



Commissioned Grants Programme Three Year Funding Over £10,000

Closing date: **Friday 26 October 2012 (5pm)**

Southampton City Council is keen to support the local voluntary and community sector. One of the ways it does this is by awarding grants to organisations and groups that meet its priorities and criteria.

This is the application form for grants over £10,000 **per year** from the Commissioned Grants Programme which contributes to core running costs, usually linked to specific posts or items of expenditure or time-limited project costs. Funding is available for up to three years.

The council receives more grant requests than it can fund and uses the information provided on the form to assess applications. It is therefore important that you:

- **apply for the right grant on the right form,**
- **fully complete all the questions, and**
- **include all the required supporting documents.**

The application form and financial appendix must be submitted by email. Supporting documents should also be submitted by email, but can be submitted in hard copy if they are not available electronically. The address is at the bottom of this page. If you are unable to send the form and financial appendix by email please contact us for advice.

It is important to remember that we are keen to receive your application, but you must take responsibility for ensuring the application reaches us, i.e. is emailed to the correct email address or has sufficient postage and is posted in time to the correct, full postal address. If posting, we recommend that you take your application to a post office to be weighed and also request a signature on receipt.

If you would like this application form or any correspondence relating to your application in another format please contact the Grants Team on 023 8083 4067 or email grants@southampton.gov.uk. Finally, if you have any queries about the application pack please contact us and we will be happy to help you.

Please send your completed application form to:

grants@southampton.gov.uk

or

Communities Team (Grants)
Southampton City Council
Civic Centre
Southampton
SO14 7LY

For office use only

This application pack is made up of four documents:

- the application form (this document)
- the financial appendix
- the Prospectus (contains the outcomes, criteria and guidance notes)
- the grant agreement

Please make sure you have all four documents before you start completing this form. The financial appendix must be submitted with your application form. The other two documents are for your information only. If you are missing any of these documents please contact us on 023 8083 4067 or email grants@southampton.gov.uk

Notes on completing the application form

- It is **not** possible to spell check this form. To make the form features (text boxes, tick boxes etc) work properly the form has to be locked. Unfortunately, this means spell check is disabled. You may wish to spell check your text in another document then copy and paste it into the form.
- Some boxes have maximum word limits. These are noted next to the question. The word limits are maximum limits, not targets. We are looking for short, concise answers to questions. The word limits give an indication of how much information we expect, but are guidelines not rules – you do not need to use the full limit.
- Tick boxes can be ticked by simply clicking on the box. To un-tick it, click the box again.

This form is split into six sections

Section 1 – Your contact details

Section 2 – What are you applying for?

Section 3 – Targets and monitoring

Section 4 – Your organisation

Section 5 – Legal information and declaration

Section 6 – Payment details

Checklist

We ask for several documents to be included to support your application, such as your constitution. Please see the end of this form for the full list.

Guidance Notes

There are guidance notes for some questions in the criteria and guidance notes document.

Where a question has a guidance note it is stated, along with the number of the relevant guidance note, i.e. see guidance note XX. The guidance notes can be found in the Prospectus.

SECTION ONE – YOUR CONTACT DETAILS

1.1 – Your organisation name and address

Name of your organisation

--

Address of your organisation

--

Postcode	
----------	--

1.2 – Main contact for this application

This must be someone who is authorised to represent your organisation, who can talk about your application and can be contacted during standard office hours (i.e. 9am to 5pm, Monday to Friday)

Title	First Name	Last Name

Contact address – if different from organisation address

--

Postcode	
----------	--

Telephone	
-----------	--

Email	
-------	--

Email is our preferred method of contact if we have any queries about your application. Please make sure you give an email address that is checked daily.

1.3 – If this is a joint bid please list the other partners:

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SECTION TWO – WHAT ARE YOU APPLYING FOR?

2.1 – Amount Requested

Please provide amounts for all years
(see guidance note 1)

	Year 1	Year 2	Year 3
	1 Apr 2013 to 31 Mar 2014	1 Apr 2014 to 31 Mar 2015	1 Apr 2015 to 31 Mar 2016
	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>

2.2 – To ensure that the money the council has to spend in the city is used effectively, the council’s Cabinet has set outcomes grouped under six funding themes

To be considered for a grant all applicants must be able to meet at least one of the outcomes.

Please indicate which of the outcomes your work meets and give an estimated cost (out of the total you are requesting in Q2.1) for each outcomes. Please refer to the guidance document for the outcome codes. **You only need to meet one of these priorities to be eligible for a grant.**

1 – More jobs for local people and more local people who are well educated and skilled

1-A 1-B 1-C 1-D 1-E

2 – A better and safer place in which to live and invest

2-A 2-B 2-C 2-D 2-E 2-F 2-G

3 – Better protection for children and young people

3-A 3-B 3-C

4 – Supporting the most vulnerable people and families

4-A 4-B 4-C 4-D 4-E 4-F

5 – Reducing health inequalities

5-A 5-B 5-C

6 – Infrastructure Support Services

6-A 6-B 6-C 6-D 6-E 6-F

2.3 – Which specific elements of your running/project costs is the grant requested for, e.g. posts, rent? What specific area of work does this support? How will this meet the outcome/s you have indicated? Approx 850 words (see guidance note 2)

DRAFT

2.4 – Explain how you know there is a need for this work, that your members or users want it and it does not duplicate another service (from the council or anyone else)? Who will benefit from this work and how? What evidence have you collected and who have you consulted? Please give numbers, indicate what percentage live in Southampton and explain how you have calculated these figures. (max 500 words)

2.5 – If your work contributes to any other council or partnership strategies or priorities please tell us here (max 500 words)

2.6 – Do you work with other key organisations or agencies to develop and provide this work/service/project? If so, please give details. (max 250 words)

2.7 – Would this grant enable your organisation to lever in money from other sources, especially from outside the city? If so, how much? (max 250 words)

2.8 – If Southampton City Council is unable to fund part or all of your requested grant, what would be the impact? Please tell us about the wider impact on your organisation, not just on this work. Max 500 words

2.9 – If the council is unable to fund part or all of your requested grant would there be a disproportionately negative affect on people with protected characteristics, as defined by the Equality Act 2010? Max 500 words (see guidance note XX)

2.10 – With reference to your financial appendix, what steps will be taken to deal with any predicted deficits? If you have no predicted deficits please go to Q2.11

2.11a – Are you seeking, or have been awarded, another grant or other funding for this work?

- No
- Yes (please go to Q2.11b)

2.11b – Please list below where the funding is coming from, including the amount, and indicate if it is specific match funding for the grant you are requesting from the council. If you need to, please continue on a separate sheet.

Source	Amount	Applied / Awarded?	What is the funding for and what period does it cover?	Match
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>

DRAFT

Section Three – Targets and monitoring

Please provide information on your targets for every year you are requesting a grant for. If successful, the information you provide here will be used to monitor your grant throughout the year. See guidance note 4.

3.1 – Please tell us how you met your 2011/12 targets. Max 500 words

DRAFT

3.2 – Please give us a progress update on your 2012/13 targets. Max 500 words

DRAFT

3.3 – Please provide measurable targets for 2013/14 relating to the elements identified in Q2.2 Max 500 words

3.4 – Please provide outline targets for 2014/15 and 2015/16 relating to the elements identified in Q2.2, if applying for funding in these years Max 500 words (these targets will be updated through the monitoring process before the start of each year)

3.5 – Please tell us how you intend to measure these targets. Max 500 words

SECTION FOUR – YOUR ORGANISATION

4.1 – What are the key aims of your organisation? What services/activities/projects does your organisation provide to meet these key aims? (see guidance note 5) (max 250 words)

4.2 – What is the status of the organisation?

- Registered Charity Number
- Company Limited by Guarantee
- Unregistered Voluntary Organisation
- Community Interest Company
- Other (please specify)

4.3 – Is your organisation part of a larger organisation or affiliated to any other organisations? If yes, please give details.

4.4 – What was the date of your last AGM?

4.5 – Please provide details of your committee. If any of your committee members are Southampton City Council Members (Councillors) or staff please tick the box in the last column (see guidance note 6).

Position	Name	Name of agency (if representative)	Council Member or staff?
Chair			<input type="checkbox"/>
Secretary			<input type="checkbox"/>
Treasurer			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

4.6 – Please give details of the day to day management of your organisation, including how you involve users in the management. (max 250 words)

4.7 – How many people are involved in running your group?

Full time (paid)	<input style="width: 100%; height: 20px;" type="text"/>	Part time (paid)	<input style="width: 100%; height: 20px;" type="text"/>
Volunteers	<input style="width: 100%; height: 20px;" type="text"/>	Other	<input style="width: 100%; height: 20px;" type="text"/>

4.8 – Please estimate the number of hours per week that unpaid volunteers contribute to your organisation

Committee	Other

4.9 – Please tell us how you ensure your services reach all sections of the community or are specifically targeted to meet the particular needs of any one group. (max 250 words)

4.10 – Do you have experience and knowledge of working in Southampton? If so, please give details. (max 150 words)

4.11 Compliance with grant conditions. Please indicate whether you have the following:

	Policy	Written Procedure	Implementation & Monitoring Systems
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Policies			
Buildings <input type="checkbox"/>	Public Liability <input type="checkbox"/>	Professional Indemnity <input type="checkbox"/>	<input type="checkbox"/>
Contents <input type="checkbox"/>	Employers Liability <input type="checkbox"/>	Trustee Liability <input type="checkbox"/>	<input type="checkbox"/>

4.12 – Please state if the organisation receives any “in kind” assistance. Please give the actual cost, if any, and estimated full value if you can. Please tick if this assistance is from Southampton City Council (SCC). (see guidance note 7)

Actual Cost	Estimated Value	Support is from SCC?
£	£	<input type="checkbox"/> Rent free premises
£	£	<input type="checkbox"/> ‘Peppercorn’ rent (lower than market rate)
£	£	<input type="checkbox"/> Low cost or free room hire
£	£	<input type="checkbox"/> Seconded staff
£	£	<input type="checkbox"/> Low cost or free light / heat
£	£	<input type="checkbox"/> Other ‘in kind’ support (please state): _____

4.13 – How did you hear about Southampton City Council grants?

<input type="checkbox"/> Looked on the SCC website	<input type="checkbox"/> Southampton Voluntary Services
<input type="checkbox"/> Search engine, e.g. Google	<input type="checkbox"/> From a colleague / friend
<input type="checkbox"/> From an SCC officer	<input type="checkbox"/> Poster / flyer
<input type="checkbox"/> We got a grant last year	<input type="checkbox"/> Display in a council office
<input type="checkbox"/> Other (please state):	

4.14 – Is there anything else you would like to tell us that you feel is relevant to your application? (max 500 words)

SECTION FIVE – LEGAL INFORMATION AND DECLARATION

Data Protection Statement



Any information you provide on this form will be held by Southampton City Council in accordance with the Data Protection Act 1998. Southampton City Council's nominated representative for the purposes of the Act is Richard Ivory, Assistant Solicitor to the Council, Southampton City Council, Civic Centre, SO14 7LY. If you have any questions relating to the use of your data please contact the Grants Co-ordinator: 023 8083 4067.

The information you have provided will be used for the purposes of monitoring grants paid to voluntary organisations. Any personal details retained by the council will only be used in conjunction with the organization in a contact capacity and will not be forwarded to any other organization except as a contact for the said organization or where we are required to do so under a legal duty or for the purposes of the prevention or detection of crime or for the apprehension or prosecution of offenders.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

This application is submitted on behalf of the organisation named in Q1.1 which the contact named in question Q1.2 is duly authorised to represent. The information given is correct to our knowledge. We have read the grant agreement appropriate for the amount we are applying for (up to £10,000, £10,000 to £50,000 or over £50,000).

We have read the declaration (please tick)

SECTION SIX – PAYMENT DETAILS

We have included the question below to reduce the amount of information you need to give us. Please complete this before going to the bank account details form.

6.1 – Have you received a grant from Southampton City Council, which was paid to you via BACS?

If you have received a grant from us paid by cheque you will need to complete the bank account details form.

- No – please go to question 6.2 and fully complete the bank account details form
- Yes – If your application is successful your grant will be paid to same account as your previous grant. If you have changed your bank signatories or changed your account please go to question 6.2 and fully complete the bank details form. If you are happy for us to continue paying into the same bank account please go to the checklist.

6.2 – Bank Account Details Form

Name of Bank or Building Society
(e.g. The Cooperative Bank)

Address of Bank or Building Society

Postcode:

Account Name
(e.g. Civic Centre Pre-School)

Account Number

Sort Code

How many people have to sign each cheque or withdrawal from the account?

Please give the details of two people who can sign cheques or withdrawals from this account. These two people must not be related.

Signatory 1

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Home Address

Postcode

Position

Signatory 2

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Home Address

Postcode

Position

CHECKLIST

See guidance note 8

Please complete this checklist and include it with your application.

Have you completed all questions on the form?

The form may be returned to you if the questions are incomplete.

Have you completed the bank account form?

Have you completed the financial appendix?

Have you read the grant agreement?

Have you made a copy of this application for your records?

Photocopiers are available for a small charge per sheet in all the city libraries

Have you enclosed all the supporting documents?

Document
enclosed

Document on
file with SCC*

Business Plan

Covering the 3 years of the grant application – see guidance note 9.

Accounts (audited / inspected)

For the last financial year – see guidance note 10.

Fundraising Strategy

This may be included in your business plan – see guidance note 11

Constitution, terms of reference or aims & objectives

Equal Opportunities Policy

**Safeguarding Children and/or
Safeguarding Vulnerable Adults Policy**

If relevant to your application, see guidance note 12.

If you have problems supplying any of the requested documents please contact the Communities Team on 023 8083 4067 or email grants@southampton.gov.uk **before** sending in your application.

* If you applied to Southampton City Council grants in 2011/12 or 2012/13 you only need to supply these documents if they have changed since your application. The council reserves the right to request these documents at a later date. New applicants need to supply all the documents.

Commissioned Grants Programme (3 year funding) - Over £10,000 Financial Appendix 2013/14 to 2015/16

This Financial Appendix is for applications over £10,000 **per year**. If you are requesting less than £10,000 per year please use the up to £10,000 application form and financial appendix.

Notes on completing the financial appendix electronically.

The spreadsheet is formatted to print out as A4 sheets.

Page 1 - Notes

Page 2 - Income - please include the full amount you are applying for

Page 3 - Expenditure

Page 4 - Summary

'SCC' on this form refers to Southampton City Council

There is space at the bottom of each page for notes if you need to explain any figures you have

Notes on the PDF version:

- We recommend you use the latest version of Adobe Reader or Adobe Acrobat to complete this form. Adobe Reader is available for free from <http://www.adobe.com/uk>
- Please enter your organisation's name at the top of the Income, Expenditure and Summary
- There are no pre-set formulas in the PDF version of this form. All the totals need to be calculated and entered manually.
- It is not possible to add in extra rows. If you think you will need more rows please use the MS Excel version of the form or contact us for advice (email grants@southampton.gov.uk or call 023 8083 4067)
- It is possible to spellcheck this form.

Notes on the MS Excel version:

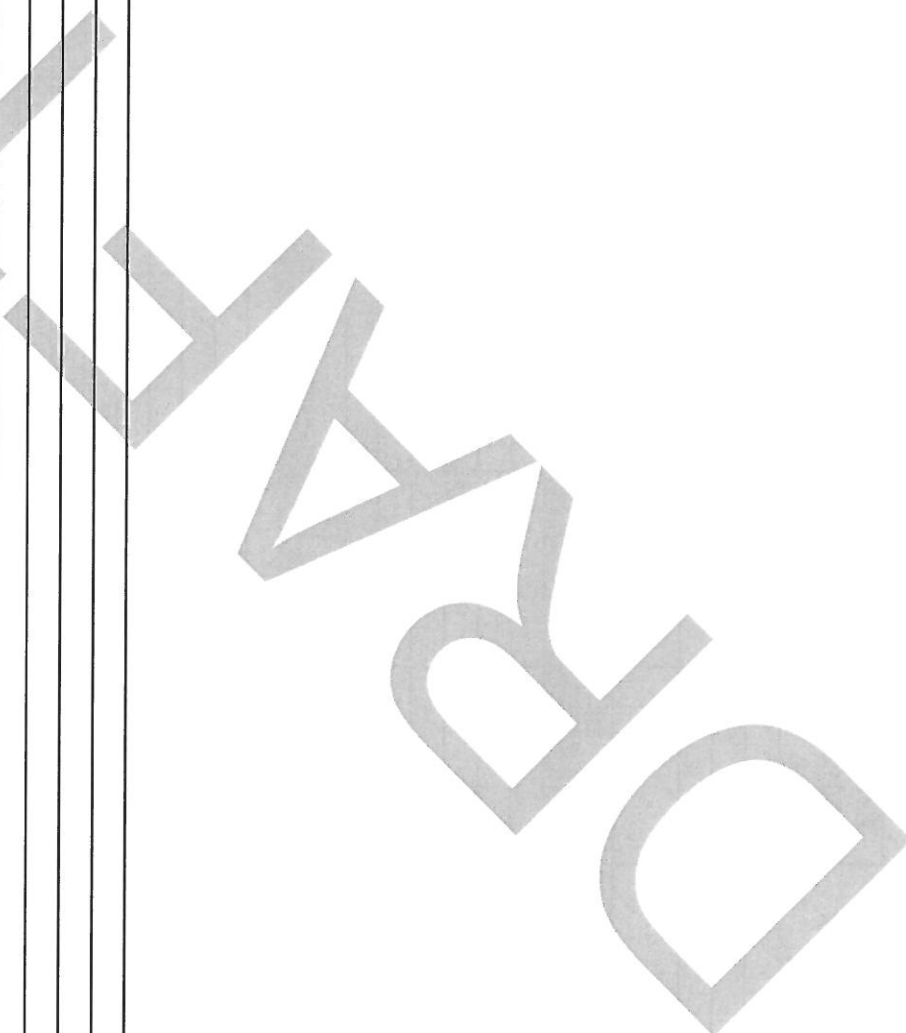
- Please enter your organisation's name on the top of the Income page. This will also auto-fill the organisation name on the Expenditure and Summary pages.
- Minus figures will show in red.
- On the Income and Expenditure pages the sub-totals and totals have formulas in them, to assist with the totalling. You can over-type these if you wish to.
- The Summary sheet does not have formulas in it. You can either calculate and enter the totals manually or add your own formulas to do this.
- You can add in extra rows if you need to. The formatting will stay as 1 A4 page wide, but will probably add more pages.
- It is possible to spellcheck this form.

CF	Charges sub-total						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Interest											
	Fundraising											
	Donations											
	Member's contributions											
	Sponsorship											
	Other income (please list):											
		Other sources sub-total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total income (from sub-totals)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

Explanatory Notes: (if you need to add any notes to explain figures you have entered in this section please do so here.)

Other expenditure (please specify):													
Running Costs and other expenditure sub-total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total expenditure (from sub-totals)													

Explanatory Notes: (if you need to add any notes to explain figures you have entered in this section please do so here.)



Commissioned Grants Programme (3 year funding) - Over £10,000 - Financial Appendix 2013/14 to 2015/16

Name of Organisation: 0

Summary

Source	(a) Actual 2011/12 £	(b) Estimated 2012/13 £	(c) Estimated 2013/14 £	(d) % Difference (c to b)	(e) Estimated 2014/15 £	(f) % Difference (e to c)	(e) Estimated 2015/16 £	(f) % Difference (g to e)
Total income								
Total expenditure								
Surplus/Deficit for year								
Surplus/Deficit brought forward from previous year								
Total Surplus/Deficit								

Reserves

Source	(a) Actual 2011/12 £	(b) Estimated 2012/13 £	(c) Estimated 2013/14 £	(d) % Difference (c to b)	(e) Estimated 2014/15 £	(f) % Difference (e to c)	(e) Estimated 2015/16 £	(f) % Difference (g to e)
Restricted Reserves (please specify)								
Unrestricted Reserves (if earmarked please indicate what for)								
Total Reserves								

Explanatory Notes: (if you need to add any notes to explain figures you have entered in this section please do so here.)



Commissioned Grants Programme Three Year Funding Up to £10,000

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Communities Team (Grants)
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Civic Centre
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SO14 7LY

Received:
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Section 3 – Targets and monitoring

Section 4 – Your organisation

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SECTION ONE – YOUR CONTACT DETAILS

1.1 – Your organisation name and address

Name of your organisation

--

Address of your organisation

--

Postcode	
----------	--

1.2 – Main contact for this application

This must be someone who is authorised to represent your organisation, who can talk about your application and can be contacted during standard office hours (i.e. 9am to 5pm, Monday to Friday)

Title	First Name	Last Name

Contact address – if different from organisation address

--

Postcode	
----------	--

Telephone	
-----------	--

Email	
-------	--

Email is our preferred method of contact if we have any queries about your application. Please make sure you give an email address that is checked daily.

1.3 – If this is a joint bid please list the other partners:

--

SECTION TWO – WHAT ARE YOU APPLYING FOR?

2.1 – Amount Requested

Please provide amounts for all years
(see guidance note 1)

Year 1
1 Apr 2013 to
31 Mar 2014

Year 2
1 Apr 2014 to
31 Mar 2015

Year 3
1 Apr 2015 to
31 Mar 2016

£

£

£

2.2 – To ensure that the money the council has to spend in the city is used effectively, the council’s Cabinet has set outcomes grouped under six funding themes

To be considered for a grant all applicants must be able to meet at least one of the outcomes.

Please indicate which of the outcomes your work meets and give an estimated cost (out of the total you are requesting in Q2.1) for each outcomes. Please refer to the guidance document for the outcome codes. **You only need to meet one of these priorities to be eligible for a grant.**

1 – Skills, education and jobs for local people

1-A

1-B

1-C

1-D

1-E

2 – A better and safer place in which to live and invest

2-A

2-B

2-C

2-D

2-E

2-F

2-G

3 – Better protection for children and young people

3-A

3-B

3-C

4 – Supporting the most vulnerable people and families

4-A

4-B

4-C

4-D

4-E

4-F

5 – Reducing health inequalities

5-A

5-B

5-C

6 – Infrastructure Support Services

6-A

6-B

6-C

6-D

6-E

6-F

2.3 – Which specific elements of your running/project costs is the grant requested for, e.g. posts, rent? What specific area of work does this support? How will this meet the outcome/s you have indicated? Max 500 words (see guidance note 2)

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2.11a – Are you seeking, or have been awarded, another grant or other funding for this work?

- No
 Yes (please go to Q2.11b)

2.11b – Please list below where the funding is coming from, including the amount, and indicate if it is specific match funding for the grant you are requesting from the council. If you need to, please continue on a separate sheet.

Source	Amount	Applied / Awarded?	What is the funding for and what period does it cover?	Match
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>
	£			<input type="checkbox"/>

Section Three – Targets and monitoring

Please provide information on your targets for every year you are requesting a grant for. If successful, the information you provide here will be used to monitor your grant throughout the year. See guidance note 4.

3.1 – Please tell us how you met your 2011/12 targets. Max 250 words.

DRAFT

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DRAFT

3.3 – Please provide measurable targets for 2013/14 relating to the elements identified in Q2.2 Max 250 words.

3.4 – Please provide outline targets for 2014/15 and 2015/16 relating to the elements identified in Q2.2, if applying for funding in these years (these targets will be updated through the monitoring process before the start of each year) Max 250 words.

3.5 – Please tell us how you intend to measure these targets. Max 250 words.

DRAFT

SECTION FOUR – YOUR ORGANISATION

4.1 – What are the key aims of your organisation? What services/activities/projects does your organisation provide to meet these key aims? (see guidance note 5)

4.2 – What is the status of the organisation?

- Registered Charity Number
- Company Limited by Guarantee
- Unregistered Voluntary Organisation
- Community Interest Company
- Other (please specify)

4.3 – Is your organisation part of a larger organisation or affiliated to any other organisations? If yes, please give details.

4.4 – What was the date of your last AGM?

4.5 – Please provide details of your committee. If any of your committee members are Southampton City Council Members (Councillors) or staff please tick the box in the last column (see guidance note 6).

Position	Name	Name of agency (if representative)	Council Member or staff?
Chair			<input type="checkbox"/>
Secretary			<input type="checkbox"/>
Treasurer			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

4.6 – Please give details of the day to day management of your organisation, including how you involve users in the management.

4.7 – How many people are involved in running your group?

Full time (paid)	<input style="width: 100%; height: 20px;" type="text"/>	Part time (paid)	<input style="width: 100%; height: 20px;" type="text"/>
Volunteers	<input style="width: 100%; height: 20px;" type="text"/>	Other	<input style="width: 100%; height: 20px;" type="text"/>

4.8 – Please estimate the number of hours per week that unpaid volunteers contribute to your organisation

Committee	Other

4.9 – Please tell us how you ensure your services reach all sections of the community or are specifically targeted to meet the particular needs of any one group.

4.10 – Do you have experience and knowledge of working in Southampton? If so, please give details. (max 150 words)

4.11 Compliance with grant conditions. Please indicate whether you have the following:

	Policy	Written Procedure	Implementation & Monitoring Systems
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Policies			
Buildings <input type="checkbox"/>	Public Liability <input type="checkbox"/>	Professional Indemnity <input type="checkbox"/>	<input type="checkbox"/>
Contents <input type="checkbox"/>	Employers Liability <input type="checkbox"/>	Trustee Liability <input type="checkbox"/>	<input type="checkbox"/>

4.12 – Please state if the organisation receives any “in kind” assistance. Please give the actual cost, if any, and estimated full value if you can. Please tick if this assistance is from Southampton City Council (SCC). (see guidance note 7)

Actual Cost	Estimated Value	Support is from SCC?	
£	£	<input type="checkbox"/>	Rent free premises
£	£	<input type="checkbox"/>	‘Peppercorn’ rent (lower than market rate)
£	£	<input type="checkbox"/>	Low cost or free room hire
£	£	<input type="checkbox"/>	Seconded staff
£	£	<input type="checkbox"/>	Low cost or free light / heat
£	£	<input type="checkbox"/>	Other ‘in kind’ support (please state):


4.13 – How did you hear about Southampton City Council grants?

<input type="checkbox"/> Looked on the SCC website	<input type="checkbox"/> Southampton Voluntary Services
<input type="checkbox"/> Search engine, e.g. Google	<input type="checkbox"/> From a colleague / friend
<input type="checkbox"/> From an SCC officer	<input type="checkbox"/> Poster / flyer
<input type="checkbox"/> We got a grant last year	<input type="checkbox"/> Display in a council office
<input type="checkbox"/> Other (please state):	

4.14 – Is there anything else you would like to tell us that you feel is relevant to your application? (max 250 words)

SECTION FIVE – LEGAL INFORMATION, CHECKLIST AND DECLARATION

Data Protection Statement

 Any information you provide on this form will be held by Southampton City Council in accordance the Data Protection Act 1998. Southampton City Council's nominated representative for the purposes of the Act is Richard Ivory, Assistant Solicitor to the Council, Southampton City Council, Civic Centre, SO14 7LY. If you have any questions relating to the use of your data please contact the Grants Co-ordinator: 023 8083 4067.

The information you have provided will be used for the purposes of monitoring grants paid to voluntary organisations. Any personal details retained by the council will only be used in conjunction with the organization in a contact capacity and will not be forwarded to any other organization except as a contact for the said organization or where we are required to do so under a legal duty or for the purposes of the prevention or detection of crime or for the apprehension or prosecution of offenders.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

This application is submitted on behalf of the organisation named in Q1.1 which the contact named in question Q1.2 is duly authorised to represent. The information given is correct to our knowledge. We have read the grant agreement appropriate for the amount we are applying for (up to £10,000, £10,000 to £50,000 or over £50,000).

We have read the declaration (please tick)

SECTION SIX – PAYMENT DETAILS

We have included the question below to reduce the amount of information you need to give us. Please complete this before going to the bank account details form.

6.1 – Have you received a grant from Southampton City Council, which was paid to you via BACS?

If you have received a grant from us paid by cheque you will need to complete the bank account details form.

- No – please go to question 6.2 and fully complete the bank account details form
- Yes – If your application is successful your grant will be paid to same account as your previous grant. If you have changed your bank signatories or changed your account please go to question 6.2 and fully complete the bank details form. If you are happy for us to continue paying into the same bank account please go to the checklist.

6.2 – Bank Account Details Form

Name of Bank or Building Society
(e.g. The Cooperative Bank)

Address of Bank or Building Society

Postcode:	<input type="text"/>
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Account Name
(e.g. Civic Centre Pre-School)

Account Number

Sort Code

How many people have to sign each cheque or withdrawal from the account?

Please give the details of two people who can sign cheques or withdrawals from this account. These two people must not be related.

Signatory 1

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address

Postcode	<input type="text"/>
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Position

Signatory 2

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address

Postcode	<input type="text"/>
----------	----------------------

Position

CHECKLIST

See guidance note 8

Please complete this checklist and include it with your application.

Have you completed all questions on the form?

The form may be returned to you if the questions are incomplete.

Have you completed the bank account form?

Have you completed the financial appendix?

Have you read the grant agreement?

Have you made a copy of this application for your records?

Photocopiers are available for a small charge per sheet in all the city libraries

Have you enclosed all the supporting documents? Document enclosed Document on file with SCC*

Business Plan

Covering the 3 years of the grant application – see guidance note 9.

Accounts (audited / inspected)

For the last financial year – see guidance note 10.

Fundraising Strategy

This may be included in your business plan – see guidance note 11

Constitution, terms of reference or aims & objectives

Equal Opportunities Policy

**Safeguarding Children and/or
Safeguarding Vulnerable Adults Policy**

If relevant to your application, see guidance note 12.

If you have problems supplying any of the requested documents please contact the Communities Team on 023 8083 4067 or email grants@southampton.gov.uk **before** sending in your application.

* If you applied to Southampton City Council grants in 2011/12 or 2012/13 you only need to supply these documents if they have changed since your application. The council reserves the right to request these documents at a later date. New applicants need to supply all the documents.

Commissioned Grants Programme (3 year funding) - Up to £10,000 Financial Appendix 2013/14 to 2015/16

This Financial Appendix is for applications up to £10,000 **per year**. If you are requesting more than £10,000 per year please use the over £10,000 application form and financial appendix.

Notes on completing the financial appendix electronically.

The spreadsheet is formatted to print out as A4 sheets.

Page 1 - Notes

Page 2 - Income - please include the full amount you are applying for

Page 3 - Expenditure

Page 4 - Summary

'SCC' on this form refers to Southampton City Council

There is space at the bottom of each page for notes if you need to explain any figures you have

Notes on the PDF version:

- We recommend you use the latest version of Adobe Reader or Adobe Acrobat to complete this form. Adobe Reader is available for free from <http://www.adobe.com/uk>
- Please enter your organisation's name at the top of the Income, Expenditure and Summary
- There are no pre-set formulas in the PDF version of this form. All the totals need to be calculated and entered manually.
- It is not possible to add in extra rows. If you think you will need more rows please use the MS Excel version of the form or contact us for advice (email grants@southampton.gov.uk or call 023 8083 4067)
- It is possible to spellcheck this form.

Notes on the MS Excel version:

- Please enter your organisation's name on the top of the Income page. This will also auto-fill the organisation name on the Expenditure and Summary pages.
- Minus figures will show in red.
- On the Income and Expenditure pages the sub-totals and totals have formulas in them, to assist with the totalling. You can over-type these if you wish to.
- The Summary sheet does not have formulas in it. You can either calculate and enter the totals manually or add your own formulas to do this.
- You can add in extra rows if you need to. The formatting will stay as 1 A4 page wide, but will probably add more pages.
- It is possible to spellcheck this form.

Commissioned Grants Programme (3 year funding) - Up To £10,000 - Financial Appendix 2013/14 to 2015/16

Name of Organisation: _____

Details of Income Source	(a) Actual 2011/12 £	(b) Estimated 2012/13 £	(c) Estimated 2013/14 £	(d) % Difference (c to b)	(e) Estimated 2014/15 £	(f) % Difference (e to c)	(g) Estimated 2015/16 £	(h) % Difference (g to e)
Running Costs / New Projects Fund / Commissioned Grants Programme			max 10,000		max 10,000		max 10,000	
Other SCC Grants (please list):								
Other local authority grants (please total)								
Other grants (please total)								
Grants sub-total	£0.00	£0.00	£0.00		£0.00		£0.00	
Contracts								
SCC Contracts (please list):								
Other contracts (please total)								
Contracts sub-total	£0.00	£0.00	£0.00		£0.00		£0.00	
Other Sources of Income								
Charges (i.e. sales of tickets/goods)								
Fundraising, Donations & Sponsorship								
Member's contributions								
Other income (please total)								
Other sources of income sub-total	£0.00	£0.00	£0.00		£0.00		£0.00	
Total income (from sub-totals)								
	£0.00	£0.00	£0.00		£0.00		£0.00	

Explanatory Notes: (if you need to add any notes to explain figures you have entered in this section please do so here.)

Commissioned Grants Programme (3 year funding) - Up to £10,000 - Financial Appendix 2013/14 to 2015/16

Name of Organisation:

0

Details of Expenditure		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Items	Actual 2011/12 £	Estimated 2012/13 £	Estimated 2013/14 £	% Difference (c to b)	Estimated 2014/15 £	% Difference (e to c)	Estimated 2015/16 £	% Difference (g to e)	
Staff									
Salaries/wages (inc honoraria)									
Staff Recruitment									
Travel & Subsistence (staff, volunteers, clients, committee)									
Staff sub-total	£0.00	£0.00	£0.00		£0.00		£0.00		
Premises									
Rent / Mortgage									
Utilities (gas/electric/water)									
Property Maintenance/Repairs									
Other property costs									
Premises sub-total	£0.00	£0.00	£0.00		£0.00		£0.00		
Running Costs									
Admin costs (i.e. telephone, IT, stationery, printing, subscriptions, equipment, equipment leases, etc)									
Publicity									
Training									
Insurance									
Audit, Legal or consultancy Fees									
Other expenditure (please total)									
Running Costs and other expenditure sub-total	£0.00	£0.00	£0.00		£0.00		£0.00		
Total expenditure (from sub-totals)	£0.00	£0.00	£0.00		£0.00		£0.00		

Explanatory Notes: (if you need to add any notes to explain figures you have entered in this section please do so here.)

