

LBHF 3RD SECTOR INVESTMENT FUND APPLICATION FORM

for funding commencing 1st October 2010

Important

To help you fill in this application form, please make sure you first read

- the eligibility criteria
- the relevant service specification
- the guidance notes

The application form must:

- (a) be typed in Arial 12 point font. Text boxes will automatically expand as you type. Please note that there are word limits that feature on some of the questions.
- (b) be submitted in hard (printed) and electronic formats, and
- (c) be answered in English

Please provide all answers on this form beneath each question, unless specifically instructed otherwise.

In order to be awarded funding it is essential that the questions are answered in full. Any omission or misrepresentation may lead to the rejection of your application. Where appropriate, supportive documentation must be included, and it should be clearly marked with the Applicant's name, the service specification name and cross-referenced to the question to which it refers. Failure to include such documentation may lead to your application being rejected.

We require an electronic (MS Word 1997-03) copy of your application to be e-mailed to: communityliason@lbhf.gov.uk.

A signed printed copy of your application form must also be posted or hand delivered to: Community Liaison, 4th Floor, 77 Glenthorne Road, London W6 0LJ

Both the electronic and printed copy of your application form and all supporting documentation must be received by the closing date:

Monday 30th November 2009 by 5pm

APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED

Please note, this fund has a minimum limit of £10,000 per year (i.e. £20,000 if 2 year funding is sought or £40,000 if 4 year funding is sought). If you are seeking funding of £10,000 or less please contact Community Liaison for information about Fast Track Small Grants.

Please complete:

Organisation name	
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This application form is set out under the following sections:

Section 1: Organisation details

- 1.1 Organisation name
- 1.2 Organisation address
- 1.3 Organisation contact
- 1.4 Aims of the organisation
- 1.5 Main activities of the organisation
- 1.6 Governing documentation / legal status
- 1.7 Organisation's governing body
- 1.8 Organisation's bank account
- 1.9 Organisation's accounts
- 1.10 Service Specifications applied for
- 1.11 Professional and Business Standing
- 1.12 Youth Services Approved Provider list

Section 2: About your project

- 2.1 How much funding is requested
- 2.2 Project name
- 2.3 Project summary
- 2.4 Project need
- 2.5 How you have identified needs
- 2.6 Project outcomes

Section 3: Achieving your outcomes and delivering your project

- 3.1 Project delivery method
- 3.2 Project delivery plan – service outcomes for year 1, year 2, year 3, year 4
- 3.3 Project delivery plan – organisation outcomes
- 3.4 Numbers of beneficiaries
- 3.5 Beneficiaries
- 3.6 Equal opportunities
- 3.7 Monitoring and evaluation – methods

Section 4: Budgets and Resources

- 4.1 Resources, policies and procedures
- 4.2 Project management
- 4.3 Budgets:
 - Budget A: Organisational budget: April 09 – September 2010
 - Budget B: Project budget: October 2010 – September 2012/14
 - Budget C: Organisational budget: October 2010 – September 2012/14
- 4.4 Value for money
- 4.5 Added value
- 4.6 Staffing structure
 - 4.6.1 Staff posts
 - 4.6.2 Staffing costs
- 4.7 Volunteer involvement in delivering your project
- 4.8 Management Committee profile
- 4.9 Probity

Section 5: Signatories and required documentation

- 5.1 Declaration
- 5.2 Required documentation
- 5.3 Closing date

Section 1: Organisation details

1.1 Organisation name:	
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1.2 Organisation address:	
Registered address, including postcode:	
Phone number:	
Email address:	
Website address (if applicable):	

1.3 Organisation contact	
Title:	
Forename:	
Surname:	
Position or job title:	
Address for correspondence (including postcode):	
Phone number:	
Email address:	

1.4 Aims of your organisation – please briefly outline below

1.5 Main activities of your organisation – please briefly summarise below

1.6 Your Governing document and legal status	
All organisations that receive LBHF funding must be not for profit organisations with a governing document such as a constitution	
Do you meet this requirement	Yes / No
Please identify whether you are a registered or unregistered charity, constituted community organisation etc	
Date established:	Month: Year:
Charity number:	Company number:
Other:	

1.7 Governing Body	
All organisations funded through the 3 rd Sector Investment Fund must have a robust management committee with at least 5 members and a strong local connection. At least one local resident should be on the management committee and an established local presence in the area. Alternatively there must be a local steering group with local representation together with a local presence in the area for at least 12 months. Evidence of this is required.	
Do you meet this requirement	Yes / No

1.8 Your Organisation's bank account	
All organisations that receive LBHF funding must have a bank or building society account in the name of the organisation as shown on your governing document. Cheques and other withdrawals must be signed by at least two people who are not related to each other.	
Do you meet this requirement	Yes / No

1.9 Your Organisation's accounts	
All organisations that receive LBHF funding must produce annual accounts or if the organisation is new, you must provide recent bank statements. You must include a copy of your	

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most recent approved accounts (not more than 12 months old), signed and dated by your Chair, Secretary or Treasurer and by your auditor or independent examiner where appropriate. If the organisation is new, we require all of the original statements you have received from your bank or building society as well as an original letter from your bank or building society showing your account details and when the account was opened.	
Do you meet this requirement	Yes or No

1.10 Service specification(s)			
Under which of the council's service specifications are you applying? <i>(indicate with ✓ or X all that apply)</i>			
Health & Wellbeing (Older People)		Employment & Advice	
Children & Families		Infrastructure	
If you are applying under more than one service specification you must complete separate sections 2, 3 and 4 for each (not all questions are applicable in section 4, see "additional service specification area" form.			

1.11 Professional and Business Standing	
Do any of the following apply to your organisation, or to (any of) the director(s), partners, Management Committee members or proprietors?	Y or N
i. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings	
ii. Has been convicted of a criminal offence related to business or professional conduct	
iii. Has committed an act of grave misconduct in the course of business	
iv. Has not fulfilled obligations related to payment of social security contributions?	
v. Has not fulfilled obligations related to payment of taxes	
vi. Is guilty of serious misrepresentation in supplying information	
vii. Is not in possession of relevant licences or membership of an appropriate organisation where required by law	
If you have answered yes to any of the above, please give details below, including what has been done to put things right.	

If you have answered yes to any of the questions under 1.11, please contact Community Liaison before proceeding further.

1.12 Youth Services "Approved Provider" list	
Please indicate whether you wish your application to also be used as an application to register as an Approved Provider for Youth services.	Yes or No

End of section 1

Section 2: About your project

2.1 How much funding is requested?

Year 1: £	Year 2: £	Year 3*: £	Year 4*: £
Total: £			

* if applicable

2.2 Project name:

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2.3 Project summary: (300 words maximum) Briefly and concisely describe your project and what you will spend the LBHF funding on if your application is successful.

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2.4 Project need : (500 words).

Please describe the needs you are addressing, the needs of the beneficiaries, whether individuals or organisations. Also tell us about any existing services and how your project will add to them or fill in any gaps in terms of meeting needs.

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2.5 How have you identified that need? (300 words).

Include details of how you have consulted with your beneficiaries and stakeholders, any research you have carried out and any other evidence you have gathered such as demographic or deprivation data.

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2.6 Project outcomes:

We want to know what difference your project will make in terms of addressing the needs that you have identified, and what the outcomes of your project would be.

Your project should deliver the outcomes as outlined in the relevant service specification under which you are applying. **Using the service specification outcomes as a guide, please list the SMART outcomes that your project will be delivering – please refer to the guidance notes to help you answer this question.**

You may also include any further outcomes/benefits your project would deliver for Hammersmith & Fulham residents.

Please **do not** include the organisational outcomes of: Sustainability, Leverage, Strategic Working, Good Practice and Environmental Practice in this section.

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Outcome 1:	
Outcome 2:	
Outcome 3:	
Outcome 4:	
Outcome 5:	
Outcome 6:	
Outcome 7:	
Outcome 8:	

Please add further outcomes as appropriate (*use the tab key whilst in the last box of the table to add more rows.*)

End of section 2

Section 3: Achieving your outcomes and delivering your project

3.1 Project delivery method (guide - 1000 words)

Expanding on your answer at question 2.3 please describe the following :

- The detail of the project you will be delivering.
- Why you think your project is the best way to meet the need and bring about the proposed outcomes.
- How your project complements and supports existing activities and strategies, including local and national strategies.
- If other providers offer similar services, how you know that your proposal does not duplicate provision
- How you will engage users in the planning and delivery of your project
- Also if your project is able to demonstrate creativity and innovation, please describe how.

3.2 Project delivery plan

Please complete a project delivery plan on a year by year basis (Please provide a detailed plan for years one and two. A less detailed plan is acceptable for years 3 and 4.) This will be used for monitoring purposes.

Project Plan: Year 1

<u>Outcomes</u> (as identified in 2.6)	How will you <u>evidence</u> that this outcome has been achieved?	<u>Methods</u> Project activity/service delivery	<u>Targets and</u> <u>timescales</u>	How will you <u>monitor</u> and <u>evaluate</u> the activities?

Please add more rows as required (use the tab key whilst in the last box of the table to add more rows)

Project Plan: Year 2

<u>Outcomes</u> (as identified in 2.6)	How will you evidence that this outcome has been achieved?	<u>Methods</u> Project activity/service delivery	<u>Targets and</u> <u>timescales</u>	How will you <u>monitor</u> and <u>evaluate</u> the activities?

Please add more rows as required (use the tab key whilst in the last box of the table to add more rows)

Project Plan: Year 3

<u>Outcomes</u> (as identified in 2.6)	How will you <u>evidence</u> that this outcome has been achieved?	<u>Methods</u> Project activity/service delivery	<u>Targets and</u> <u>timescales</u>	How will you <u>monitor</u> and <u>evaluate</u> the activities?

Please add more rows as required (use the tab key whilst in the last box of the table to add more rows)

Project Plan: Year 4

<u>Outcomes</u> (as identified in 2.6)	How will you evidence that this outcome has been achieved?	<u>Methods</u> Project activity/service delivery	<u>Targets and</u> <u>timescales</u>	How will you <u>monitor</u> and <u>evaluate</u> your activities?

Please add more rows as required (use the tab key whilst in the last box of the table to add more rows)

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3.3 Project Delivery Plan – Organisation Outcomes			
All organisations need to show how they will work towards achieving the following outcomes:			
Outcome	What activities will you undertake in order to achieve this outcome	Target dates	Monitoring and evaluation - how will success be measured
Sustainability			
Leverage			
Strategic Working/involvement in broader activities			
Good Practice			
Good Environmental Practice			

3.4 Numbers of beneficiaries	
Please estimate numbers of individuals or organisations* who will benefit from your project. This should be estimated for the duration of the entire project, not for each year.	
	number
How many individual people do you expect to benefit directly from your project?	
How many of these individuals are borough residents?	
How many organisations do you expect to benefit directly from your project?*	
How many of the beneficiary organisations are borough based?*	

(* if applying under the infrastructure service specification)

3.5 Beneficiaries: Please identify which communities and groups your service will target and estimate the percentage.			
3.5.1 Ethnic background			
White		Asian or Asian British	
• White British	%	• Indian	%
• White Irish	%	• Pakistani	%
• White Other	%	• Bangladeshi	%
		• Other Asian	%
Black or Black British		Other Ethnic group	%
• Caribbean	%	• Chinese	%
• African	%	• other (please specify below)	
• Other Black or Black British	%		%
			%
Mixed ethnicity	%		%

3.5.2 Gender: do you anticipate a greater percentage of one more than the other?			
Male	%	Female	%

3.5.3 Disability: What percentage of your users are likely to be disabled people?			
Learning disability	%	Physical disability	%
Sensory impairment	%	Mental health need	%
Long term health condition	%	None (or disability not declared)	%

3.5.4 Age Groups: Which age groups will be the prime beneficiaries of your service?					
0-4	%	18+	%	50+	%
5-13	%	20-24	%	65+	%
14-19	%	25-49	%	75+	%
(25 if disabled)	%			85+	%

3.5.5 Other communities: will your service target any other specific groups or individuals?			
Single parent families	%	Unemployed individuals	%
Ex offenders	%	Single households	%
Low income households	%	Homeless individuals	%
Carers	%	Refugees	%
Victims of domestic abuse	%	Asylum seekers	%
Other (please specify below)	%	People who work but don't live in the borough	%

3.5.6 Faith: is your project of particular relevance to people of a specific faith? If yes, please describe the faith group/s that would benefit and estimate percentage of overall users:	yes / no
	%

3.5.7 Sexual orientation: Is your project directed at, or of particular relevance	yes / no

to certain people depending on their sexual orientation? If yes, please describe which groups and estimate percentage of overall users.	
	%

3.5.8 Location: will your service target beneficiaries from particular areas of the borough?		
Wards in the north of the borough	College Park & Old Oak	%
	Wormholt and White City	%
	Shepherds Bush Green	%
	Askew	%
Wards in the centre of the borough	Ravenscourt Park	%
	Hammersmith Broadway	%
	Addison	%
	Avonmore & Brook Green	%
Wards in the south of the borough	Fulham Reach	%
	North End	%
	Palace Riverside	%
	Munster	%
	Fulham Broadway	%
	Town	%
	Parsons Green & Walham	%
	Sands End	%

3.6 Equal opportunities
Tell us how the people or organisations that you are targeting will know that the project exists, will have access to your services and will be able to use the facilities and services provided? How does your project demonstrate your commitment to equality?

3.7 Monitoring and evaluation of your project
Expanding on the answer you gave in question 3.2 please explain how you will monitor and evaluate the overall project and know you have achieved what you have set out to do?
Please refer to the guidance notes for further information.

End of section 3

Section 4: Budgets and Resources

4.1 Resources: In this section we ask you to explain whether your organisation has the relevant resources, policies and procedures in place needed to deliver the proposed service.

i) What additional resources are available to enable you to deliver the project?

ii) Where will your project operate from? If your project will be delivered from a number of locations, please add further rows to give details of each.

Is the property from where you plan to deliver this project owned or leased/rented by your organisation?

(delete as appropriate)

Owned / Rented	If rented, outstanding rent/lease term:	years:	months:
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iii) Does the organisation have the relevant policies and procedures in place in order to deliver the project?

Please indicate that you have the policies detailed below. You do not need to send us these policies, but you may be asked to provide them at a later date.

Quality policy and Quality system relevant to this type of work?	yes / no
If yes, please give brief details but do not send the policy document at this stage	

Do you have a particular member of staff responsible for assuring quality?	
Staff training, development and supervision policies	
Code of conduct and discipline policies	
Grievance and staff representation policy	
Quality assurance (customer care)	
Health & Safety policy and procedures	
Complaints procedure	
Public liability insurance	
Professional indemnity insurance	
Confidentiality policy	
Financial procedures policy (including reserves policy)	
Volunteering policy	

iv. Policies that must be submitted as part of your application if relevant:	
Vulnerable adults/safeguarding policy	
Child protection/safeguarding policy	
Equal opportunities and diversity policy	

4.2 Project Management

i) How will you ensure that the project is delivered effectively and is well managed?

ii) If your proposal is submitted in partnership with other providers, please explain why this is considered beneficial, how you will work together to deliver the service and what role each organisation will have.

iii) How will you ensure that the people working on the project will have the relevant skills and knowledge? How will they be managed and supported? Please include staff and volunteers.

iv) How will you ensure that the budget is managed appropriately and effectively?

4.3 Budget - In this section we ask you to set out your finances (current and anticipated)		
Budget A – Current and anticipated budget until October 10		
Income <i>Please insert additional rows if required</i>	Apr 09 - Mar 10 £	April 10 to Sept 10 £
LBHF 3 rd Sector Investment Fund		
£ from other funders - please specify:-		
Fundraising e.g. events		
Income from service chargers		
Rent and hall lettings		
Membership fees		
Donations		
Bank Interest		
Other Income (please specify)		
Total Income		
Expenditure		
Revenue Costs		
Salaries, national insurance, pensions		
Freelance fees		
Recruitment		
Staff training		
Other staffing costs		
Accommodation costs		
Property/business rates		
Building Maintenance costs		
Insurance		
Utilities		
Communication costs		
Marketing & publicity		
Quality Assurance		
Monitoring & evaluation		
Professional and legal fees		
Volunteer expenses		
Training for beneficiaries		
Management expenses		
Other (please specify):		
Overheads		
Staff		
Accommodation		
Utilities		
Other (please specify)		
Capital costs (please specify)		
Total Expenditure		
Explanatory notes:		

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Budget B - Project Budget October 2010 to September 2012 or September 2014 depending on whether 2 or 4 year funding is requested.

Complete the following table to show us your expected income, how much the project will cost and what you will spend the funding on.

Total Project Income						
Anticipated Income	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Total for project	Is this income confirmed? y/n
<i>Please insert additional rows as required</i>						
LB Hammersmith & Fulham						
Other funders – please specify						
Fundraising e.g. events						
Income from service charges						
Rent and hall lettings						
Membership fees						
Donations						
Bank Interest						
Other income (please specify)						
Total						

Explanatory notes:

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Total Expenditure							
Explanatory notes:							

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Budget C – Organisation Budget October 2010 to September 2012 or Sept 2014 depending on whether 2 or 4 year funding is requested.

Complete the following tables to show us your expected income, and how this will be allocated to run the organisation.

Total Organisational Income					
Anticipated Income <i>Please insert additional rows as required</i>	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Total for organisation
LB Hammersmith & Fulham					
£ from other funders– please specify					
Fundraising e.g. events					
Income from service charges					
Rent and hall lettings					
Membership fees					
Donations					
Bank Interest					
Other income (please specify)					
Total anticipated Income:					

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Total Expenditure							
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Explanatory notes:

4.4 Value for money - How does your project deliver value for money?
Please describe any efficiency measures which you have put into place over the last financial year or which you plan to? For example, what action are you taking to ensure that you are maximising the use of the premises, sharing back office functions etc.

4.5 Added value
Apart from the added value already identified in 3.3, how will council funding add or maximise the added value that your service or organisation offers.

4.6 Staffing structure
Please insert or attach a staff structure chart for your organisation, clearly identifying both new and existing posts.

4.6.1 Staff posts			
If successful, what staff positions will be paid for by this funding? Please give a breakdown below (or insert n/a if no staff will be funded from this funding).			
Job title(s):	Grade	What role and key duties will this post(s) undertake on the project?	Is this a new or existing post?

4.6.2 Staffing costs (one row per post – add more rows as needed)					
Job title	Hours per week	Annual salary for total hours worked £	Annual NI contribution £	Pension contribution £	Total requested for this post £

4.7 Volunteer involvement in delivering your project
Will volunteers be involved in delivering the project? If so, please give a breakdown of numbers, what they will contribute to the project and how much time they will give per week.
If the project will not use volunteers, please tell us why.

4.8 Management Committee Profile (Insert more rows if required)			
Name	Home address	Role (Chair, Secretary, Treasurer, trustee etc.)	Is this member a signatory? Y or N

4.9 Management Committee membership and representation
How does your Management Committee reflect the population of the borough and the profile of your service users. For example, how many male/female, BME or disabled people are members of the Management Committee and are any member of the Management Committee current or former users of your organisation's services?

4.10 Probity	
Any organisation failing to disclose relationships with others connected to the Council will be disqualified. Please delete as appropriate	
i. Is any officer, employee, consultant or Management Committee member of your organisation an employee or ex-employee of the council?	Yes / no
ii. Is any officer, employee, consultant or Management Committee member of your organisation connected to an employee of ex-employee of the Council?	Yes / no
iii. Is any officer, employee, consultant or Management Committee member of your organisation an elected member of the Council, or someone who has been an elected member of the Council in the last 4 years?	Yes / no
iv. Is any officer, employee, consultant or Management Committee member of your organisation related or otherwise connected with an elected member of the Council?	Yes / no
v. Is any officer, employee, consultant or Management Committee member of your organisation involved directly or indirectly in providing services to the Council?	Yes / no
vi. Is any officer, employee, consultant or Management Committee member of your organisation involved in any other organisations that may be interested in bidding for the Council's services under this tender process?	Yes / no
If you have answered yes to any of the questions above, please give full details below.	

End of section 4

Section 5: Declarations and supporting documentation		
5.1 Required documentation		Office Use Only
In order for your application to be considered you must submit with this application all of the following documentation. If you do not submit all the relevant documentation, your application will be at risk. The checklist will help you to check that you are sending us a fully completed application. Council officers will not follow up any missing documents. Please indicate (with X) which of the following documentation is enclosed with your application:		
Completed application form (submitted by email)		
Completed signed application form submitted by post or by hand		
Governance document e.g. constitution, memorandum or articles of association		
Evidence of local steering group and local presence in the borough for at least 12 months if no local residents are on the Management Committee		
Additional service areas sections 2, 3 and 4 for (if relevant)		
<ul style="list-style-type: none"> • Employment and Advice • Health & Wellbeing (Older People) • Children and Families • Infrastructure 		
Organisation Budget (Form A) (1 st April 09 – 30 th September 2010)		
Project budget (Form B) for each project and for each year, from Oct 2010		
Organisation Budget (Form C) for each year, from Oct 2010		
Staff structure chart		
Job descriptions for any posts to be funded		
Recent Annual Report		
Recent audited accounts, or if a new group, all bank or building society statements		
Bank details – copy of most recent bank statement		
A Business plan or a work programme for the organisation		
Fundraising strategy		
Equal Opportunities and Diversity Policy		
Child Protection/Safeguarding policy (if relevant)		
Vulnerable Adults Safeguarding policy (if relevant)		

5.2 Declaration
<p>We confirm that we are duly authorised to sign this declaration on behalf of the applicant organisation.</p> <p>We confirm that this application and the proposed project within it has been authorised by the management committee, governing body or board.</p> <p>We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted and approved by our organisation.</p>

Signatory one - this must be the main contact named in section 1			
I understand that you may contact me during the assessment process and I confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.			
Title	Forenames (in full)	Surname	Position
Signature:			
Date:			
On behalf of (organisation name):			

Signatory two - This should be the Chair, Treasurer or Secretary on the governing body of your organisation. This person must be different to signatory one.			
I confirm that this application and the proposed project within it has been authorised by the management committee or other governing body and that the signatory above is duly authorised to provide any further information that may be required.			
Title	Forenames (in full)	Surname	Position
Signature:			
Date:			
On behalf of (organisation name):			
Home address, including postcode:			
Phone number (including area code):			
Email:			

5.3 Closing date:

We require both a paper, and an emailed copy (MS Word 97-2003) of your application form

**Both copies, and all supporting documentation must reach us by
5pm on 30th November 2009**

LATE APPLICATIONS WILL NOT BE ACCEPTED

5.4 Submitting your application:

Paper copy to be posted or hand delivered to:

Community Liaison
4th floor, 77 Glenthorne Road
London W9 0LJ

Emailed application form must be sent to: communityliaison@lbhf.gov.uk

We require your emailed application form to be submitted as a Microsoft Word document (1997-2003 edition). This will enable us to transfer information from your application into our assessment documentation, and if successful, into your contract and monitoring information.

Additional sections 2,3 and 4b

For organisations wishing to submit an application for services under two or more specifications, a separate section 2, 3 and 4b of this form is required for each. You can use the provided "additional sections 2,3 and 4b" document included in the application pack. The organisations name and details of the relevant service specification must be clearly marked.

Supporting documentation: can be sent by email and/or submitted with your paper application form. However, this must, as with the application form, be submitted by the closing date above.

Emailed application form and signatures

It is acceptable to submit an emailed application form without the signatures required at 5.3 as long as the paper copy submitted by hand or by post does include them.