

**Sheffield City Council**

 **Community Fund 2022/23 – October 2022**

**Application Form**

**Deadline for completed applications is by:**

**12:00 pm on Tuesday 8th November 2022**

**(Applications received after this date will not be considered)**

**We cannot accept postal applications at this time, all completed forms must be emailed to** **communityfund@sheffield.gov.uk**

1. **Lead organisation name** – give the name of the organisation **as it appears on the Bank Account:**

Click or tap here to enter text.

1. **Name of project or activity for which you are requesting a grant**. Please give a short (a few words) description of the project you are requesting funding for *e.g. play scheme, community festival or replacement cooker*.

Click or tap here to enter text.

1. Please give us your **contact details** (this person will be known as the **Grant Contact)**:

**Title:** Click or tap here to enter text.

**First Name:** Click or tap here to enter text.

**Surname:** Click or tap here to enter text.

**Position in Organisation:** Click or tap here to enter text.

**If you are not a member of the organisation, please state your relationship to the organisation:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Phone no**: Click or tap here to enter text.

**4. Full address** of where your activities will bebased:

Click or tap here to enter text.

5. Which **Ward** will the activities take place in?

Click or tap here to enter text.

6. **For joint applications only** - please provide the **name of the partner organisation / Sheffield City Council Tenants & Residents Association / Voluntary / Community Organisation:**

Click or tap here to enter text.

7. **For joint applications only** – please provide **contact details for the partner organisation/Tenants & Residents Association/ Voluntary/Community Organisation**:

**Contact person:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Phone No:** Click or tap here to enter text.

8. If we give you a Community Fund Grant, what activities will you deliver? Please provide full details of what you want to deliver, when and who to. **Please include specific information on the following**:

* How the proposal benefits Sheffield City Council tenants in the Ward. **It is important that your application demonstrates how your project will do this.**
* How you know that there is a need for this activity in the community;
* What research have you carried out – who have you consulted and/or talked to – what evidence do you have/can provide?
* How the proposal takes into account the diversity of the community. Please give details of **who** you expect to attend, for example their **ages**, their **gender**, their **ethnicity**, whether they are **disabled** etc;
* What activities will be delivered if we give you a grant;
* If the grant is to pay for a **one-off even**t please include the date, time and venue.
* If it is to buy **equipment** please tell us when you will do so.

**Please note:**  This information will be used by the Panel to assess whether the proposal meets an identified need, benefits Council tenants and takes into account the diversity of the community. **Applications will be automatically rejected if they do not contain the information requested above.**

Click or tap here to enter text.

9. [**Local**](https://www.sheffield.gov.uk/content/dam/sheffield/docs/your-city-council/local-area/Ward%20Priorities%20Summary%202019-20.pdf) **Area Committee Community Plan priorities.** Your application should also make reference to how it will contribute to the priorities in your Wardas set out in the Local Area Community Plans.

Click or tap here to enter text.

This information will be used by the Panel to assess whether your proposal meets the aims and objectives of the Community Fund.[Please see the supporting document - “Local Area Committee Community Action Plans” for links to the Ward Plans on the SCC website. These contain information about the Priorities for each Ward]. **Applications will be automatically rejected if they do not contain the information requested.**

**Questions 10-14 will be used by the Panel to assess whether the application demonstrates proper planning and appears feasible.**

10. If your activity will be delivered or items installed in an open space or is an upgrade to premises that are not owned by your organisation or the organisation you are partnering with, have you obtained **written permission** from the landowner/landlord? Have you received any required planning permission, and any other necessary eg building regulations approval? Please tick **✓** the relevant box below:

Landowner/Landlord:

Yes [ ]

No [ ]

n/a [ ]

**If no, the application will be rejected at this stage**

11. Have you taken advice about your insurance requirements? Does your organisation and the organisation you are partnering with have adequate insurance in place both for any items of equipment purchased and for the activities it delivers? Please tick **✓** the relevant box below:

Yes [ ]

No [ ]

n/a [ ]

Additional Information:

Click or tap here to enter text.

12. Does your organisation and the organisation you are partnering work with vulnerable adults? Please see application guidance and tick **✓** the relevant box below:

Yes [ ]

No [ ]

n/a [ ]

Please add additional information: Click or tap here to enter text.

13. Does your organisation and the organisation you are partnering work with children and young people under 18 years of age? Please see application guidance and tick **✓** the relevant box below:

Yes [ ]

No [ ]

n/a [ ]

Please add additional information: Click or tap here to enter text.

14. If you have ticked ‘Yes’ to either of questions 12/13 above and your project will be working with children, young people or vulnerable adults, please tick **✓**the box below to confirm that your organisation and the organisation you are partnering understands and discharges its duties and responsibilities in respect of their protection. You must have a policy and procedures which are relevant and appropriate and these must be put into practice. This includes obtaining Disclosure and Barring Service (DBS) checks and ensuring that individuals do not undertake particular activities where a disclosure casts doubt on their suitability to do so. **Please attach a copy of the DBS certificate(s) you have with this form if relevant to this application.**

 **I confirm that our organisation and the organisation we are partnering understands and discharges its duties and responsibilities in respect of working with children and young people/vulnerable adults**

Yes [ ]

15. The Council must consider its equality duty when funding groups. If your group/activity is for men/boys only or women/girls only you will need to tell us why so that we can be sure that you are exempt from the provisions of the Sex Discrimination Act 1975 as amended by the Equality Act 2010 which does not allow the Council to do anything that constitutes discrimination or harassment within the meaning of this legislation.

**Question 15 will be used by the Panel to assess whether the application considers the diversity of the community.**

Is your group or the organisation you are partnering with or your activity **only for men/boys** or **only for women/girls**? If so, please explain why?

Click or tap here to enter text.

16. Please explain how you intend to evaluate the success of your project

Click or tap here to enter text.

17. Please give us a **detailed and itemised breakdown** of what you want the Community Fund grant to pay for**. Please ensure you have checked the Fund’s Guidelines to ensure there are adequate funds available in your Ward to fund your project before submitting your application.**

|  |  |  |
| --- | --- | --- |
| **Item requested** | **Cost per item** | **Total** |
| **Please note – the total maximum grant available is £2,500.00** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Total amount of grant requested from us** | **£** |

18. Which Fund are you applying for? Please **✓** tick (one box only): **Please ensure you tick the correct box for funding, otherwise your application will automatically be rejected.**

 (**See Page 2 of Application Guidance**).

Community Fund Yes [ ]

Residual Levy Yes [ ]

 **Questions 19 and 20 will be used by the Panel to assess whether funding is essential for the proposal to proceed.**

19. Will the Grant requested pay the full cost of the activity? Please **✓** tick:

Yes [ ]

No [ ]

20. If **no**, please tell us how you will cover the full cost:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost per item** | **Funding source** | **Secured Yes/No** |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
| **Total required from other sources:** | **£** |  |

21. If you have reserves in your bank account you need to indicate below why you do not intend to use these reserves to contribute to/fund this project:

Click or tap here to enter text.

22. If we award only part of what you have applied for, will the activity go ahead? Please explain how you will meet the rest of the costs:

Click or tap here to enter text.

23. **Feedback**

 We are interested in your suggestions for improvement to this form. Any comments you have about the grants process as a whole are also welcome. Please write your views below.

Click or tap here to enter text.

**Please note:** If your application is successful and your group is not already set up as a registered Sheffield City Council supplier, we will need you to set up your organisation in our finance system. You should receive this request in an email format by our Trade Supplier Team asking you to follow a link that will take you to Sheffield City Council’s secure website to enter your details electronically. Please do not include any bank details for your group in this form.

We are on the SCC Supplier list – our Supplier No is:

 Click or tap here to enter text.

Our address of the organisation as set up on the Suppliers List is:

Click or tap here to enter text.

|  |
| --- |
| **Assessment Criteria** – the following criteria will be used by the Panel to formally assess your application |
| a. | Does the application demonstrate a genuine community need?**Check you have covered this in your answer to Question 8** |
| b. | Will the proposal generate benefits for Council tenants within the Ward?**Check you have covered this in your answer to Question 8** |
| d. | Does the proposal meet the aims and objectives of the Community Fund? **Check you have covered this in your answer to Question 9** |
| e. | Does the application demonstrate proper planning and appear feasible?**Check you have covered this in your answers to Questions 10 to 14** |
| c. | Does the proposal take into account the diversity of the community?**Check you have covered this in your answers to Questions 8 and 15** |
| f. | Is this funding essential to allow the proposal to proceed? **Check you have covered this in your answers to Questions 19 and 20** |
| g. | Does the proposal satisfactorily demonstrate that the project will be Covid-secure and adhere to prevailing Covid laws? |

**Signed:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Important: Please now complete the Signature and Grant Conditions Form which must be returned to us before we can consider your request for funding.**

You can email it to us at: communityfund@sheffield.gov.uk

**Closing date for applications: 12:00 pm on Tuesday 8th November 2022**

**Sheffield City Council**

**Community Fund** **2022/23**

**Privacy Notice for Applicants**

**to the Community Fund**

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 govern how we handle personal data.

**Why are we collecting your information?**

On our Community Fund application form most of the information we need relates to your organisation. However, we are often provided with names, email addresses, contact telephone numbers and addresses relating to named individuals who are submitting the form on behalf of the group. We are processing the data under Article 6 of the General Data Protection Regulations, Section 1e, Public Task. We will only use the personal data supplied for the means of administering the Community Fund.

**How will we use your information?**

The information you provide to us in connection with your Community Fund application (including any personal contact details) will be held securely as hard copy originals and as electronic data on Sheffield City Council’s shared drive. We will only use this information to assess, process and award any Community Fund grant. For those successful in obtaining an award, we will use information about the project in publicity to promote the Community Fund but will not share any personal data. If we want to use any photographs showing people at your events we will ensure we gain consent from them at the time in order to use images of them.

**Who will we share your information with?**

The information may be shared with other Council Officers and Elected Members as part of our grant assessment and monitoring process. It may also be shared with the relevant elected tenant Housing and Neighbourhoods Panel (HANAP) representative as part of the grant assessment. Your contact details will not be passed on to other third parties. Please note that Sheffield City Council is subject to the Freedom of Information Act and other legislation.

**How long will we keep your information?**

Information from successful applicants will be retained for the duration of the grant relationship with your organisation and for six years following the end of the grant. Information from unsuccessful grant applicants will be kept for 12 months from the point of application.

You have rights under the General Date Protection Regulations. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page: <https://www.sheffield.gov.uk/privacy>.

You can contact the Council’s Data Protection Officer: dataprotectionofficer@sheffield.gov.uk