**Community Equality Grants**

**APPLICATION FORM 2019-20**

**DEADLINE FOR APPLICATIONS: 10th April 2020**

**Applicant Details**

Provide details of the group / organisation applying.

|  |  |  |
| --- | --- | --- |
| **Name of Group (s)** |  |  |
|  |  |  |
| **Contact Name** |  |  |
| **Role in Group** |  |  |
|  |  |  |
| **Address**  |  |  |
|  |
|  |  |  |
| **Post Code** |  |  |
|  |  |  |
| **Email** |  |  |
|  |  |  |
| **Telephone Number** |  |  |

**Project Description**

Please provide a description of the project you are applying for a grant. Include a description of what you want to do, details of the number of people involved in the project (eg as volunteers or participants) and what the outcomes will be.

|  |  |  |
| --- | --- | --- |
| **Name of project** |  |  |
|  |  |  |
| **Outline of project**Please provide a brief and clear description of what the project intends to do.  |  |  |
|  |  |  |
| **When will the project begin using the grant?**Please give a start date |  |  |
|  |  |  |
| **When will the project stop using the grant?**Please give an end date |  |  |
|  |  |  |
| **Who will be responsible for running the project?**Include details of the management committee if appropriate |  |  |

**How Project Meets Grant Criteria?**

Please briefly explain how the Project will support each of the Grant criteria

|  |  |  |
| --- | --- | --- |
| **How does the project support the aims of the public sector equality duty?** |  |  |
|  |  |  |
| **How does the project support Barnsley Council's Equality Priorities?**Please select a maximum of three priorities and explain how the project will help achieve these objectives. |  |  |

**How self-sustainable is the project?**

|  |  |  |
| --- | --- | --- |
| **How many people are supporting the project in a voluntary capacity?**If possible please estimate the total hours given.  |  |  |
|  |  |  |
| **What other sources of revenue have been considered to help fund the project and how much will be achieved? Have you applied to any other organisations for the same project/activity ?**For example - ticket sales, fund-raising events, other grants. |  |  |
|  |  |  |
| **Has the project been funded by the Council in previous years?**If yes please give details of when, how much and what for. |  |  |

**Financial Information**

Please provide details of how the project will be financed and details of expenditure including materials and services to be purchased and the basis of the costs identified for these. VAT (where applicable) should be included in all figures quoted. If you include “other” costs these should be itemised. Please add more rows to the following tables if required.

|  |
| --- |
| **Project expenditure** |
| **Item** | **Basis of costing (eg quote)** | **Amount (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total Expenditure** |  |

|  |
| --- |
| **Project revenue** |
| **Item** | **Source** | **Amount (£)** |
| **Equality Small Grant (Applying For)** | **Barnsley Council** |  |
| Other grants |  |  |
| Participant contributions |  |  |
| Ticket sales |  |  |
| Fund-raising |  |  |
| Other |  |  |
|  | **Total Revenue** |  |

**Payment Information**

Please provide details of the bank account into which the grant is to be paid. Please note grants cannot be paid into a personal bank account.

|  |  |  |
| --- | --- | --- |
| **Account Holder Name**  |  |  |
|  |
| **Account Number** |  |  |  |  |  |  |  |  |  |
|  |
| **Sort code** |  |  |  | **/** |  |  | **/** |  |  |
|  |
| **Name of bank or building society** |  |  |
|  |
| **Address** **(This needs to be the account holder address not the bank address)** |  |  |
|  |
| **Company Registration Number (if applicable)** |  |  |

|  |  |  |
| --- | --- | --- |
| **VAT Registration Number (if applicable)** |  |  |
|  |
| **National Insurance Number (if applicable)** |  |  |

**Conditions & Declarations**Read the conditions applied to the grant and sign the form. Once the grant has been made, if the person signing the application should no longer be part of the project for any reason, BMBC should be notified of this in writing immediately and an alternative contact point provided.

1. I hereby certify that the information contained in this application form is accurate, and that I have the authority/permission of our group to apply for these funds.
2. I acknowledge that in the event of a grant being made, the application form and guidance notes will be the basis of a binding agreement.
3. Any award made will be used only for purposes for which it is granted, if it is found during monitoring that any item(s) funded are ineligible, I will return any money requested immediately.
4. The monitoring information required by Financial Services will be provided as and when requested. All financial records, receipts etc relating directly to the the award will be kept for at least 7 years following any award.
5. Applicants may be required to provide copies of receipts of expenditure within 2 months of any award.
6. Any unspent money must be returned in the form of a cheque payable to ‘Barnsley MBC’ within 2 months of receiving the grant.
7. Groups receiving awards may be required to report to members about the benefits received from the grant.
8. Barnsley MBC is subject to the Freedom of Information Act 2000. This law gives the general public the right of access to information held by the Authority. Some information may be exempt from disclosure such as bank account details. The Authority will consult with third parties who supplied the information but the final decision on the release of the information rests with the Authority.
9. Please note that we may want to quote your group/organisation and use your feedback and photos to help promote the BMBC CEG scheme. Any consent to publish photos of the event should be gained by the organisers of the event by informing all attendees by way of clear notification during the activity that photographs will be taken and used for publicity purposes. For further information on how the council handles and processes personal data please see our privacy notice here: [www.barnsley.gov.uk/privacy](http://www.barnsley.gov.uk/privacy)
10. I understand that failure to comply with the above requirements may result in the recovery of money paid.

|  |  |  |
| --- | --- | --- |
| **Project Contact Name** |  |  |
|  |  |  |
| **Signature** |  |  |
|  |  | (For and on behalf of the members of the Organisation) |
|  |  |  |
| **Date** |  |  |

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|  |  |  |
| --- | --- | --- |
| **Eligibility** | Yes/No | Notes |
| Is the applicant a community or voluntary organisations based in Barnsley? |  |  |
| Is the activity borough-wide and not restricted to one ward or area of Barnsley? |  |  |
| Is the grant for up to £1000 ? |  |  |
| Has this organisation been awarded a CEG in this financial year ? |  |  |
| Does the organisation have a bank account? |  |  |

|  |  |  |
| --- | --- | --- |
| **Criteria** | Yes/No | Notes |
| Support the aims of the public sector equality duty, and in particular the Council's Equality Priorities. |  |  |
| Draw on reasonable contributions of time, effort and financial resources by volunteers, other funding agencies or event participants. |  |  |
| Demonstrate value for money. |  |  |

|  |  |
| --- | --- |
| **Panel Recommendation** |  |
| Value of grant requested  |  |
| Is the application approved or rejected? |  |
| Conditions for awarding of grant |  |
| Reason for decision |  |
| Panel reccomendation |  |
| Date |  |

|  |  |
| --- | --- |
| **Member Panel Endorsement** |  |
| Value of grant requested  |  |
| Is the application approved or rejected? |  |
| Conditions for awarding of grant |  |
| Reason for decision |  |
| Member Panel |  |
| Date |  |

**Community Equality Grant Decision**

The application from for a sum of **£** has been agreed as **successful** on the *(DATE)*

The application was supported with the conditions outlined above at the Community Equality Grant Members' Panel on *(DATE)*

Members present at the Panel were:

**Cllr A Gardiner**

**Cllr J Platts**

**Cllr T Cheetham**