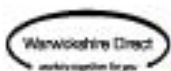




Warwickshire Local Welfare Scheme

Funding Application Form 2013 - 2014

Warwickshire Local Welfare Scheme
Warwickshire County Council
Kings House
Kings Street
Bedworth
CV12 8LL



face to face

letter

email

social media

web

phone

WLWS Funding Application Form 2013 - 2014

Please note funding will be for one-off payments only.

Every application for funding must demonstrate that it responds to a need. Need is defined as a problem, issue, or situation where something needs to change to make things better for a vulnerable person or group of vulnerable people.

Funding will be one-off payments only and applications will be accepted until 3rd February 2014.

Funding will be considered for:

- Services offering support to the most vulnerable in our community
- Training or support to improve key life skills for the most vulnerable in our community

Applications must be to support residents of Warwickshire and show how they support the most vulnerable in our community. The funding must be spent within 12 months of receipt of the money.

Funding will not be given for:

- Ongoing business costs such as rent, salaries, volunteer expenses, IT systems
- Covering costs that have to be paid before funding is awarded
- Covering costs which someone else is paying for either in cash or in kind
- Activity where the key purpose is to promote religious doctrine or the beliefs of a particular faith
- Any party political activity
- Commercial ventures
- Loans or debt repayments
- Any other activity which WLWS in their absolute discretion consider is not directly associated with fulfilling the purpose of the scheme.

Please note: funding will not be awarded to groups applying on behalf of: other organisations; those in poor financial health or with a poor record of managing grants; or any organisations outside of the UK.

All successful bids will be required to complete a grant acceptance form which will include an agreement on reporting requirements on the project, proof of delivery and accounts for all money spent.

Applications should be emailed to warwickshirelocalwelfarescheme@warwickshire.gov.uk. Postal applications will also be accepted as long as these are received before the closing date of 3rd February 2014. Your application will usually be acknowledged within five working days along with notification of when your bid will be considered.

We aim to notify you of decisions within one calendar month from receipt of the completed application. In some circumstances we may request additional information and WCC reserves the right to schedule payments of the grant.

The Council's decision will be final.

About your organisation

Name of your Organisation:	
Main contact:	
Position:	
Address & Post Code:	
Email address:	
Telephone number:	
Date of application:	

Is your organisation		
A Registered Charity (Please give registration number)	<input type="checkbox"/>	
A Not for Profit company limited by guarantee	<input type="checkbox"/>	
A Local Authority , including District, Borough, Parish, or Town	<input type="checkbox"/>	
Other (Please provide details)	<input type="checkbox"/>	

How is your organisation managed?
Please provide your governing documents such as your constitution, terms of reference, structure chart, if available. Please attach to this application.

About your service / project

What is the name of your service / project *(No more than 15 words)*

Describe your service / project *(No more than 350 words)*

Please provide brief details of your current service and hours of operation and describe what you are planning to provide with the funding, how often and when.

Where will the service / project take place?

Funding is limited so areas of greatest need will be taken into consideration.

What is the start date for the service / project and when will it be completed?

Start date:

End date:

Who will your service / project help and how? *(No more than 250 words)*

Which members of the community are you targeting and how many vulnerable people does your project expect to help?

What evidence do you have that your service /project is needed?

(No more than 150 words)

How do you know your service is needed? Please provide supporting evidence.

From your knowledge, are you aware of any other local organisations providing similar services?

WCC may check for other services to avoid duplication.

Yes No If yes, please provide details.

How will you know your service / project is a success? (No more than 150 words)

How will you measure the success of your project?

How sustainable is your service / project? (No more than 150 words)

What other contributions, financial or help in kind, will enable you to continue to provide the service.

Warwickshire Local Welfare Scheme (WLWS)

Declaration

1. We will take every step to ensure that all people using the project are informed of their rights under the Data Protection Act 1998. This requires that participants give written permission if personal data is to be used for the purposes of monitoring and evaluating the project. We will also comply in all respects with the provisions of the Data Protection Act 1998 and shall indemnify the Council against all actions, costs, claims, proceedings or demands that may be brought or made against the Council for breach of statutory duty under the Act which arises from the use disclosure or transfer of personal data by us, our employees, volunteers, agents or sub-contractors.
2. I am authorised to make an application on behalf of the above organisation.
3. I certify that the information contained in this application is correct.
4. If the information in this application changes in any way I will inform WLWS.
5. I give permission for WLWS to record the details of my organisation electronically and to contact my organisation by phone, post or email.

Signature:

Name (please print):

Date:

Address:

Position:

Telephone Number:

Email:

Depending on the nature of your project or activity we may ask for additional information. Please tick the documents you are attaching:

- A signed copy of your latest annual accounts
- A signed copy of your constitution, set of rules, structure chart
- Copies of written estimates
- Child protection or vulnerable adult protection policy (*if you are working with these groups*)
- Health and Safety Policy
- Equal Opportunities Policy Statement

PLEASE SIGN AND RETURN TO:

warwickshirelocalwelfarescheme@warwickshire.gov.uk

or post to

Warwickshire Local Welfare Scheme
Warwickshire County Council
Kings House
Kings Street
Bedworth
CV12 8LL