Hounslow Innovation Grants - Round 3

Application Form for Small Grants
(up to £5,000)

Please read the guidance notes before completing this form

SECTION 1 – ORGANISATIONAL DETAILS

In this section we want to learn about your organisation and your experience of working in Hounslow

1.1 Details of your organisation and main contact person

Contact person:

Organisation name:

Organisation address:

Email:

Tel:

Website:

1.2 What are your organisation's main activities?

1.3 Please let us know which of the following policies your organisation currently has in place (please tick). Please include a copy with your application.

We expect all organisations that we fund to have the necessary policies and procedures in place to deliver your proposed project. We can support you to put these policies in place if necessary.

Child protection / adult safeguarding policies ☐

CRB procedures ☐

Equal opportunities policy ☐

Public liability insurance ☐

Volunteer Management procedures ☐

Any other relevant policies and procedures _____

1.4 Bank account and financial accounts

All organisations that receive a grant from LB Hounslow must have a UK-based bank or building society account in the name of their organisation, as shown on their governing document. Cheques, internet banking and other withdrawals must be signed or authorised by at least two people who are not related to each other and/or do not live at the same address.

Please confirm that your organisation meets this requirement

Yes ☐ No ☐

The London Borough of Hounslow requires all groups receiving funding must either have;

- Independently audited annual accounts for groups over 12 months old
- A 6 months cash flow for groups under 12 months old showing predicted income and expenditure and the last three months bank accounts.

Please confirm that your organisation meets this requirement

Yes ☐ No ☐

SECTION 2 – YOUR PROJECT

In this section, we want to hear more about your project and the difference it will make to the borough

2.1 Name of project

2.2 Which of the grant themes will your project deliver? (Please tick one only)

Innovation ☐

Inclusion and Participation ☐

2.3 Where will your project take place?

2.4 What is the timetable for your project?

Your project must be able to start by 7th January 2013 and be completed within 12 months

Start date

Finish date

2.5 Please give a *full description* of the project for which you are requesting funding. Using the box below only, clearly outline why you feel it should receive funding and what difference it will make to Hounslow.

2.6 Please tell us how you know your project is needed and how it differs from existing projects in the borough. Please include any appropriate information which could support this answer (e.g. consultations, evaluation forms etc)

2.7 Will this project target any specific groups? How will you let them know about your project and ensure they can get involved?

SECTION 3: MONITORING & EVALUATION

In this section we want to evaluate the impact that your project will have on the community and the difference it will make in Hounslow

3.1 Please tell us what you think your project outputs will be.
Outputs are the quantifiable results of your project such as number of people attending an event, number of volunteers recruited or sessions held

PROJECT OUTPUTS (e.g. sessions, participants)	**NUMBERS INVOLVED**

3.2 Please tell us what you hope your project's outcomes will be. *An outcome is the overall impact on your participants or the borough as a whole that you hope to achieve with your project*

3.3 How do you plan to assess whether you have achieved the positive change that your group has been funded to achieve? (e.g. feedback forms or questionnaires)

SECTION 4: FINANCE

4.1 How much will the project cost?

Be realistic and provide quotations from suppliers where appropriate.

Please list out all items you will be spending your grant on, as well as any income or other grants that will go towards the cost of the project.

We will show preference to those who can show **'match funding'**; this can be Gift in Kind (GIK) through volunteer time on the project, as well as funding from other grant schemes (see below for more detail on GIK).

VAT may only be included if you cannot recover it – please make sure if you cannot recover it that your costs are inclusive of VAT, we will not be able to add this cost on at a later date.

Retrospective funding: please be aware the Innovation scheme cannot pay for any retrospective costs, i.e. activities that have already happened during development.

'Capital'
This is expenditure towards 'one-off' purchases or assets. It could include things like computers, desks, play equipment, building refurbishment materials. Hounslow Innovation Grants do not fund capital projects.

'Revenue'
This is towards things such as services, salaries or rent that you pay, but which does not result in an asset (something which has a lifespan of over a year).

'Gift in Kind'
Gift in kind (GIK) includes contributions from others such as a donation of an item(s) for use in your project (for example materials, paint or plants), expert help you don't need to pay for, activities, or items such as a free rent or room hire or use of a computer.

You should put the cost of these items in your budget as funding you have secured.

GIK can also be volunteer time, values put to this 'time' are:

- **general volunteer labour** (e.g. delivering leaflets / litter picking / gardening / activity assistant / participating in planning meetings) is **valued at £7/hr**

- **expert volunteer labour** (e.g. landscape architect, brick layer, accountant, lawyer, publicity & marketing expert, website designer, sign maker) is **valued at £15/hr**

Item / activity including quantity	Where do you anticipate the money to come from? **	Is this funding secure yet? Y/N	Overall cost (£)	
			Capital	Revenue
Subtotals for capital and revenue costs				
TOTAL PROJECT COST (sum of capital & revenue costs)				

** Please include any other grants or other funding that you have applied for to fund this project

(Please continue on separate sheet if necessary)

4.2 Total amount you asking for from the Hounslow Innovation Grant:

£

4.3 This form should be signed by two members of your Committee (i.e. the chairperson, secretary or other authorised representative of your organisation)

Signature 1	**Please also print name**
Position in group:	
Date:	

Signature 2	**Please also print name**
Position in group:	
Date:	

Please return this form by Friday 14th September 2012, marking the envelope clearly HOUNSLOW INNOVATIONS SMALL GRANT APPLICATION to:

The Community Partnerships Unit
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow, TW3 4DN
Community.development@hounslow.gov.uk

For further information about the scheme, please contact
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