

Voluntary Welfare Grant Application 2019/20

Applications must be submitted by 5pm on the 21 November 2018. Please only submit applications for projects to be delivered within Colchester, all other submissions will be unsuccessful.

**Part 1 – Your Qualifying Questions**

1.1 Name of organisation or group as you are known to the public

1.2 Charity no if you are a registered charity

1.3 Which of the following criteria will your project deliver on? All projects must relate to Colchester Borough Council’s [Strategic Plan 2018-21](https://cbccrmdata.blob.core.windows.net/noteattachment/Strategic%20Plan%202018-21%20-%20for%20adoption%20at%20full%20Council%2021%20February%202018.pdf)

**Growth** – Help make sure Colchester is a welcoming place for all residents and visitors

**Responsibility** – Promote responsible citizenship by encouraging residents to get involved in their communities and to identify solutions to local issues

**Opportunity**- Promote and enhance Colchester Borough’s heritage and visitor attractions to increase visitor numbers to support job creation

**Wellbeing**- Encourage belonging, involvement and responsibility in all the Borough’s communities.

1.4 Are you a ‘not-for-profit’ organisation (please indicate)

Yes No

1.5 Do you have an ‘Equality and Diversity’ statement? (please indicate) and include if you have one

Yes No

Unknown

1.6 Do you have a ‘Safeguarding Policy’ (please indicate) and include if you have one

Yes No

Unknown

1.7 Do you give permission for CBC to carry out a financial check about your organisation or group? (please indicate)

Yes No

**Part 2 Address details**

2.1 Applicant’s address details

What is the address of your organisation?

Property name or number

Street

Town/city

Postcode

2.2 Applicant’s contact details. Please include both first name and surname

Name

Telephone number

Valid email address

2.3 Do you have any communication difficulties?

Yes No

**Part 3 – About Your Organisation**

3.1 What are the aims of your organisation? (Please tell us what you are set up to do)

3.2 How is your organisation managed? (Please indicate)

Voluntary (charitable)

Voluntary (not for profit)

Other

3.3 How many people are in your management group? Tell us about their experience and skills (some examples include staff management, accounting etc.)

**Part 4 – About Your Project**

4.1 Project name

4.2 Please describe the project and how it meets the aims of the CBC [Strategic Plan 2018-21](https://cbccrmdata.blob.core.windows.net/noteattachment/Strategic%20Plan%202018-21%20-%20for%20adoption%20at%20full%20Council%2021%20February%202018.pdf)

4.3 How many Colchester residents will benefit from your project does this include volunteers?

4.4 How will you measure if you have achieved your outcomes?

4.5 Will you be working with other agencies or groups to deliver this project?

4.6 Give details of the geographical area or areas the project will deliver to and how did you identified it/ them?

4.7 The funding is available for 1 year. How do you intend to make this project sustainable?

**Part 5 – About the Cost of Your Project**

5.1 Have you received funding from Colchester Borough Council or Colchester Borough Homes in the last year? (please indicate)

Yes No

Unknown

5.2 How much will your project cost in total for one year?

5.3 Please state the exact amount you would like to apply for. This should not be less than £5,000 and no more that £50,000

5.4 Breakdown of costs for this project:

|  |  |
| --- | --- |
| Item | Amount £ |
| Salaries, NI and pension costs |  |
| General running expenses (phone, post, room hire, insurance etc. |  |
| Producing information, education and promotional materials |  |
| Training/safeguarding expenses |  |
| Volunteer expenses |  |
| Recruitment costs |  |
| Capital items |  |
| Other (specify) |  |
| Total cost |  |

5.5 Could you deliver your project with less funding? Could your project be scaled down or other funding sources considered?

5.6 What other funding sources have you applied for and what was the outcome?

**Part 6 – Declaration**

6.1 I am authorised to make this application on behalf of the above organisation/group (please indicate)

Yes No

6.2 I certify the information contained in this application is correct (please indicate)

Yes No

6.3 If the information in the application changes in any way, I will inform Colchester Borough Council (please indicate)

Yes No

6.4 I agree to sign up to a Service Level Agreement and performance indicators (please indicate)

Yes No

6.5 I confirm that the signatures of at least two people are required to authorise cheques and withdrawals on my organisation’s/group’s ‘bank account’

Yes No

6.5 What is your name?

6.6 What is your job title?