

# Strategic Grant Application Form

**Welcome to Worcestershire County Council's  
Strategic Grant Programme – Round (2)**

The strategic grant programme will make financial contributions to support certain voluntary and community groups in Worcestershire that help to further the Council's aims and that actively assist the community to enjoy a better quality of life.

Before completing this application form, please make sure you have read the guidance notes. If there is insufficient space in any of the boxes to answer the question fully, please continue on a separate sheet marked with your organisation's name and relevant question number.

## **STRATEGIC GRANT FUNDING PRIORITIES**

Your application needs to show how it meets our strategic grant funding priorities. You can use this form to apply for grants in the categories explained below.

### **A. Strategic Grant for Community Transport**

Community Transport has a total of £765,000 available for organisations to apply for, preferably in a single grant. This is the total amount available over the 3-year grant period in a strategic grant to develop and deliver Community Transport services cross the County.

The grant aims to ensure residents of Worcestershire have access to high quality Community Transport services, which provide value for money, cater for all sectors of the community, integrate with other transport services, and are demonstrably equitable and consistent across the whole County.

For more information about this grant please see additional information for applicants and for further advice contact Bob Robinson, Project Manager Independent Travel on 01905 766013 or email [RRobinson2@worcestershire.gov.uk](mailto:RRobinson2@worcestershire.gov.uk)

### **B. Supporting Community Based Activities and Day Services for Older People**

The total grant available over the three-year period is £352,257, equivalent to an annual amount of £117,419 for each of the 3 years. Grant recipients will be expected to achieve the following outcome:

#### ***Improved health and well-being of older people because:***

- Older people have access to a wide range of services and activities and/or
- Day activities form part of a wider provision of befriending services and volunteer opportunities and/or
- Older people do not experience barriers to learning and leisure because of age and/or
- Older people can access facilities locally so that community links and friendships can be sustained.

For more information about this grant please see additional information for applicants and for further advice contact: Sarah Masterson on 01905 728809 or e-mail: [SMasterson@worcestershire.gov.uk](mailto:SMasterson@worcestershire.gov.uk)

1. Name of group or organisation	
Address and postcode	
Telephone	
Email address	
Website	

2. Contact Name	
Position in group/organisation	
Daytime telephone if different from above	
Email address if different from above	

3. From which category of grant are you requesting funding? (see funding priorities and information for applicants on previous pages, then tick relevant box below)	
Community Transport	Supporting Community Based Activities and Services for Older People

Community Transport	Supporting Community Based Activities and Services for Older People
Year 1: £	Year 1: £
Year 2: £	Year 2: £
Year 3: £	Year 3: £

5. Are you applying for funding for your own organisation alone, or on behalf of a
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consortium or partnership?

Funding for own organisation.

Yes

No

As the lead body for a consortium or partnership

Yes

No

If you are the lead body for a consortium or partnership, who are your partners?

Please be clear in your answers below whether you are referring to the lead body or the partnership/consortium

6. What are the main services/activities of your group/organisation/consortium/partnership?

7. (a) What will you use the requested funding for? AND

(b) how does this match up with the strategic grant funding priorities of the category to which you are applying?

8. How many individual service users will be supported with this grant?

a) Number:

b) Please state the percentage of users in each age range:

0 – 18 ..... 19 – 64 ..... 65 – 74 ..... 75 plus .....

c) Please state the percentage of users from each ethnic origin:

White British	<input type="text"/>	White and Black Caribbean	<input type="text"/>	Indian	<input type="text"/>
White Irish	<input type="text"/>	White and Black African	<input type="text"/>	Pakistani	<input type="text"/>
White Other	<input type="text"/>	White and Asian	<input type="text"/>	Bangladeshi	<input type="text"/>
Chinese	<input type="text"/>	Mixed Other	<input type="text"/>	Asian Other	<input type="text"/>
Caribbean	<input type="text"/>	African	<input type="text"/>	Black Other	<input type="text"/>

**Other Ethnic Group. Please Describe.....**

**9. What sort of group/organisation is yours? (tick all that apply)**

Registered charity <input type="checkbox"/>	Charity number:	
Company limited by guarantee <input type="checkbox"/>	Company number:	
Community group <input type="checkbox"/>	Constituted voluntary organisation	<input type="checkbox"/>

Another type of not-for-profit organisation (please explain)

**Are you a branch of, or affiliated to, a larger organisation or federation? Please explain.**

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**10. Is your group/organisation a member of a local infrastructure body (eg Community Action, WCVYS, CVS, Community First, Volunteer Centre etc)?**

Yes  No

If yes, which one(s)?

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If not, please tell us why not.

11. Where do your users live? Please give percentages for each district.

Bromsgrove:

Malvern Hills:

Redditch:

Worcester City:

Wychavon:

Wyre Forest:

12. What evidence is there to show that your services are needed in your area?

13. What early intervention and prevention services will you be able to provide as a result of this funding?

14. What have you done (or will you do) to assess the potential for working in partnership with similar services: eg to save on duplicating administrative, overhead and management costs? Who would your potential partners be?

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15. How do you involve service users in developing and managing your services?

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16. How do you evaluate the success of your work?

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17. If you are an organisation or group that works with children and young people and their families, when did you last review your child protection policy and procedures? If not within the last two years, do you have plans to do so?

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18. How do you practise equal opportunities for service users and ensure your services are open and accessible to all, including hard-to-reach communities and individuals?

19. How do you practise equal opportunities and embrace diversity with regard to your volunteers, paid staff and management committee?

20. What arrangements do you have for supporting, supervising and training paid staff and volunteers (including the manager)?

21. How many volunteers do you have who volunteer regularly?	
In providing the service or admin support	More than 2 hours per week: <input type="checkbox"/> Less than 2 hours per week: <input type="checkbox"/>
On the management committee/board of trustees	More than 2 hours per week: <input type="checkbox"/> Less than 2 hours per week: <input type="checkbox"/>
How many hours per week do they volunteer in total, when added up together?	Total hrs/week: <input type="checkbox"/>

22. How often does your management committee or board of trustees/directors meet, and in what ways are they kept informed of your organisation's progress/relevant issues?

23. How do you plan to improve and develop your service over the next 3 years? (Please include targets, milestones and efficiencies for the coming year, and outline ideas for the next 2 yrs.)

24. What are your fundraising plans and targets for the next 3 years?

25. Please describe the value to you and your service users of you being an independent voluntary sector organisation

26. If you said in Q.5 that you are seeking funding as a consortium or partnership, please explain how the money and the work will be divided up.

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27. Describe how you will publicise that the County Council is part-funding your organisation and how your service users and other funders will know this.

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28. To receive a grant from the County Council, your organisation must have its own bank or building society account in the name of the organisation as shown in your governing document. Cheques and other withdrawals must be signed by at least two people who are not related to each other.

Do you comply with this condition?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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29. We cannot assess this application without your accounts. **Please include a copy of your most recent approved accounts**, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate. The accounts you send should not be more than 12 months old. If your organisation's financial year-end coincides with the period in which you are sending us your application then send us your previous accounts and a copy of your most recent management accounts.

If you currently receive funding from us and have already sent us your most recent annual accounts, please just send a copy of your most recent management accounts.

Have you attached your accounts and/or management accounts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recent Annual Accounts already sent in  <div style="border: 1px solid black; padding: 5px; width: fit-content;">           Accounts sent to:             Name             Directorate         </div>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Validation Number (If you have one)	<input style="width: 100%; height: 20px;" type="text"/>	

30. If you have more than 12 months' worth of expenditure in reserves or savings, you should use these to reduce the size of grant requested in the first year. If you do not plan to do this, please explain below why not (eg explain what any restricted reserves are for).	
How much do you have in unrestricted reserves/savings?	£
How much do you have in restricted reserves?	£
What are these reserves being held for?    	

31. Which of these policies and procedures do you have in place? We may ask to see any policies or procedures which you indicate you have in place or are developing.

Policy or Procedure	Yes	No	Will develop by (state date)
Business Plan			
Confidentiality policy			
Complaints procedure			
Equal opportunities & diversity policy			
Criminal Records Bureau (CRB) checks for staff & vols.			
Safe recruitment practices, including enhanced CRB checks for staff & vols working with children, young people or vulnerable adults (if applicable). See guidance notes.			
Vulnerable Adults policy and procedures (if applicable)			
Child Protection policy & procedures (if applicable)			
Health & Safety policy & procedures			
Disciplinary & Grievance procedures			
Procedure for the management of allegations against staff, including volunteers,			
Written financial procedures			
PQASSO or other quality standard (state which one and to what level):			
Others (please state):			

In line with County Council practice we will be publishing successful grant applications on the County Council website.

# Certification

## Terms and Conditions:

- I certify that the information contained in this application, and in any documentation submitted in support of the application, is truthful and accurate to the best of my knowledge. I understand that any misleading statements (whether deliberate or accidental) in this form will render this application invalid and may make the organisation named as the lead in this application ineligible to receive funding.
- I acknowledge that the grant of any funding in relation to this programme is conditional upon signing a grant agreement with the County Council.
- I certify that, if funding is provided, it will only be used for the purposes specified in this application.
- I will immediately inform the relevant County Council grant manager if my organisation and/or partners foresee difficulties in carrying out the work which the County Council's funding will support.

I confirm that the organisation/group/partnership/consortium named in this form has authorised me to sign this application on their behalf.

Signed	Date
Name (in block capitals)	
Position within the Organisation (eg manager)	
Counter-signed	Date
Name (in block capitals)	
Position within the Organisation (must be chair or a trustee)	

**Please return this form and the budget spreadsheet by 4pm on 31 October 2008**  
**The form must be returned by registered post or delivered by hand to:**

**Strategic Grant Application  
VCS Unit  
Planning, Economy & Performance Directorate  
Worcestershire County Council  
County Hall  
Spetchley Road**

## Worcester WR5 2NP.

\*If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121\* (English)

\*যদি এই স্মিলাটি আপনার নিজস্ব ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিংক) কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন\* (Bengali)

\*如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121\* (Cantonese)

\*Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu w własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121\* (Polish)

\*Se necessita de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121\* (Portuguese)

\*Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121\* (Spanish)

\*Bu dokümanı kendi dilinizde anlamak için yardıma isterseniz Ethnic Access Link ile temasa geçiniz. Tel: 01905 25121\* (Turkish)

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For office use only

Grant Ref Number:	Assessed by:	Work inspected by/on:
Date received:	Panel recommendation:  <i>Grant of £</i>	Ledger code:
Date ack. sent:		Cheque/BACs raised: