

Community 'kick start' grant application form

Worthing Homes is keen to support initiatives that benefit local communities and neighbourhoods and are able to offer small 'kick start' grants up to £400 to help initiatives and groups to get started.

Financial support will be a payment or a purchase on behalf of the organisation.

We may also be able to offer support 'in kind'; this might include staff time, for example:

- sitting on committees and working groups;
- photocopying;
- promotion of events in public areas;
- provision of accommodation for meetings.

Applications for support are accepted throughout the year and will be considered by Worthing Homes Housing Manager on application via the Resident Involvement Co-ordinator. Decisions will be based on the benefit the project has to the local neighbourhood or wider community.

If you would like to apply for a 'kick start grant' please complete this form and send it together with any supporting information to:

The Housing Manager
Worthing Homes
Davison House
North Street
Worthing
West Sussex
BN11 1ER

Please write clearly and continue on an additional sheet if necessary. You may not be able to answer all the questions; if you would like help completing the form please contact the Resident Involvement Co-ordinator on 01903 703 177.

Please contact the Resident Involvement Team on 01903 703 177 if you would like this document in Braille, large print, on audio version or in another language or would like help completing the form.

Your organisation		
Name of the organisation		
Address		
Postcode		
Telephone		
Fax		
Email address		
Applicant's name		
Position in organisation		
Address (if different from above)		
Postcode		
Telephone number	Daytime:	Evening:
How would you describe your organisation? For example: Voluntary organisation; registered charity; self help group; statutory service		
Charity registration number		
Please give brief details of the aims and objectives of your organisation		
How long has your organisation existed?		
How many staff does your organisation employ?	Full-time paid:	Part-time paid:
Is a Worthing Homes employee or Board member connected with your organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many volunteers help each year?	Full-time volunteer:	Part-time volunteer:

Please answer the following questions about your organisation		
Does your organisation have a managing committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many people are there on your committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many are from black or minority ethnic groups?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many are female (f) / male (m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a constitution or governing document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a bank account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have annual accounts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a written Child Protection policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a written Health and Safety policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a written Equality and Diversity policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Criminal Record Bureau (CRB) checks		
Have all members of your staff been CRB checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all of your volunteers been CRB checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all of your trustees been CRB checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please explain how your organisation can benefit Worthing Homes and its customers?

What positive difference would your project make to the community?

Please give us details about who will benefit from your project?		
How many individuals will benefit?	Each month?	

	Each year?	
What age range?	Young people Age 0-5: Age 6-13: Age 14-18:	
	Adults Age 18-25: Age 25-40: Age 40-50: Age 50-65: Age 65+:	
What percentage are from black or minority ethnic groups?		%
How many people consider themselves to have disability or be disadvantaged?		
What is the venue for this project?		
How often will it take place?		
Does the venue comply with the Disability Discrimination Act 1995 in terms of accessibility and equality?		Yes <input type="checkbox"/> No <input type="checkbox"/>

How will Worthing Homes residents benefit from this application?

Funding	
What is the total cost of your project?	£
How much 'kick start' grant are you asking for?	£
Where else have you applied for funds? please specify how much you applied for and what you were granted for each organisation you have applied to)	
How do you intend to fund any difference?	

Support in kind – please give details of the support you would like and how it will help (For example: photocopying; provision of a place to meet).

How will you ensure that the project is delivered effectively and is well managed?	
How will you ensure that the people working on the project have the relevant skills and	

knowledge?	
What training has been undertaken already?	
What training do you intend to deliver/ participate in?	
How will they be managed and supported?	
How will the budget for the project be managed and monitored?	
What other organisations do you currently work with?	
What other organisations will you work with to help you deliver the project?	
How will you monitor the success of your project?	
What measures do you have in place to take corrective action should this become necessary?	

Checklist – please make sure that you have completed and signed the application form and attached the following documents:

I have attached a copy of our most recent financial records.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have attached a copy of our constitution/ governing document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Declaration and signature

Note - making a false declaration to obtain a grant is a criminal offence and Worthing Homes will take whatever steps it considers appropriate in such circumstance.

I hereby certify that to the best of my knowledge and belief the information given in this application and any supporting documents, whether supplied now or subsequently, is correct, or will so be at the time of submission.

I can confirm that I have the authority to sign on behalf of the organisation and make this application.

Name:		Signed:	
Date:		On behalf of: Name of the organisation	

Additional information

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