**WEST BERSKHIRE COMMUNITY FUND**

**APPLICATION SUPPORTING INFORMATION**

Please read this in conjunction with the West Berkshire Community Guidance Notes to ensure your application gives all the information that is needed for the funding panel to make a decision. You can find a copy of the guidance Notes and the Application Form on the West Berkshire Council Website: [www.westberks.gov.uk/index.aspx?articleid=35627](file:///%5C%5Cwestberks.local.gov.uk%5Cusers%5CHome%5Clphilpott%5CMy%20Documents%5CAAA_working%20on%20currently%5Cwww.westberks.gov.uk%5Cindex.aspx%3Farticleid%3D35627)

**Question 1**

Name of your Organisation

 **Question 2**

You’ll need to give the names and contact details of two people from your organisation, one of whom will be the legally responsible contact for any funding awarded.

**Question 3**

What type of organisation are you? If your organisation is a Registered Charity please include the relevant registration number.

**Question 4**

Where in West Berkshire does your organisation operate? Please note that West Berkshire Community Fund funding can **only** be awarded to support activities for the benefit of residents in the district.

**Question 5**

Please provide a breakdown of the numbers and roles of the people that are involved in the running of your organisation.

**Question 6**

When did your organisation first start meeting or running activities or projects? Please state the date of your last AGM if applicable.

**Question 7**

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Describe the usual activities/services your organisations provides. If you are a new group, describe the services activities you plan to provide.

**Question 8**

Please estimate how many people you hope to help/support or will benefit from your activities

**Question 9**

Describe how the money you are applying for will be used. Is it for a specific project, piece of work?

 **Question 10**

Funding will be awarded to those good causes that can demonstrate support for:

The Councils Strategy *Building on Our Strengths 2019 – 2023* has six priorities for improvement:

* Ensure our vulnerable children and adults achieve better outcomes
* Support everyone to reach their full potential
* Support businesses to start, develop and thrive
* Develop local infrastructure, including housing, to support and grow the local economy
* Maintain a green district
* Ensure sustainable services through innovation and partnerships

Please state which of these criteria your application best fits – if none are applicable please describe the nature of the support you provide and any group/s of people who will benefit

**Question 11**

Please note that this figure should be the same as the total figure in Column A of Question 12

**Question 12**

Please complete the financial breakdown in full - total both columns.

 **Questions 13**

Please describe how any income will be collected from the beneficiaries of the service or activities.

 **Question 14**

Tell us where else you are applying for funding if applicable; and if you are awaiting a decision what date an outcome is expected.

**Question 15**

Please insert the total amount of income as shown in your organisation accounts.

# Question 16

To be eligible for funding you need to have a bank account in the name of your organisation. Your account must have two signatories for cheques

When you apply you’ll need to attach a copy of a recent (within the last three month) bank statement from your organisation that includes the following information - where ever possible please provide this in electronic format as it will speed up your application.

* organisation’s legal name
* address the statements are sent to
* bank name
* account number and sort code
* date

**Question 17**

Please set out where your organisations money will come from in the current financial year showing both income and expenditure.

**Question 18**

Please list your reserves which can be one of three types:

* **General Free Reserves** can be used to pay for any activity that furthers your organisation’s aims and objectives
* **Designated Reserves** are made when your organisation decides to put money aside for a later purpose, e.g. for children to attend a major sports event, but later choose to use the money for a different purpose, e.g. if the event is cancelled
* **Restricted Reserves** are monies that must only be spent on a specific activity e.g. funding given to buy a photocopier

**Question 19**

Please provide financial documentation – please provide in electronic format as it will speed up your application.

**Question 20**

If you are requesting funding to buy equipment the panel might ask that you share this with other organisations if it is appropriate to do so - please can you confirm your organisation would be willing to do this.

**Question 21**

Policies and procedures help to create a safe and accessible environment for your activities, and enable your organisation to run consistently, smoothly and fairly. They’re also needed to meet legal, contractual and funding requirements.

Please indicate which policies and procedures your organisation uses. We ask if you have the following policies and procedures:

Safeguarding Policy:

* Please note that if you are applying for a project to work with children, young people or vulnerable adults, you **must** have a policy that explains how you will make sure they will be safe. For more information about Safeguarding please go to the West Berkshire Council website.

Contracts for paid staff and Disciplinary/Grievance Procedure:

* + If you are an employer you must comply with employment legislation

Other essential policies and procedures

* + Please indicate if you have policies and procedures with policies such as Data Protection and GDPR, Health and Safety, Complaints and Equalities
	+ Volunteer Policy

If your organisation involves volunteers we would expect you to have a Volunteer Policy – you

can find out more about Volunteer Policies at:

[https://knowhownonprofit.org/your](https://knowhownonprofit.org/your-team/volunteers/keeping/policy)-[team/volunteers/keeping/policy](https://knowhownonprofit.org/your-team/volunteers/keeping/policy)

Please note that we may ask to see copies of your policies.

# Please complete and sign the Declaration. Two signatures are required (one must be a member of the management committee)