**COMMUNITY SUPPORT FUND 2023-2024**

**GRANT APPLICATION FORM**

**AIMS OF THE FUND**

Rugby Borough Council’s Community Support Fund aims to support community organisations and voluntary organisations to deliver community measures that reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change. It is funded through the UK Shared Prosperity Fund.

**The aims of the fund are to:**

* Reduce the burden of the cost of living for households within the borough.
* Reduce greenhouse gas emissions.
* Increase take-up of energy efficiency measures by households within the borough.

**High scoring projects will be those:**

* delivered in the most deprived wards (Benn, Brownsover, Overslade, Newbold upon Avon, Long Lawford, New Bilton).
* delivered by two or more organisations, working together to deliver a larger project than they could individually.
* that demonstrate a strong community benefit i.e., they clearly contribute to building, enhancing, or ensuring impactful community activities, events, and/or services.
* that include activities and/or services which can and will be continued after the project has ended.

**We are looking for projects that can be delivered by December 2024.**

**AVAILABLE FUNDING**

Total Fund Value: £50,000

Minimum grant award: £1,000; Maximum grant award: £10,000

**APPLICATION PROCESS**

**The closing date for applications is 29/01/2024 or when we have received sufficient eligible grant applications, whichever is sooner.** Applications will **not** be accepted after the closing date or the date when it is announced the fund has been sufficiently oversubscribed.

**Applications will be assessed on a ‘first come, first served’ basis. Please note that only complete applications will be placed in the queue for eligibility assessment and project appraisal.**

**To apply for a grant:**

1. Download the application form available at [www.rugby.gov.uk/sharedprosperity](http://www.rugby.gov.uk/sharedprosperity)
2. Fill in the application form (this document).
3. Gather your supporting documents.
4. Submit your application form together with supporting documents by
   1. Email to [ProjectsTeam@rugby.gov.uk](mailto:ProjectsTeam@rugby.gov.uk) or
   2. Post to **Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR** for the attention of **Communities & Projects** or
   3. Hand in at the reception desk in theTown Hall at **Rugby Borough Council, Evreux Way, Rugby CV21 2RR** for the attention of **Communities & Projects**.

**Typed applications are preferred. Please read the Guidance for Applicants document before completing this form.**

**Advice on developing policies and procedures and support with completing the application are available from Warwickshire Community and Voluntary Action (WCAVA).**  They will run two free grant application drop-in sessions:

Wednesday 6th December, from 10am till 12pm at Rugby Art Gallery and Museum

and

Tuesday 9th January, from 10am till 12pm at Hill Street Community Centre

**No need to book.**

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| **Section A - Headline Information** | | |
| **1.** | **Project title:** |  |
| **2.** | **Grant amount requested:** | £ |
| **3.** | **Main contact person**  *(These details will be used for correspondence purposes)*  Name:  Position within applying organisation:  Email:  Telephone/ Mobile phone number: |  |

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| **Section B - Your Organisation** | | |
| **1.** | **Name of group or organisation applying:**  Type of group or organisation:  Organisation address:  Organisation email address:  Organisation phone number:  Is your organisation active in the Borough of Rugby?  If yes, please provide your Rugby address or detail how you are active within the borough | Yes  No |
| **2.** | **How many people are currently involved in your organisation?**  **Is your group required to register with the Information Commission Office?**  **If yes, please provide your ICO reference number:** | Management committee:  Other volunteers:  Paid staff:  Others:  Total:  Yes  No |

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| **Section C - Project Information** |
| 1. **Project Objective(s)**   *Please describe main objective(s) of the project.*  *Please detail how the project’s objective(s) contribute to the aims of the fund, which are to:*   * *Reduce the burden of the cost of living for households within the borough.* * *Reduce greenhouse gas emissions.* * *Increase take-up of energy efficiency measures by households within the borough.* |
| 1. **Project Description**   *What activities will you undertake to achieve each objective? (Please note the list of eligible costs in the Guidelines for Applicants document.)*  *Who will be the beneficiaries of the project?*  *Where will the project activities be delivered?*  *Who will be responsible for delivering the project?*  *Who has been involved in developing the project?*  *What other organisations will be involved in the project?*  *How it this partnership increasing the impact of the project?* |
| 1. **Project Timeline**   *What is the planned timetable for the project, including, the expected start date, dates of key activities (such as purchase of key items, holding an event, reporting), and when the grant will be spent by? Add as many rows as you need. Include any other details below the table.*   |  |  | | --- | --- | | **ACTIVITY** | **DATE** | | Project Start |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Project End |  | |
| 1. **Project Outputs and Outcomes**   *What outputs and outcomes will the project achieve? Fill in the table and indicate how are you going to evidence that you have achieved that target (e.g., attendance register for your events). (Please note the output and outcome descriptions in the Guidance for Applicants document).*  *What benefits will your project deliver, especially for the community?*  *How does the project contribute to building, enhancing, or ensuring impactful community activities, events, and/or services. Are there any other benefits / added value that your project will achieve? Detail these below the table.*   |  |  |  | | --- | --- | --- | | **OUTPUT / OUTCOME** | **TARGET** | **HOW IS IT MEASURED?** | | Number of people reached |  |  | | Number of households receiving support to reduce cost of living |  |  | | Number of households supported to take up energy efficiency measures |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 1. **Project Finances**   **5a. Budget**  *Please provide a breakdown of how the grant will be spent.*  *For all the purchases you intend to make, provide quotes to show you have done market research and achieved value for money with your selected product/service.*  *Add as many rows as you need. Add any further details below the table. (Please note the list of eligible costs in the Guidelines for Applicants document.)*   |  |  |  | | --- | --- | --- | | **BUDGET LINE/PURCHASE** | **COST (incl. VAT)** | **COST (excl. VAT)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **TOTAL:** |  |  | |
| **5b. Total cost of project**  *What is the total cost of the project? If it is more than you are applying to this fund for, please give details of how you will find the balance stating details of any other grants you have applied for or use of your own resources.* Total cost of project: £ Other funds applied for/secured (including amount):   |  |  |  | | --- | --- | --- | | **Funding Source**  (e.g. Lottery, own reserves) | **Amount**  (e.g. £5,000) | **Status**  (e.g. awaiting decision, confirmed) | |  |  |  | |  |  |  | |  |  |  |   *Please state what any additional funding will be used to for:* |
| 1. **Risks to the success of the project**   *What factors might delay the project or otherwise prevent you delivering your aims and objectives?*  *(for example: lack of household engagement, failure to recruit sufficient volunteers, etc.) How will you minimise these risks?*   |  |  | | --- | --- | | **RISK** | **MITIGATION** | |  |  | |  |  | |  |  | |
| 1. **Additionality**   *How will the grant contribute to the project being delivered faster, at a larger scale, with less disruption, etc. than if the organisation would not have had the grant? Is the project significantly reliant on the grant to happen i.e., the project would not happen without the grant? Please explain how the grant will make a difference.* |
| 1. **Sustainability**   *What do you expect to happen once you have spent your grant? How will your project provide lasting benefit to your local area or group? Once the project ends, how do you plan to obtain any additional funding required to sustain the activities/services that have been set up?* |
| 1. **Value for money**   *Considering the outputs, outcomes, and benefits of the project, sustainability and the value of the grant requested, please explain how the project makes the grant money go further i.e., how it optimises the use of the grant to achieve the maximum number of benefits, outputs, and outcomes possible.* |

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| **Section D - Financial details** | | |
| 1. | **Your organisation bank details**  Name on bank account:  Account number:  Sort code:  Branch address**:** |  |
| 2. | **Financial Reserves**  Please confirm your organisation’s financial reserves  Restricted reserves:  Unrestricted reserves:  Please provide a statement as to why you hold this level of reserves: | £  £ |
| 3. | **VAT**  Is your organisation able to recover VAT?  If yes, please provide your VAT reference number | Yes  No |
| 4. | **Total bank balance**  Please confirm the total balance of all bank and building society accounts at the date of application**:** | £ |
| **5. Minimal Financial Assistance / De Minimis (please complete only if your organisation is a social enterprise)**  Please declare all the De Minimis / Minimal Financial Assistance subsidies you have received as a business in the three consecutive fiscal (financial) years (the current year and the two previous ones) prior to application:   |  |  |  | | --- | --- | --- | | **PROVIDER NAME** | **AMOUNT**  **(GBP)** | **DATE OF RECEIPT**  **(mm/yyyy)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |

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| **Section E - Additional Comments** |
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| **Section F – Supporting Documents** |
| Please tick to confirm you have attached copies of the following documents to this application form:  A formal/signed constitution; **or** Trust Deed; **or** Parish Council Standing orders; **or** Memorandum and Articles of Association for your organisation.  A certificate, clearly confirming your public liability insurance and the name of the insurer will be required. Your cover must be for a minimum of £2m.  Proof of membership/affiliation (if your public Liability certificate is in the name of a larger organisation that you are affiliated with)  Your most recent annual accounts/financial records **or** a statement that shows your organisation’s balance of funds, income and expenditure, if you do not yet have year-end accounts. Records must cover at least one full year of activity.  Your current *Safeguarding vulnerable adults and children Policy*  Your current *Health and Safety Policy*  A bank statement from the current or previous month in your organisation’s registered name. |

**Declaration**

Please tick the boxes below to confirm the following:

Iaccept and confirm that all information provided in this application is a true representation of the position of the individual, group or organisation and its intention for the grant if successful.

I understand that if we want to introduce any changes after the grant has been awarded then prior approval must be sought from Rugby Borough Council, in writing.

I understand and accept that the name of my organisation, the title of this project, the amount of grant requested and/or awarded, and the result of the appraisal of my project will be made public on Rugby Borough Council’s website.

☐ I agree to comply with the Procurement, Publicity and Reporting requirements as laid out in Sections 10, 11 and 12 of the *Guidelines for Applicants* document.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act Notice**

The information contained on this form will be held by the council and will be subject to the provisions of the Data Protection Act. The Act requires the council to safeguard this information and the use made of it.

The information given on this form may also be used for data matching exercises to assist in the prevention and detection of fraud and corruption.