Please tell us how much your project will cost?**  **e.g., Support Worker £15 per hour x 30 hours (please note that we will try to keep grants as flexible as possible. If your circumstances change, we may be able to accept proposals to change the use of your grant with prior agreement – but you must gain agreement before you do so)** | | | | |
| **Item of expenditure** | | | | | **Cost £ (please only use full pounds)** |
|  | | | | |  |
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|  | | | | |  |
|  | | | | |  |
| **TOTAL** | | | | | **£** |
| **14** | **What other Funders have you applied to support your work at this time? (please include what you applied for, if you have been successful in your application, or if awaiting the outcome, when you will hear back)** |  | | | |
| **15** | **Why are you unable to meet these costs from within your own budgets or General Reserves?** |  | | | |
| **16** | **Is there any other information that you need to tell us?** |  | | | |
| **Supporting information** | | | | | |
| **17** | I enclose the following documents:  **Please note: Applicants who have been awarded a grant or contract from Wandsworth Council in the last 12-month period will not need to provide copies of their constitution, annual** **accounts and safeguarding policy.**  1. A copy of my governing document e.g., constitution or Articles of Association  2. A copy of my organisation’s audited accounts (no more than 12 months old) or income and expenditure sheet for the past 12 months (if I do not have audited accounts).  3. A scanned bank statement or bank statement downloaded from an online account showing organisation name, address, sort code and account number (from the last 3 months)  4. A risk statement outlining how you will manage any identified risks  5. A safeguarding policy/ statement outlining how children, young people and adults with care and support needs will be kept safe | | | | |
| **Declaration** | | | | | |
| **18** | * I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign this application on behalf of the applicant organisation. * I confirm that I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose, and to repay to the Council any grant money that I may use for any other purpose on demand. * I undertake to inform Wandsworth Council of any changes to the project / service, management or organisational circumstances that would affect this application post submission. * If awarded, I undertake to ensure that Monitoring and Evaluation Reports are provided as required, and on request. * If awarded, I undertake to register our Project on the Wandsworth Council Community Spaces Directory * You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application. | | | | |
|  | **Name:** | **Role:** | | | |
|  | **Date:** | **Signature:**  **(Electronic signature is fine)** | | | |
| **Please continue with Consent questions** | | | | | |
|  | **Data Privacy Statement**  The contents of this application are protected under the Data Protection Act 2018. Please tick the appropriate statements to give consent:  I consent that the content of this grant application can be shared within the Council including its designated officers, with other external 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 may be used by the Council for:   * Publicity purposes. * Processing grant agreements, grant monitoring and evaluation and payment administration.   I consent that contact details of my organisation may be stored and shared with other Council departments, associated organisations and individuals with a legitimate interest in learning about your work.  I consent that contact details of my organisation may be stored and shared with other Council departments, for use for promotions, marketing and consultations of future council initiatives.  *For more information about our privacy practices please visit the Council* [*Website*](https://www.wandsworth.gov.uk/the-council/open-data-and-transparency/privacy/wandsworth-council-privacy-notice/) *By ticking above, you agree that we may process your information in accordance with these terms.* | | | | |
|  | **Keeping in touch**  Wandsworth Council’s Voluntary Sector Partnership Team would like to keep in touch with you and provide you with updates and marketing. If you would like to be added to the mailing list, please tick here  *You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at* [*wgf@wandsworth.gov.uk*](mailto:wgf@wandsworth.gov.uk) *. We will treat your information with respect.* | | | | |
|  | **Monitoring and Evaluation**  If your application is successful, you will be required to complete **a minimum of quarterly project updates** along with an end of project closure report. From time to time, grant recipients may be required to provide real time activity data and will be expected to respond to these requests within 5 working days.  Project updates should include:   * A summary of activity, * The number of residents supported over the period and cumulatively using the funding, * Case studies of residents supported (at least one per quarter), * Where possible to collect (depending on service model), any demographic data on residents supported, * Spaces are encouraged to have some way that residents can anonymously leave their feedback on the service. This could be, for example, a QR code that takes residents to an anonymous form and/or handwritten feedback sheets. Some questions will be consistent across all spaces to allow for comparison. (The Council will be providing feedback forms/QR code for your use)   A copy of the monitoring and evaluation form will be sent with the notification of grant award. | | | | |

Return to: [applywgf@richmondandwandsworth.gov.uk](mailto:applywgf@richmondandwandsworth.gov.uk)

Application deadline for Priority 1: 29 July 2024

Application deadline for Priority 2: 2 September 2024