

Appendix 2 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

Amount of funding requested

PART 2 - About your group

Name of Organisation/Group:

Address:

Name of person completing application:

Contact Address (if same as above leave blank):

Telephone Number:

E-mail Address:

Website Address/Social Media:

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Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number: (if applicable)	
Company Number: (if applicable)	
Date organisation established:	

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

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		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc? <i>If yes, please attach when submitting the document</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input type="checkbox"/>	<input type="checkbox"/>

2.3	Does the organisation have a bank account in the organisation/group's name?	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

What is the need for your project? Who will be helped?

Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)

What evidence do you have of this need?

Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in Section 3. (Max 500 words)

How will potential beneficiaries be made aware of the project?

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

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		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?	
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Please describe how you will minimise the environmental impact of your project

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PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Description of expenditure	Cost (£)	
Total project costs		
Total amount requested from the Area Committee(s) If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	
	South West	
	Central	
	North East	
	South East	

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)

How will any remaining costs be met?

How will the project be sustained after the funding has been spent?

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☐ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☐ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☐ Results of consultation (if applicable)
- ☐ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples' lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples' experiences, to get an overall picture of your group/project, its work, and its impact.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Date:	Date:
Name:	Name:
Position:	Position:

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

e: communities@ipswich.gov.uk

Laura Cooledge (East),

t: 01473 433273 e: laura.cooledge@ipswich.gov.uk

Beth Robinson (Central),

t: 01473 432837 e: beth.robinson@ipswich.gov.uk

Zara Hanman (West),

t: 01473 432226 e: zara.hanman@ipswich.gov.uk