**Stronger Communities Fund**

**Example Application Form**

**IMPORTANT NOTE:** This is an example application form, please **do not complete and send us this form** to request funding.

To apply please visit the [Stronger Communities website](https://glagrants.org.uk/stronger-communities-fund/) where you can find out more information and **apply online**.

The following information is provided to help you plan your application before you go online to complete the form.

**Example form – for information only**

**COMPLETING THE APPLICATION FORM**

Please make sure you have read the guidance notes fully to give yourself the best chance of being successful. This gives you support with answering the application questions.

You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc.) available to upload in the correct section in the application form as you will not be able to submit your application unless it is complete.

**Before completing your application form, please make sure you are able to meet the following requirements:**

* (If applying as an organisation) You must provide your organisation’s UK bank account details and governing documents.
* (If applying as an individual or informal group) you must provide details of a UK bank account with two unrelated signatories or else attach a letter from your partner organisation to confirm they can hold and ring-fence the funds on your behalf.
* (If applying as an individual or informal group) Individuals applying for more than £5,000 who are partnering with an organisation to ring-fence funds must also provide their governing documents.
* You will be responsible for all financial and legal aspects of your project. By time of project delivery all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and adults at risk. You should tell us how you will meet these requirements in section 4 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.
* (If applying as an individual or informal group) you must provide a copy of a reference statement which vouches for your work in the local community.
* **Please tick the box to confirm you answer ‘Yes’ to the above four statements**
* **[Tick Box]**

Your application form will be assessed, and if your project is eligible for funding it will be shortlisted to be reviewed at a Grants Panel meeting.

**Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the home page and you will need to click on the application form link to open your form again but will ensure that you do not lose work unexpectedly. Please note, if you do not work on your application form for 2 hours, you will automatically be logged out of our online system. Any work that you have not saved by then will be lost.**

**We strongly advise you use Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application form.**

**GUIDANCE INFORMATION**

Please read the Stronger Communities application guidance notes for help on how to fill out this form. For a copy of the guidance notes, please click [HERE](https://drive.google.com/file/d/1FL87VTbWw6j5FpFyQWXnMfjpZw7ioKqR/view?usp=sharing).

You can find out more about the Stronger Communities fund by visiting the [GLA website](https://www.london.gov.uk/what-we-do/sports/sport-unites/stronger-communities-fund).

For further help on filling out this form, please contact Groundwork on 0207 239 1390 or StrongerCommunitiesFund@groundwork.org.uk

You do not have to be an organisation to apply for a grant. If you are an individual or informal group, please proceed straight to Section 1b and skip Section 1a.

**APPLICATION QUESTIONS**

**Section 1a: About your organisation**

***If you are an individual or informal group, please proceed to ‘Section 1b: Individual contact information’.***

In this section we are asking for some basic information about you.

**1.1 Organisation name**

**1.2 Main contact** (this should be the person who is responsible for this application form and answering any questions that we may have)

**1.3 Secondary contact**

**1.4 Type of Organisation (please tick one)**

For more information about voluntary and community group legal structures click [**here**](https://www.nicva.org/resource/legal-structures-voluntary-and-community-groups):

|  |  |
| --- | --- |
| Community Interest Company (CIC) |   |
| Local Authority |   |
| Registered Charity |   |
| Educational Establishment |  |
| Religious Organisation |   |
| Voluntary/Community Group |  |
| Sports Club |   |
| [Social Enterprise](https://www.socialenterprise.org.uk/What-is-it-all-about) |   |
| Company Limited by Guarantee |   |
| Other – of you have chosen other, please specify |   |

**1.4a. If you have selected 'other', please describe/specify below:**

**1.4b. If you are a company, what is your Company Registration Number?**

**1.4c. If you are a charity, what is your Charity Registration Number?**

**1.5 What does your organisation do?** (max 100 words)

**1.6 Is sport and physical activity the focus of your organisation?** Yes or No

**1.7. Are you a constituted organisation?**

You don’t have to be a constituted group to apply for a grant but if you are, please upload your governing document here. If you are not a constituted group, please proceed to section 1b. Please see our guidance notes to understand what we mean by a constituted organisation.

**1.7a. Please upload a copy of your group’s governance document here:**

**1.8 Is your organisation's turnover less than £300,000 per year?**

**1.9 Do you have an organisation/group bank account with at least two signatories?**

|  |  |
| --- | --- |
|  | **1.9a If Yes, please provide the names of at least two signatories:** |

**Section 1b: Individual / informal group contact information**

***Please do not complete this section if you are applying as a fully constituted organisation.***

 **1.1 Please tell us if you are applying as an Individual or an Informal Group?**

**1.2 If you are applying on behalf of an Informal Group, please tell us the name of your group**

**1.3 Contact details** (this should be the person who is responsible for this application and answering any questions that we may have)

**1.4 Stronger Communities funding cannot be paid into individual bank accounts. Please confirm whether you will be using a bank account with two unrelated signatories (under £5,000 only) or else provide contact details for your partner organisation who can accept the funds on your behalf.**

**1.4a If applying for less than £5000 - do you have a UK Organisation/Group bank account with at least two signatories?**

**1.4b Please provide the names of at least two signatories (under £5,000) only). If applicable**

**1.4c If not, please provide contact details for your partner organisation who can accept the funds on your behalf.**

|  |  |
| --- | --- |
|  |  |

**1.5 You will also need to provide contact details and a reference statement from a referee who can vouch for your work within the local community. Please make sure they are expecting us to contact them.**

**Please provide contact details for your referee.**

We have a ['Referee Template'](https://docs.google.com/document/d/17v40ZdFUQbG4Kp-5XM_gzHai16dt1fa_5rl12nNc-UM/edit) that you can download and use: [Here](https://docs.google.com/document/d/17v40ZdFUQbG4Kp-5XM_gzHai16dt1fa_5rl12nNc-UM/edit)

Please attach letter from Referee here.
Please note that to upload your file, you must click on browse, select your file and then click on upload.

**1.6 Please provide proof that your partner organisation has agreed to accept the funds on your behalf, and if applying for more than £5,000, the governing documents for your partner organisation.**

Please refer to the guidance notes for more information on the types of organisations who can accept money on your behalf.

If individual/unconstituted group - please upload a letter here from your partner organisation which confirms that they are happy to hold and ring-fence the funds for your project. We have a letter template that you can download and use: [HERE](https://drive.google.com/file/d/1pV9dFPFezSglQnIgpn4LicuaxKbAhewm/view?usp=sharing).

[Upload]

If individual/unconstituted group - If applying for more than £5,000 - please upload your partner organisation governance documents here:

[Upload]

**Section 2: About Your Project**

**Project Details**

**2.1. Project name**

**2.2. Where will your project take place?**

Please provide full address, including the borough and postcode. Project activity must take place within the [Greater London Boundary](https://mapit.mysociety.org/area/2247.html). If there is no postcode for the site, please provide the postcode of the nearest building. If your project happens in more than one place, please add all the addresses you will be working in the text box below (2.2a).

**2.2a If your project is happening in more than one place, please provide any other addresses below.**

Please provide the full address and include the borough and postcode.

**2.3. Type of physical activity** (short text answer)

**2.4. When will your project start? Your project start date should be after 26 October**

**2.5. When will your project finish?**  Your project must be completed by 14 February 2020 latest.

**2.6 How many sessions will take place overall?**

**2.6a How regular will your sessions be? E.g. daily, weekly, monthly**

**2.7 How many people will be at each individual session?**

**2.8 Are you working with anyone else on this project? Yes or No**

**2.8a If yes – please tell us who they are and what they will be doing?**

**2.9 Please explain how your project meets the aims of the grant: to reduce isolation and loneliness and support those most impacted by COVID-19 back to participating in community sport. Up to 250 words**

**2.10 Please tell us about your project and what you will be doing? Describe the activities which will be delivered and what your participants will be doing. Up to 400 words**

2.10a You can submit a supporting video or audio recording, lasting no more than 3 minutes to support your answer. You should insert a link to the sharing site on which you have posted the media. Information on what is required can be found in the application guidance.

 **2.10b If you would like to provide any other documents to support your application, please upload them here.**

**2.11 How will your sport or physical activity project be used to deliver the changes you are seeking to bring about**? You must work towards and clearly demonstrate how it will meet the fund priority to reduce loneliness and social isolation**. Up to 300 words**

**2.12 (Answer only for projects over £5,000) Please provide a project timeline including key events and milestones. (Up to 250 words)**

**2.13 (Answer only for projects over £5,000) Please describe how will you measure the impact of your project?** Describe your method of evaluation. (Up to 300 words)

**2.14 (Answer only for projects over £5,000) Please describe the top three risks to your project, how you aim to mitigate against them and how they would affect the success of the project.** This should set out the three main risks that you think might have a negative impact on your project, such as COVID-19, and what actions you will carry out to reduce the chance of those risks occurring or impacting on your project. (Up to 300 words)

**Project Participants**

**2.15 Which of the following groups will take part in the project?** (tick as many that apply)

|  |  |
| --- | --- |
| Black, Asian, and minority ethnic Londoners  |   |
| Cared for children or care leavers |   |
| Disabled people |   |
| Gypsies and Travellers |   |
| Homeless people or rough sleepers |  |
| LGBT + People |   |
| Older people (aged 75+) |   |
| People in lower socio-economic groups |   |
| People with experience of the criminal justice system |  |
| People without qualifications/long term unemployed |   |
| People/Households on a low income |  |
| Refugees and asylum seekers |  |
| UK armed forces veterans |  |
| No specific group |  |
| Other |  |

**2.15a. If other, please detail this here:**

**2.****16 Why have you chosen to undertake this project with this group and how will they benefit from participating in your project? What will your project do to help them address these problems?**

Be clear about who your target group is and describe the problems these people face in their lives and barriers to participation.

**2.17 How do you know they wish to take part in the sport and physical activity you are proposing?** Please include details of any community consultation and evidence of interest in the project.

**2.18 How will you ensure your project reaches your target audience(s)?** How will you reach out to potential participants? Are you already working with participants or is there a participant recruitment or selection process?

**2.19 What is the total number of unique participants you expect to attend your project?** (i.e. they are only counted once, even if they attend all sessions)

**2.20 How will the project link to wider work done by you, your organisation or partners and how will positive long term engagement and impact be encouraged beyond the life of your project?**

**Section 3: Finance**

**3.1 How much funding are you requesting from Stronger Communities Fund?**

All costs should be based on a grant award of between £2,000 – £10,000 from us. In this section you should enter the amount requested from Stronger Communities Fund and budget items rounded up to the nearest pound. Please do not enter, letters, a decimal place, any punctuation marks or a £ sign. For example: You SHOULD enter '5000' but You SHOULD NOT enter '£5000' or '£5000.00' or '4,999.99' etc

**3.2 How will you spend your grant?**

Please list how you will spend your grant in the table below. Be sure to break down your budget into the key headings, include a clear description of each and show your workings where appropriate i.e. ‘venue hire (£100 x 12 sessions)’, ‘marketing costs (flyers/advertising)’, ‘sessional workers fees (3x staff x £20 per hour x 100 hours)’, ‘equipment (20 balls/20 pairs of gloves)’ etc. The cost should be the amount that will be covered by Stronger Communities Fund and not the total item cost. **Funding only covers revenue, not core capital costs.** Please see the guidance notes on what we will and will not fund.

**3.3 You are not required to have additional funding but if you do please tell us about it below.** This is any cash support you may have received towards the project from any other funders.

**3.4. Please tell us about any non-cash support for your project.**
These can be things that you need for your project but don’t have to pay for. For more information on calculating your non-cash support, please see the guidance notes. There is no limit to the amount of non-cash support for your project.

**3.5 Have you received Greater London Authority funding before?**

**3.5a If you have ticked yes, please provide further details on the source of funding, amount and fund name below.**

**Section 4 – Permissions, Policies and Risks**

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and adults at risk and maintaining relevant insurances. If you are successful, we may request copies of documents before we release any funds to you.

**4.1 Your project may need permissions or licences to be delivered. If so, what steps have you taken to identify these and/or make sure these will be in place for when your project starts? Please click** [HERE](https://drive.google.com/file/d/1FL87VTbWw6j5FpFyQWXnMfjpZw7ioKqR/view?usp=sharing) **for more guidance.** Up to 100 words

**4.2 Your project may need certain authorisations/insurance, such as public liability insurance, DBS checks etc. If it does, what steps have you taken to identify these and/or make sure these will be in place for when your project starts?** Up to 100 words

**4.3 Your project may need you to consider health and safety and risk management of events, activities etc. If it does, what steps have you taken to identify these and/or make sure adequate policies/measures will be in place for when your project starts?** This should include policies or procedures relating to risk assessment, COVID-19, health and safety, or any other relevant procedures which affect your project. You will be expected to follow the latest government guidelines at all times whilst delivering your project. Please get in touch with Groundwork if you would like to discuss this further. Up to 200 words

**4.4 What safeguarding procedures will you put in place to ensure all participants and people at risk of harm are protected?** This should include safeguarding policies or procedures relating to children, young people and vulnerable adults in different settings, including online if applicable. It should also consider who is at greater risk of harm from COVID-19 and how you will mitigate against those risks. Up to 200 words

|  |  |  |
| --- | --- | --- |
| Equalities Monitoring  | This is to understand the diversity of the organisation applying for the funding. As a monitoring section, it will not be weighted and is rather for internal use at the GLA.Please note: this may not be applicable if applying as an individual/informal group. | Is your organisation BAME-led?Is your organisation disabled-led?Is your organization LGBTQ+ led?What percentage of your organisation’s staff/board/trustees are women?What percentage of your organisation’s staff/board/trustees are men?  |

**Section 5 – Privacy Information**

**Who we are**

Data Protection laws changed on 25 May 2018. This notice sets out most of your rights under the new data protection laws - the General Data Protection Regulation (GDPR) - which replace the Data Protection Act and came into effect on the 25 May 2018. Personal data is information which relates to, or could be used to identify you or another person. Data protection legislation does not relate to non-personal information – for example, about an organisation or your project.

Groundwork is the data controller and contract holder (ICO registration number Z6601182) responsible for personal data about Stronger Communities applicants and approved grantees. We do not trade personal data for commercial purposes and will only process your data it if required by law, necessary to administer your grant, or with your consent. Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

**How we will use your personal data**

We will process the personal data you provide for the purpose of administering your grant application (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting) on the basis of a contract (the Grant Agreement) between yourself and Groundwork.

The personal information we will hold will be your name, contact details and payment information. If you are using an accountable body to process your grant funds, we will hold the organisation information and organisation payment information.

Where you choose to receive email marketing about Groundwork’s other activities, we will process your contact information out on the basis of your consent for us to do so.

To protect our legitimate interests, we may also conduct checks against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant, preventing fraud, or for the purposes of the prevention or detection of crime.

All information will be shared with Greater London Authority (GLA) (the funding body).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

Please tick the box to confirm that you have read and understand the Privacy Information above, know your rights and how your data will be used.

**Freedom of Information Act (2000)**

The Freedom of Information Act (FoIA) provides the public with a right of access to information held by public authorities. Our funding body, the Greater London Authority (GLA) is a public authority and is subject to FoIA.

Groundwork holds some information on behalf of the GLA, and this information may be subject to requests made to the GLA for its release. This could include information you provide as part of your application.

The Act does provide a number of exemptions that allow the GLA to withhold information from release into the public domain, these can only be applied on a case-by-case basis; nothing is automatically exempt from release.

If the GLA receives a request for any information held by Groundwork about your application, we will contact you to ensure that you can help us identify any information which might not be suitable for disclosure; for example, personal data or information which might affect your, or another parties’ commercial interests.

However, if you are providing us with information as part of your application which you believe to be sensitive, it would help us if you can explain what these sensitivities are when you apply. We can not guarantee that any information that might be subject to an FoIA request can be withheld or exempt, but we will always take your considerations into account.

More information about FoIA can be found: [HERE](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act)

Please tick the box to confirm that you understand the above regarding Freedom of Information.

**Sharing other Information with you**

We would like to contact you with details of future funding opportunities and information on other areas of Groundwork’s charitable work, by post, email or telephone.

**If you agree to being contacted in this, please tick the relevant boxes below:**

|  |  |
| --- | --- |
| Email |   |
| Post |   |
| Telephone |   |

When your grant is complete, Groundwork will retain your contact details if you have opted-in to receive our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.

You have the right to withdraw your consent at any time either by clicking the “unsubscribe” button or contact us directly by one of the following methods:

Email: info@groundwork.org.uk

Phone: 0121 236 8565

Post: Groundwork Lockside, 5 Scotland Street, Birmingham, B1 2RR

**Section 6: Declaration**

**What happens next**

Once we receive your application form we will complete checks to determine if you are eligible to receive funding for your project. If your application meets our requirements, it will then go forward to a Grants Panel meeting. We will let applicants know within 2 weeks of the panel meeting.

Failure to complete this form fully will delay any consideration of your project.

**Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form.**

I, as the applicant, declare that I have read and understood the guidance and Application form.

I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

**By ticking this box, I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_