

For Office Use	
ID REF	
Closing Date	18 th August 2014
Ward Area	
Date Received	
Scanned/PDF	
Supplier Code	

Wallasey Constituency Funding (2014/2015) Wallasey Bright Ideas Fund - Application Form

Please ensure you read the accompanying enclosed supporting information and terms and conditions before filling in your application

Please return your completed form to: Wallasey Constituency Team, Neighbourhoods & Engagement, Leasowe Millennium Centre, Twickenham Drive, Leasowe, Wirral CH46 1PQ.

Closing date for applications: 12 noon Monday 18th AUGUST 2014

(Applications that are incomplete, late or do not meet the criteria will not be considered)

If you have any questions please speak to Michelle Gray on 0151 666 4902 or e-mail michellegray@wirral.gov.uk

Section One: Tell us about your organisation/group:

Q1. What is the name of your organisation / group?

.....

Q2. What does your organisation/group do?

Q3. What type of organisation/group are you?

Our organisation is:	Tick	I have enclosed <u>one</u> of the following:	Tick
Registered Charity		Charity Number (please state)	
Community Group		Constitution or Bank Statement	
Voluntary Group		Constitution or Bank Statement	
Faith Group		Constitution or Bank Statement or Charity Number (please state)	
A Social Enterprise/CIC		Copy of Certificate or Registered Number (please state)	
Other:			

- *you must enclose one of the above as evidence of your organisation status*

Section Two: Tell us about your Application:

Q4. Please tell us the name of your project and in one sentence describe your project?

- *please note question 13 allows you to provide more detail*

Q5. Please tell us which ward/s your project benefits and how many people you anticipate will benefit if you are successful?

Ward	Approx numbers benefiting	Other (wider community)	Approx numbers benefiting
Leasowe & Moreton East		Residents outside constituency area	
Liscard		Other Community Groups	
Moreton West & Saughall Massie		Visitors to Wirral	
New Brighton		Other (please list below)	
Seacombe			
Wallasey			
All six wards (i.e. Wallasey Constituency)			

Q6. How much are you applying for £ _____
Please note the maximum amount that can be bid for priorities number 1,2 and 3 is £???. The maximum amount that can be bid for priority number 4 is £?????. (see Question 8)

Q7. What is the overall cost of your project? *(Please note the total amount applying for must not exceed the total cost of the project/service)*

£

Q8. Which specific neighbourhood priority/priorities does your project tackle?

- please see *Terms and Conditions* for definitions

Priority number	Priority name <i>insert new priorities and maximum bid amount</i>	Please tick all that apply
1		
2		
3		
4		

Q9. How will this be achieved (i.e. how will your project tackle the priority/priorities you have ticked above)?

Q10. Have you secured, applied for or waiting to hear about any other funding that is towards the total cost of this project only? (please include details below):

Amount	Source of funding	Date applied for	Status – (e.g. secured / pending)
£			
£			

Q11. If this application is approved but you require additional funds to deliver this project how will they be secured? (e.g. you only receive part of the funding requested)
(please answer fully and do not answer with “not applicable”)

Q12. Does your organisation have the relevant public liability insurance and staff / volunteer DBS (Disclosure & Barring)/relevant policies in place in relation to this project?
(we reserve the right to confirm this)

Yes ☐ N/A ☐

Q13. Please provide brief details (*no more than 100 words*) of what the funding is for, what you hope to achieve and who, in the local community, will benefit from this?

- *please note, this section of your application may be made public*

Q14. Will this project benefit any protected groups? Yes / No (*If yes please tick below*).

	Please tick		Please tick
Age		Marriage and Civil Partnership	
Disability		Religion and Belief	
Race		Sexual Orientation	
Gender		Gender Reassignment	

Q15. Please give a FULL BREAKDOWN of what the funding will be spent on and include estimates (where applicable) to support this. (Failure to do so may result in your application form being ineligible).

Item/Detail	Cost	Amount Requested
<i>Example: Rent at £10 per hour for 4 hours per wk x 52wks</i>	£10.00 x 4 = £40	£2080.00
Total	£40.00 per session	£2080.00

Item/Detail	Costs	Amount Requested
Total	£	£

Section Three: The information we need to process your application:

Q16. Name and role within organisation

Daytime telephone number and mobile

E-mail

Address & Postcode for Correspondence

Q17. Declarations

I confirm that:

- the organisation / project meets the criteria of the funding
- the organisation has the relevant public liability insurance / DBS checks and / or relevant policies in place in relation to the project

All of the information included in this application is correct and includes the following:

- all the relevant information for the project / organisation
- all the documents requested in the application form

I agree to comply with the fund's terms & conditions including:

- to complete the project by 15th October 2015;
- to seek authorisation in advance of any potential changes to the spend outlined in the original application;
- to submit a progress report and a full detailed breakdown of spend when requested;
- when project is completed, written financial records, including original receipts for all expenditure, is provided for applications of £300 or more;
- to return all or part of the funding if unable to meet the terms and conditions.

Main contact:

Signature:

Date:

Full Name:

Position in Group:

Witnessed by (2nd contact/witness):

Signature:

Date:

Full Name:

Position in Group:

Daytime telephone number

If you return this form by e-mail (with a printed signature / without signature) you are deemed to have accepted the declarations detailed in Question 17.

Q18. Please give bank details for BACS payment:

Name of Bank/Building Society**																
Address of Branch**																
Account Name**																
Bank Account Number**																
Bank Sort Code**				-				-								
Building Society Account Number**																

*(** these details must be provided as a sort code and bank account number are required for Bacs payments to building society savings accounts, these can be obtained from your statement or by contacting the building society)*

I hereby authorise Wirral Council to direct the award if successful to the above account

Authorised Signature

If you return this form by e-mail (with a printed signature / without signature) you are deemed to have authorised the payment into your organisations bank account via the Bacs system.

Please note if you are a new group you will be asked to complete a new supplier form for Wirral Council to update their records for any payments made to your group/organisation.

Q19. How did you find out about this funding?

Q20. Does your group have a facebook page, twitter account or other social media account?
If yes please list usernames below.

YES

NO

Q21. Would you like to automatically receive information by email/post about any other funding or any local initiatives that the Wallasey Constituency is involved in?

Please select your choice:

YES

NO

Please select your choice:

EMAIL

POST

Application Checklist:**Wallasey Bright Ideas Fund - Application checklist**

Before you return the application form please use the list below to ensure you have supplied all the information we need. **HAVE YOU:**

<ul style="list-style-type: none">• Read the terms & conditions to confirm that your project meets the criteria/priorities for funding	
<ul style="list-style-type: none">• Included any evidence of your organisation's status e.g. Bank Statement/VAT No, charity number etc. (only one item is required) (Q3)	
<ul style="list-style-type: none">• Checked that the total amount applied for (Q6) does not exceed the total cost of the project (Q7)	
<ul style="list-style-type: none">• Included a complete breakdown of spend and quotes for goods / services (Q15)	
<ul style="list-style-type: none">• Included your bank account details (Q18)	
<ul style="list-style-type: none">• Answered <u>ALL</u> of the questions on the application form	
<ul style="list-style-type: none">• Signed application form (Q17) and Signed (Authorised Signature for Wirral Council to use your Bank Account (Q18)	
<ul style="list-style-type: none">• Retained the terms and conditions for future reference	
<ul style="list-style-type: none">• Returned your completed form including all supporting information by 12 noon on the closing date – Monday 18th August 2014	

- Please note that **all** information must be sent with the completed application form by 12 noon on the Monday 18th August 2014