# Southwark

# Common Purpose Grants application form 2019-20

## Opening date: Monday 24 September | Closing date: Monday 29 October Please read the Guide for Applicants before completing this form.

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IMPORTANT

* Everything included is true and accurate to the best of your knowledge
* You have read the application criteria (set out in the Guide for Applicants) and confirm that you satisfy the requirements
* The grant, if offered, will only be used for the purposes stated within this application
* In carrying out the activities, you will conform with all relevant legislation
* All relevant public liability insurance is in place and up to date
* You will acknowledge any council funding in your annual report or other similar documents
* You agree to the Conditions of Grant Funding which can be found [here](http://www.southwark.gov.uk/engagement-and-consultations/grants-and-funding/voluntary-and-community-sector-support)

DATA PROTECTION

All the information that you provide will be managed in strict accordance with current data protection legislation, and will not be shared with third parties. If you are concerned about how the council is using your data, please contact our Data Protection Officer via [DPO@Southwark.gov.uk](mailto:DPO@Southwark.gov.uk) or on 020 7525 5000. More information about your rights is available on our [website](http://www.southwark.gov.uk/council-and-democracy/pensions/how-we-use-your-data), or via the Information Commissioner [(www.ico.org.uk](http://www.ico.org.uk/))

Please note the council is required to publish the recommendations for funding and the subsequent decisions.

### Before you apply

If you have any questions you can contact the council’s community engagement team on [cvssu@southwark.gov.uk](mailto:cvssu@southwark.gov.uk) or 020 7525 7418 / 020 7525 1579.

#### Eligibility quiz

Before you complete the rest of the application form **you must complete this eligibility quiz**.

Answer yes or no to each of the 3 questions – delete as appropriate.

#### Is your organisation AT LEAST ONE of the following listed below Yes / No

Please tick √ all that apply and give registered numbers

❑ Registered Charity registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Charitable Incorporated Organisation (CIO) registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Community Interest Company (CIC) registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Company Limited by Guarantee registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Industrial & Provident Society registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Unincorporated Association

**Please note that if your organisation is an unincorporated association you may apply for a 1 year new ideas grant only. You are not eligible to apply for a 4 year or 2 year grant.**

#### Is your organisation

* EITHER based in the London Borough of Southwark  and currently providing services to Southwark residents
* OR based outside the London Borough of Southwark but currently providing services to Southwark residents
* OR planning to provide services to Southwark residents?

**Yes / No**

Are you able to provide at least one year’s independently examined or audited accounts? **Yes / No**

**If you have answered NO to any of these questions you are not eligible to apply and should not complete the rest of the application form.**

#### Which grant are you applying for?

Please tick the relevant box to indicate which grant you are applying for. See the Guide for Applicants which sets out the criteria for each grant.

❑ 4 year strategic partner grant

❑ 2 year community engagement grant

❑ 1 year new ideas grant

Note that you can apply for a 4 year strategic grant and a 1 year new ideas grant, or a 2 year community engagement grant and a 1 year new ideas grant **but you cannot apply for a 4 year and a 2 year grant.**

If you are submitting more than one application you need to use a **separate application form for each application.**

#### Help with applying

You may find Community Southwark’s short [guide to completing a funding application](https://communitysouthwark.org/sites/default/files/images/Guide%20to%20writing%20a%20funding%20application.pdf) useful.

You can contact the development team at Community Southwark for advice on development@communitysouthwark.org /   
020 7358 7020.

### Summary of your application

**Please keep the boxes as tidy as possible**

1. Name of organisation
2. How much funding are you applying for? Give overall total plus annual amounts **if** applying for more than one year’s funding

TOTAL £

YEAR 1 £

YEAR 2 £

YEAR 3 £

YEAR 4 £

1. Organisation address

1. Address where project or activities will be taking place (if different from above)
2. Link to your website (if applicable)

1. Name of key contact person for this grant
2. Email address of key contact person

1. Telephone number of key contact person
2. Is your organisation known by, or does it trade   
   under, any other name? If so please explain
3. When was your organisation formed?

Year

1. Name of project or scheme for which you are applying for funding
2. What are you proposing to do? (200 words maximum)

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1. Briefly describe the aims and objectives of what you are proposing (200 words maximum)

#### Beneficiaries

1. Briefly describe whom you expect to benefit from the services / activities.

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1. How many people do you expect to use the services or take part in the activities?

#### Health and safety

#### Please describe how you will ensure that any services provided will comply with health and safety regulations. Also describe your approach to risk assessments / management

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### General criteria

#### Premises

1. Are your premises owned by the council? Yes / No

If **no**, who owns the premises?

If **yes**, do you have a lease / license? Yes / No

Term of lease / license

If **yes,** are you up to date with your rent payments and service charges Yes / No

Are your premises fully compliant with health & safety legislation? Yes / No

Are your premises accessible in line with the requirements of the Equality Act 2010? Yes / No

Do you receive rate relief? Please add details to table below:

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| --- | --- | --- |
|  |  | Amount per annum |
| Mandatory | Yes / No |  |
| Discretionary | Yes / No |  |

#### Equalities

1. Describe how you promote equality and support the council’s equality and diversity commitments as outlined in the [draft Council Plan 2018-20 and Approach to Equality](http://www.southwark.gov.uk/council-and-democracy/equality-and-diversity/equality-objectives) (200 words maximum).(We also ask you to enclose your equalities & diversity policy with your application.)

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#### Quality assurance

1. Please describe how you will ensure that any services provided are of good quality. Include any recognised quality assurance marks or accreditations (200 words maximum)

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#### Evidence of need

1. Set out the evidence that the project is needed (200 words maximum)

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#### Avoiding duplication

1. Give details of any other organisations you are aware of doing similar work and explain how your proposal complements this work and avoids duplication

(200 words maximum)

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#### Other funding

1. List all the current funding for your organisation in the table below. Add further rows as necessary.

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| Funding body | Amount | Period |
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### Outcomes

1. From the list below:

* Select the outcomes you will aim to achieve with this grant and tick the box in the right hand column – no fewer than 2 and no more than 4
* Then select the indicators you will use to measure progress towards these outcomes **or** add you own in the space underneath

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| Outcomes for Southwark Common Purpose grants | Tick √ chosen outcomes & indicators |
| **Healthier communities** |  |
| Outcome B1: Residents have improved access to community services | ❑ |
| Indicators   * Numbers of clients taking up services who had not previously * Residents reporting they are aware of services available to build healthier communities, and how to access them * Numbers of clients from protected equality characteristics [state which] engaged with services * Numbers of people who report being less isolated as a result of engaging with community services * Numbers of people engaged in consultations about services * Numbers of residents reporting they feel able to influence decisions in their locality   Your own indicators (add more space if needed)……………………………………………………. | ❑  ❑  ❑  ❑  ❑  ❑ |
| Outcome B3: Residents feel that they have access to services to improve their wellbeing | ❑ |
| Indicators   * Number of clients registered with projects to support wellbeing * Numbers of clients receiving advice and information who report improved wellbeing * Numbers of clients from diverse groups regularly participating in physical activity (type & activity levels) * People from diverse groups reporting awareness of how to access health & wellbeing services   Your own indicators (add more space if needed)…………………………………………………… | ❑  ❑  ❑  ❑ |
| Outcome B4: Residents feel more confident to maintain their independence without the need for higher levels of support | ❑ |
| Indicators   * Self-reported health status * Numbers of clients reporting increased levels of control over decisions affecting their life * Number of clients receiving advice and information who report enhanced confidence in maintaining their independence * Numbers of clients reporting improved confidence in their ability to deal with problems themselves in future * Numbers of people identified and connected to support services * Carers, including young carers, reporting higher levels of wellbeing   Your own indicators (add more space as needed)……………………………………………………... | ❑  ❑  ❑  ❑  ❑  ❑  ❑  ❑ |

**Please note that if your application is successful you will be required to report on the indicators you have chosen.**

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| Outcomes for Southwark Common Purpose grants | Tick √ chosen outcomes & indicators |
| **Engaged Communities** |  |
| Outcome C2: Residents have increased opportunities and support to volunteer | ❑ |
| Indicators   * Numbers of volunteering hours completed * Numbers of volunteers from diverse groups * Numbers still volunteering after 6 months or who are in work * Numbers of clients starting a work trial or voluntary position * Numbers of people aged 50+ taking up work related training, up-skilling, coaching, confidence building, work experience & volunteer opportunities * Numbers of young people volunteering * Number of clients who have done any voluntary work in the last 12 months * Numbers of instances of volunteers being shared between organisations   Your own indicators (add more space as needed)…………………………………………………….. | ❑  ❑  ❑  ❑  ❑  ❑  ❑ |
| Outcome C3: Residents have the skills and confidence to increase their use of online services and there is less digital exclusion | ❑ |
| Indicators   * Number of clients who state that they are confident using digital services * Number of clients who have used the internet in the last 3 months * Increase in use of digital services among those who had not previously used them * Number of introductory IT training sessions delivered to residents each year * Increase in new ‘My Southwark’ registrations that are still active after 6 months   Your own indicators (add more space as needed)…………………………………………………….. | ❑  ❑  ❑  ❑  ❑ |
| Outcome C7: Residents and organisations have greater access to community spaces and premises | ❑ |
| Indicators   * Use of natural environment / number using green space * User satisfaction levels * Increase in use of community spaces / premises * Increased accessibility of community premises – eg new booking system; promotion via online platforms; staff available to manage the space * Numbers of people who report feeling that they belong in their neighbourhood   Your own indicators (add more space as needed)…………………………………………………….. | ❑  ❑  ❑  ❑ |
| **Greener Communities** |  |
| Outcome D3: Residents increase their use of public transport, cycling or walking around the borough | ❑ |
| Indicators   * Residents from diverse groups increase their use of public transport, cycling or walking * Community organisations’ involvement in designing or developing green or safe routes around an area * Peer support initiatives for vulnerable people to use public transport, walk or cycle to increase their independence * Numbers of clients taking part in organised walks or bike rides * Amount of money saved by walking or cycling instead of driving or taking public transport   Your own indicators (add more space as needed)…………………………………………………….. | ❑  ❑  ❑  ❑  ❑ |

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| Outcomes for Southwark Common Purpose grants | Tick √ chosen outcomes & indicators |
| Outcome D4: Residents and organisations feel more able to use green spaces to support social action and health & wellbeing activities. | ❑ |
| Indicators   * Residents from diverse groups who feel more able to use green spaces * Number of volunteers taking part in outdoor conservation activities * Number of volunteering days   Your own indicators (add more space as needed)……………………………………………………... | ❑  ❑  ❑  ❑  ❑ |
| Outcome D5: Increasing numbers of residents and organisations support initiatives to make Southwark greener | ❑ |
| Indicators   * Species identified * New habitats created * Number of community groups involved * Residents are aware of services that are available to build greener communities, and how to access them * Numbers of core activities run in a ‘greener’ manner, for example without use of disposable plastic items   Your own indicators (add more space as needed)……………………………………………………... | ❑  ❑  ❑  ❑  ❑ |

### 4 year strategic partner grants

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| **Specific criteria for 4 year strategic partner grants** |
| * Borough-wide service and / or local hub or anchor role in locality: organisation works in partnership with other VCS groups; gives support to small grassroots groups and / or emerging communities |
| * Show evidence of supporting the development and delivery of local strategies |
| * Shows evidence of **substantial** alternative funding for services (see question 22) |
| * Has capacity to offer premises for community / grassroots groups to hire at low or no cost; or offer other support to such groups. |

**ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A STRATEGIC PARTNER GRANT**

1. Describe how you work in partnership with other VCS groups in the borough ( 200 words maximum)

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1. Describe how you contribute to the development of local strategies ( 200 words maximum)

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1. Describe how you offer support to local community   
   or grassroots groups, through providing premises or facilities, or other kinds of support ( 200 words maximum)

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### 2 year community engagement grants

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| **Specific criteria: 2 year community engagement grants** |
| * Meeting the needs of one or more community and bringing different communities together |
| * Shows evidence of co-operation with other VCS organisations serving different client groups |
| * Show evidence of supporting clients to be more confident and independent |
| * Shows evidence of some alternative funding and is not wholly reliant on council funding (see question 22) |
| * Provides advice, information and signposting to appropriate services |

**ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A COMMUNITY ENGAGEMENT GRANT**

1. Describe how you work to connect communities or bring different communities together – ie how you avoid working with one community in isolation. List the groups you co-operate with (200 words max)

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1. Describe how you support clients to be more confident and independent ( 200 words maximum)

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1. Describe how you provide advice, information and signposting to appropriate services (200 words maximum)

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### 1 year new ideas grants

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| **Specific criteria: 1 year new ideas grants** |
| * New ideas that help deliver the objectives of Common Purpose Common Cause [VCS strategy](http://www.southwark.gov.uk/engagement-and-consultations/grants-and-funding/voluntary-and-community-sector-support) |
| * Scheme ready to go quickly after funding secured |
| * Support of any partners already secured |
| * Plans for evaluation and next steps in place. |

**ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A NEW IDEAS GRANT**

1. Describe how your proposal set out in question 12 is innovative (200 words maximum)

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1. Describe how your proposal helps deliver the objectives of Common Purpose Common Cause – [VCS strategy](http://www.southwark.gov.uk/engagement-and-consultations/grants-and-funding/voluntary-and-community-sector-support) (200 words maximum)

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1. Describe any work you have already carried out and list the partners (if any) who will be involved and what their role(s) will be (200 words maximum).

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1. Describe how you will evaluate whether the scheme has been successful and plan what your next steps will be (200 words maximum).

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### Financial information

1. Please provide a breakdown of how you will spend the grant, adding more rows as necessary.

If applying for a 2 year or 4 year grant please give a **breakdown and total for each year separately** and give the **overall total at the bottom**.

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| Revenue item | Amount £ |
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| **TOTAL** |  |

1. Please give us details of any income that will be generated by the project (i.e. not a grant)

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1. How much do you currently have in free reserves, and how long would this sustain your organisation?

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| Amount in reserves £ | No. of months |
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1. Bank account details

Bank account name

Name and address of bank

Account number

Sort code

### Supporting documents

Please ensure you have attached the following with this application form:

❑ Memorandum and Articles of Association or constitution – if possible please provide a link to this, if not please attach the document to your email

❑ Most recent audited or independently examined accounts – please provide a link if possible

❑ List of trustees including contact details

❑ Current business plan or work plan

❑ Most recent annual report – please provide a link if possible

❑ Equalities and diversity policy

❑ Safeguarding policy covering children and vulnerable adults – this must include details of your DBS procedures as required

❑ Completed equalities form (this forms part of the application pack).

#### Declaration

**To the best of my knowledge, the information I have provide is accurate. I have read and accept the council’s** [**Conditions of Grant Funding**](http://www.southwark.gov.uk/engagement-and-consultations/grants-and-funding/voluntary-and-community-sector-support) **if my application is successful.**

Your name:

Your position (must be trustee):

Your signature

Dated:

Please email your completed application to [CVSSU@southwarkgov.uk](mailto:CVSSU@southwarkgov.uk) by **5pm on Monday 29 October 2018.**

**Applications will not be accepted after this time.**

Contact numbers: 020 7525 7418 / 020 7525 1579