

# **Fast Track Small Grants – Silver Sunday 2017** **Application Form**



Your application form will be used to assess how well you meet the funding criteria. Please read the guidance notes before you complete all sections of the application form and include all the supporting documents when you return it.

Please complete your application form electronically if possible. Boxes will automatically expand as you type. If you need to complete your application by hand, please contact Community Investment on 020 8753 5009 and we will provide you with a suitable application form.

<b>Please confirm you have attached the supporting documents:</b>	✓
1) Your organisation's budget for the year, including anticipated income and expenditure*	
2) A copy of your organisation's constitution or statement of aims and objectives*	
3) Details of your Management Committee/Trustees (including home addresses) *	
4) A completed Conditions of Grant Aid document	

*\*If you have submitted your budget, Management Committee membership or governance document to the council during the last 2 years (as part of a grant funding application), you do not need to attach it with this application.*

## **SECTION 1: ABOUT YOUR ORGANISATION**

<b>1. Name of Organisation:</b> (and Charity or Company number, if applicable):	
<b>2. Contact person:</b>	
<b>3. Address:</b>	
<b>4. Phone number:</b>	
<b>5. Email and website:</b>	

Please note that if your application is successful, contact information for the service or activity will be made publicly available to promote the service or activity to local residents.

<b>6. What is the overall purpose of your organisation?</b>			
<b>When did your organisation start?</b>	<b>Month:</b>		<b>Year:</b>

<b>7. What services or activities FOR OLDER PEOPLE does your organisation currently provide? Maximum 300 words</b>

## **SECTION 2: ABOUT YOUR SILVER SUNDAY EVENT/ACTIVITY**

<b>8. Please provide a summary of the Silver Sunday event/activity you would like us to fund. Priority will be given to activities that promote, launch or stimulate ongoing, regular activities for older people and which are likely to address loneliness and isolation.</b>

<b>9. What difference do you think the event/activity will make to older Hammersmith &amp; Fulham residents? How will you know whether this difference will be achieved?</b>

<b>10. Date(s), Venue, bookings, and charges:</b>	
<b>When will the event/activity take place?</b> Date(s), day(s) and time(s):	
<b>Where will it take place? Name of venue:</b>	
<b>Address of venue:</b>	
<b>Does the venue have wheelchair access:</b>	Yes/No
<b>Nearest bus/tube:</b>	
<b>Number of spaces available:</b>	
<b>Do people need to book?</b>	Yes/No
<b>How to book:</b>	
Contact name:	
Telephone number:	
Email:	
Website:	
<b>Is the event/activity also available to residents from Westminster and Kensington &amp; Chelsea?</b>	Yes/No
<b>Is the event/activity open to carers (including those aged under 65?)</b>	Yes/No
<b>Will there be a charge for the activity? If yes, how much?</b>	£

### SECTION 3: WHO IS LIKELY TO ATTEND?

#### 11. How many Hammersmith & Fulham residents do you think will attend?

Number of men likely to attend:		Number of women likely to attend:	
How many people attending will be <u>new</u> customers to your <u>organisation</u> (i.e. not current or former users of <u>any</u> of the services your organisation provides)			

#### 12. How many older residents do you expect to attend, by age group:

65-74		75-84		85+	
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#### 13. Please estimate the number of older H&F participants by ethnicity:

White British		Black - Caribbean	
White Irish		Black - African	
Any other white background		Other Black or Black British	
Indian		Chinese	
Pakistani		Other	
Bangladeshi			

#### 14. Please tell us how many of the people attending are likely to be disabled:

Physical disability		Learning disability		Sensory impairment	
Mental health need		Long term health condition		No disability	

#### 15. Please estimate where participants will live:

In the North of the borough		In the centre of the borough	
In the South of the borough		Outside of Hammersmith & Fulham	

#### 16. Will your event/activity provide volunteering opportunities? If yes, please estimate the number of volunteers and the sorts of roles they will undertake

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**SECTION 4: PLANNING YOUR SILVER SUNDAY EVENT/ACTIVITY: YOU ONLY NEED TO COMPLETE THIS SECTION IF YOU ARE REQUESTING MORE THAN £1,000. If you are requesting less than £1,000, please go to section 5**

17. Please briefly set out what you will do, by when, in order to plan and deliver your Silver Sunday event/activity. Project or Service Plan – please use this section to tell us how you plan to run the service or activity: This information will be used for monitoring purposes.

Brief summary of what you will do, where will activities take place (including planning, service delivery and monitoring and evaluation activities)	Timescale (please include dates, days, times etc.)

*Use the tab key to enter more rows if needed*

**SECTION 5: THE COST OF YOUR SILVER SUNDAY EVENT/ACTIVITY**

18a. Total cost of the Silver Sunday event/activity	£
18b. Amount of Fast Track small grant you are requesting	£

**19. Service/activity cost details**

- List all the items you will have to spend money on to deliver the service, and how much they cost.
- Be clear how much Fast Track funding you are requesting for each item and how much you will fund from other sources, including from charges or ticket sales etc., or from your own reserves/resources.
- If applying to other funders, please give the name of the funder and whether the funding has been confirmed

Item or activity	Cost	Amount from Fast Track	Amount from other sources	Name of other funding source	Has other funding been confirmed?
	£	£	£		
	£	£	£		
	£	£	£		
	£	£	£		
	£	£	£		
<b>Total Amount</b>	£	£	£		

*Use the tab key to enter more rows if needed*

## SECTION 6: DECLARATION

### **DECLARATION**

**Please confirm on behalf of your organisation that:**

- a) The information provided is correct to the best of my knowledge.
- b) Any funding secured will only be used for services or purposes described in this application.
- c) Our organisation will keep records of all expenditure, and will provide a service report to council officers.
- d) Our organisation fully complies with UK Equalities and Human Rights Legislation and promotes equality and diversity in everything we do - we follow anti discriminatory practices and encourage people from different backgrounds and with different abilities to participate in our activities.
- e) Our organisation complies with the relevant child or vulnerable adults protection requirements (e.g. Criminal Records Bureaux checks), if applicable.

<b>Name of organisation's representative</b> (this must be the Chair, Treasurer, or Secretary):	
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<b>Position:</b>	
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<b>Signature:</b> (If submitting via email please type name)	
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<b>Date:</b>	
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### **Submission of application and supporting documentation – Please read carefully**

You are encouraged to submit your application form and supporting documentation via email to [cit@lbhf.gov.uk](mailto:cit@lbhf.gov.uk)

If all or part of your application/supporting documentation is not available in an electronic format you may submit a clearly labelled hard copy by posting/delivering to:

**Community Investment Team, Room 39, Hammersmith Town Hall, King Street, London W6 9JU**

**Please ensure that you have completed the correct section of the Conditions of Grant Aid document and have either scanned the document and submitted it via email or posted/delivered it to the above address. If you do not submit a signed Conditions of Grant Aid document your application will be ineligible and therefore not assessed. Applications are expected to be assessed within two months, although this might take a bit longer should there be a large volume of applications arriving at the same time.**

If you have any questions, please contact Katharina Herrmann on 020 8753 2482 or [Katharina.Herrmann@lbhf.gov.uk](mailto:Katharina.Herrmann@lbhf.gov.uk)