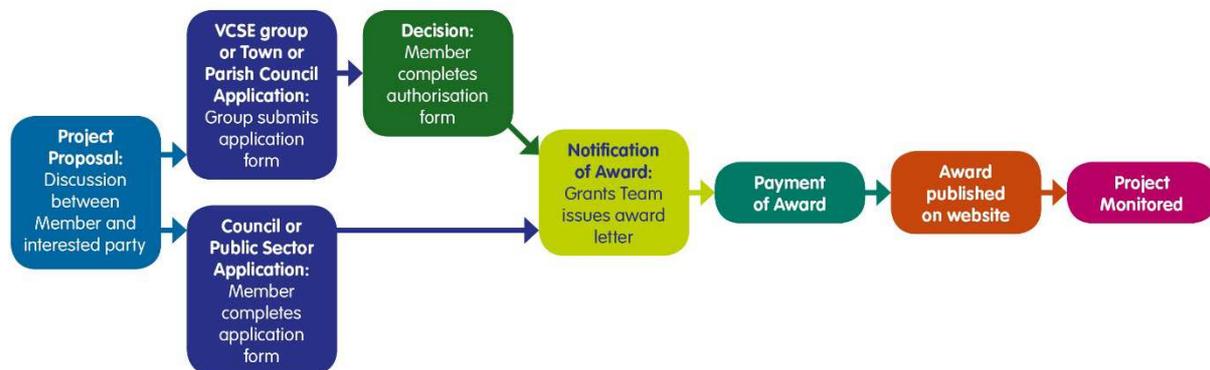# Application form Guidance

These step by step guidance notes are designed to help you understand the process and complete an application form for Member Awarded Funding (MAF).

Please complete the application form electronically. Use short sentences or bullet points for simplicity. You can add additional rows to the tables where needed.

If you need help with the form please contact the Grants team helpline on 01454 865865 or email grants@southglos.gov.uk

The Process

All projects seeking funding from the MAF scheme must be discussed with the appropriate Member(s) in the first instance). The Member will invite you to complete an application form, having given an in-principle agreement to your proposal. This is not a guarantee that your proposal will be successful and funding is not assured at this stage. Either the application form will be issued to you by the Member, or you will be asked to request a copy from the Grants Team. Currently, the application form is available electronically via email but this is a temporary measure; eventually the form will be part of the on-line system.

Successful groups will be required to complete the on-line Registration form as this gathers details to support the payment process. If your organisation is not a Town or Parish Council or registered charity you will need to complete and receive approval of your registration before the award will be released. Registration can be done at any point during the process.

Application form

This guidance has been developed to support applications for the MAF scheme. The information you provide will help Members to understand the purpose of your project, how it will benefit the local community and support them to take their award decision.

1 Application details

1.1 Organisation name
Please enter the full name of your organisation.

Registered address
Please give the postal address for your organisation.

1.2 Project name
Please give your project a name that reflects what the funding request is for e.g. shed for storage; or workshops for 13-17 year olds.

1.3 Please indicate which of the following apply to your organisation:

Registered and pre-approved with the Council's on-line system	We need to know if you have already registered or are in the process of registering your organisation on our online system and had confirmation of acceptance. **This is important**. If your request for funding is successful we will be able to process the award and payment to your group more quickly.
Registered Charity number (if applicable)	If your organisation is a registered charity please provide the number; your registration will not need to receive approval.
Town or Parish Council	If you are a Town or Parish Council you will still be required to complete the registration form. However, your registration will not need to receive approval
None of the above	If none of the above apply you should note that in the event that your group is successful, you will need to register your group and receive approval from the Grants Team before payment will be released.

2 Project purpose

2.1 Describe your project
Provide a brief project summary telling us what you would spend the Member award on. Describe the people who will participate in the project. Will volunteers be involved in the delivery of the project? When will it happen: daily, weekly, or is it an annual event?

Summarise the key benefits your project would hope to achieve over the funding term. You could detail how the project will make a difference to your local community by outlining any wider social, economic or environmental benefits. This is your opportunity to tell the Member why you think your project brings added value to the community; for example, by bringing in additional skills and resources to the area through the provision of learning projects or by creating improved facilities and community spaces through building improvements to a community centre or the purchase of equipment for a community outdoor space.

Why is it needed? Summarise the results of any consultation and/or research you have undertaken which has led you to put forward your proposal. If you have undertaken a detailed feasibility study or have other information which supports your project then you can refer to this within your answers and email the studies when you submit your application form.

2.2   How will you ensure people with different requirements can participate in the project and have continuing access?

It is important to describe how your group will ensure that your project,
- Advances equality
- Tackles discrimination
- Provides equal opportunities to all, and
- Fosters good relations.

You could detail how you will increase access and involve people with different abilities or from different ethnic groups, faiths and cultural backgrounds in your project. You might need to adapt materials and make sure that they are appropriate for different ages and genders by using different formats or by providing information in alternative languages if required. You could also describe how you will work with lead agencies for age, disability, gender, and ethnicity or faith groups and involve them in your marketing, development and implementation plans to encourage and inform all sectors of your community to engage and know about your project.

2.3   Where will the project take place?
Please state where your project will take place if this is different from your organisation's headquarters. For example, if capital items are being purchased you may need to use or store these at a different venue from your organisation's registered address. Or you may be planning to arrange an event or lunch club at a different community venue and the Member will need to know this.

2.4   Planned project start/end dates
The Member will expect you to give an estimation of your proposed project delivery timescale, or when you plan to purchase and install a product or item. They understand that project start and end dates depend on different factors such as when you receive funds, recruit staff (if needed) or promote and engage participants. At this stage though, you should have a good idea of what is a realistic and achievable timeframe based on your project budget and what you plan to do.

2.5 How many residents will benefit from your project?
Provide an estimated total number of South Gloucestershire residents in your chosen ward(s) who will benefit from the project.

2.6 Which wards do they live in?
Please list all Ward areas that beneficiaries of this project come from.

3 Funding

3.1 Full cost of project
Please enter the total cost of the project even if it is greater than the amount being requested.

3.2 If you have raised other funds towards your project please list the sources and amounts
If the full project cost is greater than the amount of MAF you are requesting then please put the source of the funds and the amount already secured towards it, e.g. if the full project cost is £10,000 and the amount of MAF you are requesting is £3,000, the Member would expect to see £7,000 as the figure of funds you have already raised. You will be required to provide proof of this other funding before any successful award will be paid and this may be listed as a condition of award in your confirmation letter. If there is a budget shortfall you may be asked how you intend to cover this.

Proof of any other funding awards or donations should be attached to your application or forwarded when available. Acceptable evidence of additional funding contributions could be confirmation letters or copies of emails from the source of funding or your organisation's bank statement or other official funding documentation that you may have been given.

3.3 In the table, detail the items you will spend the Member Award on
Under the heading 'Item' list all the things you want the MAF to fund. Give the individual cost of each item in the 'Expenditure' column. When these amounts are added together this should total the amount of MAF you are requesting.

3.4 Give the year and amount of any funding your organisation has received from South Gloucestershire Council in the last 3 years
This could have been a Community Grant, New Homes Bonus, Positive Activities Subsidy fund or funding under a Service Level Agreement. If you are not sure you can contact the help line for advice or refer to your organisation's Award details which are published under the Council's Transparency Code 2014 obligations.

4 Strategic value

The Council Plan outlines the Council's priorities which underpin the direction of the Council over the next four years. Strategic outcomes are set out under

the headings People, Place and Resources. It is important to advise on how your project contributes to the Council's priorities and aims.

4.1   Under 'Council Priorities' put one of the three options (People, Place or Resources). In the 'Aims' box you can copy the aim(s) as they appear in the list at the end of this document, in *Appendix 1*.

You can put as many as you like that apply to your project but we recommend you detail one aim and one priority as a minimum.

5   Permissions and insurance policies

5.1   What external permissions are required for your project?
Have all permissions for the project been applied for?
It is the group's responsibility to check which permits are required for their project to take place and to obtain these where necessary, e.g. planning permission, building control, lease agreements, Tree Preservation Orders, permission from land/building owner.

5.2   Have these been granted?
Please respond Yes/No/Not Applicable.
Proof of any permits must be provided with your application.

5.3   Will your project require any of the following insurance policies?
This refers to policies that cover the project. Please indicate all that apply.
For example, if you are planning a one day festival, we would expect the group to have Public Liability insurance for the event.

6   Member details

6.1   Please name all <u>Member(s)</u> that you have discussed your proposed project with and that you are requesting a Member Award from.

Your application will not be considered if you have not consulted with Members.

7   Declaration
Please sign the declaration for the application. An electronic signature will be sufficient. In doing so you are confirming that you are authorised to act on behalf of your organisation and that all information provided is true, accurate and correct.

You are also confirming that you will provide equalities monitoring data, will keep full financial records for the project and will provide copies to the Grants Team upon request.

On completion of the form please state your name and position in the organisation, and provide an email address and date the application.

Please email the completed form and supporting documents to the appropriate Member(s).

Appendix 1
4.1   Council Priorities

The Council Plan 2016/20 outlines the Council's priorities which underpin the direction of the Council over the next four years. Strategic outcomes are set out under the headings People, Place and Resources.

Council priority	Aim
People	For the residents of South Gloucestershire to enjoy the best possible physical and mental health 1 To improve the health of our poorest communities at a faster rate than average to reduce the gap in health inequality 2 To advocate for the best possible health and social care services to our residents 3 For the residents of South Gloucestershire to enjoy the best possible physical and mental health 4 To ensure parity of esteem between mental and physical health, valuing each equally 5 For older people to retain their independence 6 To have healthy communities that are leading a healthy lifestyle 7 To focus on early intervention which prevents problems escalating 8 To ensure our children and vulnerable adults are protected from harm and neglect 9 To ensure that our children have the best possible start in life 10 To have all young people well educated and skilled, and prepared for the future 11 To have a skilled workforce that meets the diverse needs of employers 12 To reduce the attainment gap in schools, associated with lower incomes 13 To reduce the number of children living in poverty in South Gloucestershire
Place	To have energy efficient homes, transport and businesses supported by locally generated renewable and low carbon sources, where the risks of flooding and climate change are managed 1 To have well designed, sustainable development which meets housing and economic needs, promotes health and which integrates with and benefits existing communities 2 For residents to have access to a home where the tenure, type and standard meet their needs and are affordable to them 3 To have energy efficient homes, transport and businesses supported by locally generated renewable and low carbon

		sources where the risks of flooding and climate change are managed
	4	To meet our environmental aspirations for a sustainable future by valuing all resources and preventing waste whenever possible
	5	To have a resilient transport and public infrastructure that meets community needs, promotes active travel and makes it easier for people and businesses to get around and communicate
	6	To enhance and develop the area as a center of excellence for high tech industries and sustain a diverse, competitive business sector which enables small and medium enterprises to thrive
	7	To have vibrant, thriving and accessible high streets, towns and district centers
	8	To have access to natural, built and historic environments, open spaces, parks and countryside
	9	To have clean and safe road, street and path environments
	10	To have communities with low levels of crime
	11	To have strong, resilient, cohesive communities
	12	To have reduced levels of deprivation
	13	To have a voluntary and community sector which contributes to local communities by stimulating the sector and strengthening resilience and robustness
Resources	1	To have satisfied and well informed customers
	2	To have a skilled, customer focused and motivated workforce
	3	To have a council that provides value for money, has high productivity levels and is more commercially engaged
	4	To be a council that maximizes the use of digital technologies which encourages more people and communities to self-help, reduces costs and improves customer service
	5	To have strong leaders across the council and our communities