

Digital Inclusion Fund Application Form

FORM GUIDANCE

Thank you for your interest in the Digital Inclusion 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.

Fair access across the borough and across population groups will be an important element of decision making. This means it is important to understand where you will be targeting your support including age, disability, race and ethnicity, deprivation and geography.

Applicants are required to answer every question unless they are marked as 'optional'.

1. PRE-APPLICATION CHECKLIST

You must answer Yes to each of these questions:

Community Bank Account

Can you confirm the organisation has an existing community bank account in its own name?

☐ Yes

☐ No

We will not accept any applications unless the organisation has an existing bank account.

Statement of income

Can you confirm the organisation can 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?

☐ Yes

☐ No

We will not accept any applications the organisation is able to provide the requested statements of income and expenditure.

Progress and finance reports

If successful, we will require information to be submitted about the progress and finance of your projects every 3 months. Will you be able to complete this?

☐ Yes

☐ No

Impact report

If successful, we will require a full impact report to be submitted after completion of your project. This will need to be provided 12-14 months following the grant being awarded and must include equalities information of your beneficiaries, including ethnicity and age groups. Will you be able to complete this?

☐ Yes

☐ No

2. CONTACT DETAILS

Please provide the contact details of the person completing this form in case we need to contact with you.

Applicant contact details

First Name	
Last Name	
Position	
Address	
Phone number	
Email	

3. ORGANISATION DETAILS

Name of organisation

Full address of where the organisation is registered

On what date was the organisation constituted?

What type of organisation is it?

- ☐ Constituted Group
- ☐ Registered Charity
- ☐ Registered CIC (Community Interest Company)
- ☐ Other

4. FINANCIAL DETAILS

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

Sort Code (XX-XX-XX)

Account number

Account name

Committee members:

Name	
Address	

5. PROJECT DETAILS

How much funding are you applying for?

Please select the primary focus of your proposed project:

- ☐ Equipment
- ☐ Assistive Technology
- ☐ Connectivity

Proposed project or activities

Please give a detailed description of your proposed project or activity
Please include details of:

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

Please bear in mind this information will be a determinant of the award, and applicants are encouraged to be as descriptive as they can be. **Responses are limited to a maximum of 1000 words.**

Project objectives

What are the key objectives of your proposed project?

How will the project meet the objectives identified above?

What experience do you have of delivering these kinds of projects?

Who are your primary beneficiaries?

- ☐ Children or young people
- ☐ Older people
- ☐ Other charities or voluntary bodies
- ☐ People from a specific ethnic group
- ☐ People with disabilities
- ☐ People who are out of work or on a low income
- ☐ The general public
- ☐ Other

How will you ensure beneficiaries can use any equipment successfully, legally and safely?

Is there any additional information you'd like to include about your beneficiaries?
(Optional)

Area Coverage

Which of the following wards will the delivery of your project cover?

- ☐ Brixton Acre Lane
- ☐ Brixton North
- ☐ Brixton Rush Common
- ☐ Brixton Windrush
- ☐ Clapham Common & Abbeville
- ☐ Clapham East
- ☐ Clapham Park
- ☐ Clapham Town
- ☐ Gipsy Hill
- ☐ Herne Hill & Loughborough Junction
- ☐ Kennington
- ☐ Knight's Hill
- ☐ Myatt's Fields
- ☐ Oval
- ☐ St Martin's
- ☐ Stockwell East
- ☐ Stockwell West & Larkhall
- ☐ Streatham Common & Vale
- ☐ Streatham Hill East
- ☐ Streatham Hill West & Thornton
- ☐ Streatham St Leonard's
- ☐ Streatham Wells
- ☐ Vauxhall
- ☐ Waterloo & Southbank
- ☐ West Dulwich
- ☐ All Wards

Evidence

What evidence do you have that demonstrates the need for this project?

Project timescale

Can you confirm your project will be completed by no later than 31st March 2025?

☐ Yes

☐ No

All grants will be awarded by 1st April 2024, and must be spent within 12 months of receipt. Considering this, what is your planned timescale for expenditure?

Start date:

End date:

6. YOUR PROJECT'S BUDGET

Please breakdown each cost that is involved in the project.

Please be specific.

Budget Items

Item description

Item cost

Overall funding requested

Total cost

Amount raised so far (optional)

How will you meet any additional costs of your project if your application is successful?

7. Terms And Conditions

Terms and conditions

1. You must use the grant exclusively for the project that it was intended for.
2. You will keep receipts for all money spent from the awarded grant.
3. You will spend all of the money from awarded grant within 12 months of award.
4. You must submit a written request to us for agreement before commencing with any variation or change to the project.
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.
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.
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. 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.
8. 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.
9. You will be responsible for ensuring compliance with all relevant Acts of Parliament, Regulations and approved Codes of Practice.
10. 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.
11. You will be required to submit information regarding the project's progress and finance every 3 months. This will include equalities data regarding your project's beneficiaries.
12. You will be required to submit a full impact report, including information regarding the project's progress and finance, after completion of your project. This will need to be provided 12-14 months following the grant being awarded.

Your organisation

13. 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
14. If your project involves work with children, young people or vulnerable adults ("vulnerable people"), you will take all reasonable steps to ensure their safety
15. You will ensure your project is adequately insured at all times
16. You will acknowledge your grant in your annual reports and accounts covering the period of the project

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.

17. Public Liability Insurance to indemnify Lambeth Council through appropriate insurance cover against any and all third party claims that might arise through the delivery of the proposal, such cover to a minimum of £5 million.
18. Complete, detailed and documented Risk Assessments of the activities included in the application
19. Incident and emergency procedures
20. Health and safety policy
21. Data protection policy and privacy policy
22. Complaints procedure
23. Equalities statement
24. Safeguarding policy (and completed CRB checks for staff working with children or vulnerable adults.)
25. Health and safety (Covid-19 guidelines if applicable)

8. 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 these people are not related, or living in the same household

Signatures	Full name	Position in group	Date
Signatory 1			
Signatory 2			

Before sending your application make sure that

- ☐ Your organisation has answered yes to all applicable pre application checklist
- ☐ You have answered every question on the application in the space provided
- ☐ Please confirm you have read and agreed to the Terms & Conditions of the fund
- ☐ Please ensure you have recorded your application reference number

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).

- ☐ I confirm I have uploaded a statement of accounts for the organisation's last financial year or statement of income to date if the organisation is less than one year old.

A PDF copy of your form will be sent to you using the email address provided.

Before you can move on and submit your form you must visit and complete all of the required sections up to this point. These sections are displayed in the list to the left. All of the sections without a tick next to their name require further action on your part.