



## BRENT CROSS COMMUNITY SUPPORT SCHEME

### APPLICATION FORM

#### 1. TELL US ABOUT YOUR ORGANISATION

<b>Organisation Details</b> <b>Please provide your organisation details and the contact details of someone we can speak to you if we have any queries about your application. They should know about the project and be able to speak to us during office hours.</b>	
Full name of organisation (the name that appears on your bank account):  Are you part of a larger organisation? Yes / No  Address of organisation:  Postcode:  Telephone number:  Email address:	
Name of main contact:  Position of main contact:	
Status of organisation (please tick below) If you are a charity and a company, please tick both boxes.	Please insert
<ul style="list-style-type: none"> <li>• Charity registered with the Charity Commission</li> <li>• Charitable Incorporated Organisation registered with the Charity Commission</li> </ul>	Charity Number
<ul style="list-style-type: none"> <li>• Community Group (with constitution)</li> </ul>	In which year was your organisation established?
<ul style="list-style-type: none"> <li>• Cooperative</li> <li>• Industrial Provident Society</li> </ul>	Registration Number
<ul style="list-style-type: none"> <li>• Community Interest Company Limited by Guarantee</li> <li>• Company Limited by Guarantee with charitable purposes</li> </ul>	Company Number

<b>Staff and Volunteers. Please tell us the number of staff and volunteers that are in your organisation.</b>	
Full time and part time staff/workers	
Volunteers	



**Please provide a brief description of your organisation.**  
 What are its aims and objectives and what are the main activities that are provided?  
 (1,000 characters maximum)

**2. TELL US ABOUT YOUR PROJECT**

**Please tick the priority area you are applying for**

Food Bank support and tackling food poverty	
Providing support services to people affected by domestic violence and abuse	
Supporting those who are homeless or rough sleeping	
Providing employment opportunities, enterprise or skills development	

**Is this project for**

New work	
Existing work	
Both	

**Start and end date for your project**  
 Projects must start from October 2020 date and finish by September 2021.

Month it will start	
Month it will finish	

**Project Details.** (2,000 characters maximum)

- What you will do (your activities)
- Who are the people or community that need help?
- How often the activities will take place (daily, weekly or monthly etc)
- Which staff or volunteers will be involved?

**Please tell us the number of beneficiaries for your project.**  
 It is important we know how many people will benefit from this funding.  
 We will also fund some projects that have low numbers and where people have very difficult challenges or where the project will have a big impact on their lives.

Number of individual people/beneficiaries	
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**Tell us about the people this project will help.** (1,000 characters maximum)  
 How will you reach and recruit beneficiaries?  
 What problems do they face? How long has this been happening? What is needed to help them? What difference and changes will the project make?

**Tell us how your project will be open to and include people.** (850 characters maximum)  
 Is your project is for people of a particular community, such as Black or Asian?  
 Are they of a particular age?  
 Do they face particular problems (such as disabled people or those who live in over-crowded homes?)  
 How will you make sure your reach people and are welcoming?



**Tell us in which postcode area, ward or neighbourhood your project will take place.**

**Safeguarding**  
 If you are working with children and young people under 18 years of age or vulnerable adults, tell us what you do to make sure they are safe. For example, do staff/volunteers have DBS checks, do they have training and guidance on safeguarding? (850 characters maximum)

**3. BUDGET**

<b>EXPENDITURE</b>		
<b>Type of costs</b>	<b>Amount requested (£)</b>	<b>Details Please provide any details here of how you worked out the costs</b>
Staff salaries		
Volunteer expenses (lunch, travel)		
Equipment		
Activities (publicity, refreshments etc)		
Premises costs (if an external venue is being used)		
Overheads (rent, telephone calls, lighting)		
Other		
<b>Total Expenditure</b>		
<b>INCOME</b> Please include any income from other sources (if applicable)		
Other funders		
Your organisation		
<b>Total Income</b>		
<b>Amount requested from Brent Cross Scheme</b>		



<b>If we fund your project, we will make the grant payment by BACS. Please enter the details of your bank or building society below.</b>
Name of bank/building society
Sort code
Account number

<b>Policies Do you have the following in place?</b> If no, our partner CommUNITY Barnet can help you with this. We may ask you to send these if awarded a grant.	
Safeguarding Policy	
Equality and Diversity Policy	
Data Protection (GDPR) policy	

<b>Please upload the following documents</b>	Please click to confirm
Signed and dated constitution	
Audited account, Independently Examination Accounts or Income and Expenditure Accounts for the last 12 months	

**SECTION 6: TERMS AND CONDITIONS AND DECLARATION**

It is essential that you understand and sign up to agree to the following statements. If you leave the organisation or can no longer complete your project or someone else takes over responsibility for the grant on your behalf, or you have any difficulties, please tell us immediately. We and our partner organisation, CommUNITY Barnet, may be able to help.

- We certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on behalf of the organisation.
- We will spend grants by and complete our project by September 2021.
- If we are working with children or vulnerable adults, we confirm that we carry out the necessary checks through Disclosure and Barring Scheme on our paid and volunteer staff. We will also ensure that we have the appropriate policies in place, together with systems for implementing appropriate ways of working
- We confirm that we shall comply with any legal and insurance obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, and equal opportunities legislation and public liability and employers' liability insurance as well as specific insurance requirements. We will ensure that all necessary permits and licenses have been obtained for any event or project funded by the grant and that the event or project complies with all relevant regulations.
- The Brent Cross community Scheme is committed to equal opportunities both in the provision of services and as an employer. Our project will ensure that it promotes equality of opportunity to all sections of the community in its service delivery, its internal employment and management practices, and in its dealings with any partners or contractors.
- We give permission for the Brent Cross Community Scheme and its partner, CommUNITY Barnet to record the information in this form electronically and to contact our organisation by phone, mail or email with regards to this application. We understand the Brent Cross Community Scheme may list our organisation as a grant recipient, and provide details about our application, in press releases, in the press, on our website, annual review and other publications.



BRENT CROSS

We agree that this application will be held and stored by CommUNITY Barnet, in line with their privacy policy. The full application form and/or details will be shared with the Hammerson/Brent Cross Grant Panel.

**Monitoring of Project**

If awarded a grant, organisations will be asked to provide a short summary of no more than 200 words of the achievements of the project, any changes or learning that occurred. Quotes from staff, volunteers or beneficiaries can also be included. Organisations may also be asked for a case study of no more than 100 words to show how the project helped 1 or more people. The case study does not need to include anyone's name. 1 to 3 photographs should also be provided although it is understood that it's not always possible to provide photographs, because of confidentiality and security.

Hammerson Brent Cross are keen to offer their staff opportunities to volunteer with these projects. Please note, projects where volunteering opportunities are available will not be favoured over those that cannot offer volunteering opportunities.

Please provide scanned signatures below, signed by two people from your management / organising committee. We suggest you keep a copy for your own records

**Organisation Chair or Secretary**

Name (please print)

Signature

Date

**Committee member**

Name (please print)

Signature

Date

From time to time Brent Cross Community Scheme may contact you with information about its activities. If you do not wish to be contacted for these purposes please tick this box

Please submit your application form by 9am Friday 4th September.

This scheme is administered by CommUNITY Barnet

