

Changing Lives

Social Value Fund

Thank you for your interest in the Social Value Fund, best of luck with your application. To give you/your group the best chance of success, please read the guidance notes and the questions on the application form carefully.

1. Pre-Application Checklist

Before answering any further questions make sure you can answer yes to each statement below

- Does the group have an existing community bank account in its own name?
- Can the group provide a statement of income and expenditure for its last financial year or if less than one year old, provide a statement of income and expenditure to date?

2. Name of organisation

3. Full address of where the organisation meets. If this address is used to deliver your project, please detail whether it is a privately leased, privately owned, council property etc.

4. Contact details

	Main contact	Secondary contact
Title		
Name		
Position		
Address and postcode		
Mobile		
Email		

5.1 What was your organisation's total income in the last financial year?

Please note we ask that you provide a statement of accounts to support the answer to the above question.

5.2 Have you previously received any funding from Lambeth Council?

Yes No If 'Yes' please detail how much, when and what for.

6. Please give details of the bank account below

If you are successful we will transfer money directly into your group's bank account via BACS. (This must be a community group account not a personal account.)

Sort Code (6 digits)		Account Number (8 digits)	
Account Name			

7. Please list the contact details for all your current committee members

Names of current committee members/trustees	Address

8. When was the organisation constituted?

9. What type of organisation is it?

Constituted Group		Registered Charity		Registered CIC (Community Interest Company)		Other	
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10. Please give us a brief description of your proposed/planned project or activity

Guidance Notes: Please include details of:

What activities will take place? Where will it happen? How often? Who will take part?

If you are applying for equipment, what will it be used for and why is it needed.

Charging for activities can help make them more sustainable, so long as the cost is not so high as to put people off taking part

11. Please select a theme that best suits your applications (tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Education and learning | <input type="checkbox"/> Housing and infrastructure |
| <input type="checkbox"/> Environment and climate emergency | <input type="checkbox"/> Safety and justice |
| <input type="checkbox"/> Community and participation | <input type="checkbox"/> Relationship and family |
| <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> Jobs, earnings and businesses |

(Please see leaflet for further explanation)

12. How will your project make a difference by meeting the objectives you have identified above?

Guidance Notes: Please describe how your project/activity will meet the objectives identified.

13. What is the planned timescale for spending this grant? (Grant must be spent within 12 months)

Start

Finish

14. Your project's budget - Please provide full details of costs.

Item Description	Cost (£)	Guidance Notes
		<p>Please breakdown each cost that is involved in the project.</p> <p>Be specific though we are happy for you to use general headings for small items like stationery.</p> <p>For on-going costs sessional workers and room hire, please explain how much each session costs and how many sessions you are paying for.</p> <p>For example:</p> <p>1 craft tutor at £15 per hour, 2 hours a week for 10 weeks = £300</p> <p>Room hire at £25 a week for 16 weeks = £400</p>
Total Cost		
Amount raised so far		
Funding requested		

15. How will you meet any additional costs of your project if your application is successful?
(Please describe briefly)

16. What evidence do you have that this project is needed?

Guidance Notes: Please explain what evidence you have that demonstrates the need for this project.
For example:

- feedback from your users/non users
- waiting lists, consultation
- local or national research

1. General terms and conditions

- 1.1 You must use the grant exclusively for the project that it was intended for.
- 1.2 You will keep receipts for all money spent from the awarded grant.
- 1.3 You will spend all of the money from awarded grant within 12 months of award.
- 1.4 You must submit a written request to us for agreement before commencing with any variation or change to the project.
- 1.5 You will not use the grant to pay for any costs you have incurred before the date we confirm you will receive a grant.
- 1.6 You will write to us informing of any anticipated delay to the project resulting in up to three months delay of delivery or if a shorter delay will mean you cannot send a monitoring report on the project at an agreed time.
- 1.7 If you spend less than the whole grant on the project, you may be expected to return the unspent amount to us. You should write to us immediately when an under-spend is known in order for us to discuss options with you.
- 1.8 You may not transfer any part of the grant or this Grant Agreement or any rights under it to another organisation or individual, unless we have entered into an agreement, authorised by us, requiring you to work with another organisation in delivering the project
- 1.9 You will not sell, give away or borrow against any of project asset that we fund with an original purchase value of over £2,000 without first receiving our written consent. If any asset is damaged, destroyed or stolen you must also tell us in writing.

2. Your organisation

- 2.1 During the period of the grant you will act in a fair and open manner without any distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant UK legislation.
- 2.2 You must ensure that all members of your management committee, board of trustees or directors are aware of these terms and conditions while the Grant Agreement remains in force.
- 2.3 If your project involves work with children, young people or vulnerable adults (“vulnerable people”), you will take all reasonable steps to ensure their safety.
- 2.4 You will ensure your project is adequately insured at all times.
- 2.5 You will acknowledge your grant in your annual reports and accounts covering the period of the project.

3. Statutory compliance documentation

Depending on the type of application you will be required to provide Lambeth Council with some or all of the following documents or proof of compliance, at least 2 weeks before commencement of the project. We will tell you in the grant acceptance letter which documents are needed.

- Insurance, please refer to the Insurance information document on our website. You can budget for this cost in your proposal.
- Complete, detailed, and documented Risk Assessments of the activities included in the application
- Incident and emergency procedures
- Health and Safety Policy
- Data protection policy and privacy notice

- Complaint's procedure
- Equalities statement
- Safeguarding policy (and completed DBS checks for staff working with children or vulnerable adults. DBS checks cost £23 for standard and £40 for enhanced and should be budgeted for)
- Health and Safety (Covid-19 guidelines if applicable)

Others to consider

- Performance licence is necessary for some forms of public entertainment
- A Temporary Event Notice (TEN) is required for some forms of public entertainment with less than 500 attendees.
- Caterers must comply with the Food and Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 and have registration with a Local Authority with their food hygiene rating of 3 or above

Declaration

We, on behalf of our Organisation, declare that all the information provided in this grant application form is correct and complete to the best of our knowledge and acknowledge that if a grant is awarded to our Organisation, it will be used exclusively for the purposes described. We also acknowledge that we will inform the relevant officer of the Council of any changes in the Organisation's circumstances that would affect this application or the use of any grant funding relating to it.

Please ensure that two authorised members of your Organisation, one of whom must be a management committee member (i.e. Chair, Treasurer or Secretary) sign the declaration below:

Please ensure that these people are not related, or living in the same household

Signature	Name in Block Capitals	Position in Group	Date

Final Check List

Before sending your application make sure that:

Your organisation has answered yes to all applicable pre application checklist

Please Tick

You have answered every question on the application in the space provided

The conditions of grant acceptance above have been signed by two relevant representatives of the group

You have taken/saved a copy for your reference

To support your application you must also send:

A statement of accounts for the organisation's last financial year
(or a statement of income to date if the organisation is less than one year old)