

# Hampshire County Council Grants

## Application Form

### 1. Please tell us which Department/Grant Programme you are applying to:

Department\* Policy and Resources Grants  
Grant Programme\* Have Your Say  
Is your grant:\* Over £1000 (Standard form) (Yes)  
Your Organisation Name\* Hart Voluntary Action  
Postcode\* GU51 4AE  
Charity Number (if applicable) 1119912

### 2. Contact details of your organisation:

Organisation name\* Hart Voluntary Action  
Organisation address\* Civic Offices Harlington Way Fleet Hampshire  
Postcode\* GU51 4AE  
Website www.hartvolaction.org.uk  
Are you applying as part of a consortia (multiagency application)?\* No

### 3. How would you describe your organisation?\*

Please tick all boxes that apply

- Registered charity  Charity number: 1119912  
Voluntary or community organisation/group   
Self help group/forum   
Social enterprise   
Company limited by guarantee   
Are you a childcare provider?   
Other

### 4. The main contact person for this application

Please make sure that this person knows **all** aspects of your project and is able to talk about it with a grant officer if required

Title\* Miss  
First name\* Caroline  
Surname\* Winchurch  
Position in organisation\* Membership Support Officer  
Contact address (if different from above)

Postcode

Email Address\* membership@hartvolaction.org.uk

Confirm Email Address:\*

Tel No\* 01252 815652

Mobile

### 5. Umbrella Group or Larger Organisation

Are you part of an umbrella group or larger organisation? No

### 6. Aims and Objectives of your Organisation

What are the stated aims and objectives of your organisation? Hart Voluntary Action is the Council for Voluntary Services for Hart District. Membership of the charity is open to any not-for-profit organisation which serves local residents in Hart. Its main charitable aim is to: "Promote any charitable purposes for the benefit of the community in the area of Hart District Council and surrounding areas including the advancement of education, the furtherance of health and the relief of poverty, distress and sickness."

This should be based on your governance documents (e.g. constitution). Maximum 500 Characters.

### 7. Title of your project/service/activity

What is the title of your project/service/activity to which this application relates? Have Your Say in Hart

### 8. Details of your activity/project/service

a) Please give brief details of your project which this application relates to (maximum 200 characters)\*

To run the "Have Your Say" Grant Scheme in the five County Councillor Divisions of Hart District.

b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (maximum 4000 characters)\*

Hart Voluntary Action (HVA) will work with its County Councillors, the Hart Community Safety Partnership, parish and town councils and its voluntary sector membership to deliver the "Have Your Say" grant scheme in the five County Councillor Divisions in Hart. HVA will co-ordinate the following: Publicising the scheme and inviting small grant proposals from constituted and informal community groups. Provide advice and guidance on drawing up a grant proposal where required. Screening the proposals and inviting all long-listed groups to present their proposals to a public "Have Your Say" event. Holding five "Have Your Say" public events, one per county division in a suitable venue, to present the proposals and seek the feedback from the public to create a short-list of grant proposals. Submission of the short-listed grants for approval by the County Councillors and Hampshire County Council. Distribution of grants to the successful organisations, and acting as "banker" where necessary if there is no constituted group to manage the grant. Carry out a monitoring visit for each successful project and produce a grant evaluation report to Hampshire County Council as required. Hart Voluntary Action has contacted the five County Councillors about this application and has received positive endorsements from all of them. These Cllr Jonathan Glen, Cllr Jenny Radley, Cllr David Simpson, Cllr Adrian Collett and Cllr Sharyn Wheale.

c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit (maximum 3000 characters)\*

The area to be covered is the whole of Hart District. Hart Voluntary Action will be responsible for collecting all information and data to inform the outcomes of each successful "Have Your Say" project, and will provide an end of grant report to Hampshire County Council.

d) Please tell us how you involve users/participants involved with this project, in the development of your project/service/activity. How will you seek their feedback? \*

Our service users are our voluntary sector membership – we involve them through networking events, our Annual General Meeting, representation on our Trustee Board, and developing services in response to annual questionnaires and surveys about our service delivery.

**9. In relation to your project/activity/service, please answer the following:**

Is your project/activity/service ongoing?\* No  
If no, please give dates:

Date from 01/09/2012  
dd/mm/yyyy

Date to 31/03/2013  
dd/mm/yyyy

Venue(s)/Location(s) Fleet, Hartley Wintney, Yateley, Church Crookham, Odiham

Frequency 5 events, 1 in each location.

Expected number of Hampshire residents 200  
(excluding Portsmouth & Southampton)  
per activity/event to benefit

**10. Which geographical area(s) will benefit most from your project/activity/service?\***

Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

- |  |  |
|--|--|
| Countywide <input type="checkbox"/>            | Havant <input type="checkbox"/>          |
| Basingstoke and Deane <input type="checkbox"/> | Hart <input checked="" type="checkbox"/> |
| East Hampshire <input type="checkbox"/>        | New Forest <input type="checkbox"/>      |
| Eastleigh <input type="checkbox"/>             | Rushmoor <input type="checkbox"/>        |
| Fareham <input type="checkbox"/>               | Test Valley <input type="checkbox"/>     |
| Gosport <input type="checkbox"/>               | Winchester <input type="checkbox"/>      |

**Finance**

**11. Financial Reserves**

Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running costs.

Does your organisation hold any free reserves?\* No

**12. Expenditure for your project/activity/service**

Please detail all the costs required to carry out your project/activity/service.\*  
The total cost will automatically be calculated in Question 14.

Description	Cost (£)
Project grants	11870.00
Events (venue hire/refreshments)	500.00
Publicity materials	100.00
Stationery/postage	30.00
Total:	12500.00

Income for your Project/Activity/Service\*

13. Please let us know your income for your project/activity/service as detailed in this application. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us in the table below.

If you are awaiting a result from an application, please enter the date that you expect to hear the outcome

Name of organisation/funding body	Confirmed?	Expected outcome date (dd/mm/yyyy - if only month is known, enter 01/mm/yyyy)	Amount (£)
-----------------------------------	------------	---	------------

Parent organisation  
Own funds committed

**Local Authority Grants**

County Council department/grant programme  
District/Borough Council  
Parish/Town Council  
Other Local Authority

**Other Income**

Trusts / Foundations (please specify individually)

Box Office / Ticket sales (if applicable)

Revenue raised through subscriptions

Other revenue generated by project

In kind support received (Please specify type of support and provide an approximate value for this)

HVA Staff Hours	Yes	450.00
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Other income (please specify)

**Total (£): 450.00**

**Funding**

**14. Project/Service finance summary**

Total expenditure\* £ 12500.00  
Automatically calculated from question 12

Total income\* £ 450.00  
For applications over £1000, automatically calculated from question 13

Shortfall\* £ 12050.00  
Automatically calculated

Funding requested from Hampshire County Council\* £ 12500.00

Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it's for a one-off event):\*

Future sustainability of the project will depend on the type of projects that the small "Have Your Say" grants are awarded to. The intention is to distribute at least 5 grants to support local initiatives on a one-off basis. However some projects may well merit further financial support in the future, in which case HVA will work with those organisations to support them find additional funding.

What would happen if your application was only partially awarded or unsuccessful?\*

HVA would only deliver the project if it is successful with this grant, as it is a specific scheme being commissioned by Hampshire County Council.

**Sources of funding**

15. Have you already approached sources of funding which have not been able to support your project/activity/service?  No
16. Does your organisation have a quality mark or are you working towards one?  Working Towards
- Name of the quality mark? PQASSO Level 2

### Hampshire County Council's funding programmes

17. How did you hear about Hampshire County Council's funding programmes?\*

- Website  Word of mouth
- District/Borough Council  Previous application
- Local Council of Voluntary Services  Other County Council dept.
- Your County Councillor
- Other

### 18. Documentation

Please can you tick to confirm whether you have the following documentation (those which apply)?

- Public Liability Insurance  Amount of cover: £ 10000000.00
- Employers Liability Insurance  Amount of cover: £ 10000000.00
- Indemnity Insurance  Amount of cover: £ 10000000.00
- Adults Safeguarding Policy  Child Protection Policy
- Health and Safety Policy  Vehicle Insurance
- Constitution  Equality and Diversity Policy
- Business Plan

### Further Questions

**The answers you give will only affect your application for a grant from Hampshire County Council if you are providing a public service on our behalf and are using this grant to do so.**

### 19. Tell us about your organisation

- How many trustees/members of the management committee do you have? 8
- How many staff (excluding trustees)? 17
- How many volunteers (excluding trustees)? 40

### 20. Equality and Diversity

Please outline how your project will contribute towards:\*

- e)  Race (including ethnic or national origins, colour or nationality)  
 Not Targeted
- f)  Specific religion or group  
 Not Targeted

Is your organisation set up specifically to advance the interests of any of the groups above and if so which ones?

### **Paper copies and previous documents**

Are you submitting paper copies?

If you have submitted the documents in the last 12 months for another application, please provide the details, e.g. date, reference number, grant stream:

### **Privacy Note**

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

### **Transparency/Open Data**

Under Central Government's Open Data agenda, if your application is successful, details of grants of £500 and over will be published on Hampshire County Council's website. No personal information will be published.

### **Declaration\***

I certify that all the particulars given in the form are correct and that any grant money received from Hampshire County Council will be used for purposes stated in this form. The Council reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this year only, with no expectation of funding in future years.

I agree to provide a report detailing the outcomes of this bid/project (a form will be sent out for completion at the relevant time) if the application is successful.

# Hampshire County Council Grants

## Application Form

### 1. Please tell us which Department/Grant Programme you are applying to:

Department\* Policy and Resources Grants  
Grant Programme\* Have Your Say  
Is your grant:\* Over £1000 (Standard form) (Yes)  
Your Organisation Name\* HCCS Community Action  
Postcode\* PO9 1SA  
Charity Number (if applicable) 1147527

### 2. Contact details of your organisation:

Organisation name\* HCCS Community Action  
Organisation address\* Langstone Technology Park Langstone Road Havant  
Hampshire  
Postcode\* PO9 1SA  
Website www.havantccs.org.uk  
Are you applying as part of a consortia (multiagency application)?\* Yes

### 3. How would you describe your organisation?\*

Please tick all boxes that apply

- Registered charity  Charity number: 1147527  
Voluntary or community organisation/group   
Self help group/forum   
Social enterprise   
Company limited by guarantee   
Are you a childcare provider?   
Other

### 4. The main contact person for this application

Please make sure that this person knows **all** aspects of your project and is able to talk about it with a grant officer if required

Title\* Ms  
First name\* Amanda  
Surname\* Harris  
Position in organisation\* Community Development Worker  
Contact address (if different from above)

Postcode

Email Address\* amanda@havantccs.org.uk

Confirm Email Address:\*

Tel No\* 07500781421

Mobile

### 5. Umbrella Group or Larger Organisation

Are you part of an umbrella group or larger organisation?\*

No

### 6. Aims and Objectives of your Organisation

What are the stated aims and objectives of your organisation?\*

This should be based on your governance documents (e.g. constitution). Maximum 500 Characters.

Our mission statement is to improve the quality and promote the growth of community provision by offering support and encouraging networking between all agencies, whether voluntary, statutory or independent sector. We offer information and advice to community groups, as well as providing valuable community services such as Meals on

Wheels, Community Transport, Shopmobility and the Volunteer Centre.

### 7. Title of your project/service/activity

What is the title of your project/service/activity to which this application relates?\*

Community Grants Scheme - Have Your Say

### 8. Details of your activity/project/service

a) Please give brief details of your project which this application relates to (maximum 200 characters)\*

To offer the opportunity for voluntary organisations to apply for small grass roots grants, holding a series of tailored local participatory budgeting events across the Community Forum areas.

b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (maximum 4000 characters)\*

To work in partnership with Havant Borough Council and the County Councillors to launch a grants programme aimed at small voluntary sector organisations covering each of the 7 designated county councillor areas. An application process including setting criteria, voting system and monitoring and evaluation is being developed which is fair and transparent. A robust marketing approach will ensure the opportunity is promoted in each area, followed by a support event to give guidance to small groups to make their applications. This will be followed by a series of 4 participatory budgeting events covering geographical areas to ensure voting by residents is local. The funding will pay for 4 x £500 grants plus 4 x £250 grants for each of the 7 designated County Councillor areas. The match funding will be utilised for administration, marketing, venue hire for the events and light refreshments. If the funding panel would rather we carried out an application process which just had an upper limit we would do so, however our method reduces administration costs.

c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit (maximum 3000 characters)\*

The projects aims to support those small organisations in all areas of the borough including those areas who do not usually qualify for funding; by offering the chance to apply for small grants that will make a positive difference to their immediate community. Most importantly for local people to decide upon which of the suggested projects should take priority and will have the most impact. The main outcomes will be: Promotion of and raising the profile of voluntary sector organisations within a locality Giving a voice to local people Targetting resources to assist with projects who provide Environmental benefits, Healthier Lifestyles and Activities for disadvantaged people

d) Please tell us how you involve users/participants involved with this project, in the development of your project/service/activity. How will you seek their feedback? \*

We have involved all 7 County Councillors in the development of the project and have their support.

The aim will be to set up a small steering group including a resident from each of the community forums to ensure the grants programme is robust and tailored to each of the localities.

**9. In relation to your project/activity/service, please answer the following:**

Is your project/activity/service ongoing?\* No  
If no, please give dates:

Date from 01/09/2012  
dd/mm/yyyy

Date to 31/03/2013  
dd/mm/yyyy

Venue(s)/Location(s) Havant Borough

Frequency 5 events

Expected number of Hampshire residents  
(excluding Portsmouth & Southampton)  
per activity/event to benefit 117000

**10. Which geographical area(s) will benefit most from your project/activity/service?\***

Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

Countywide

Havant

Basingstoke and Deane

Hart

East Hampshire

New Forest

Eastleigh

Rushmoor

Fareham

Test Valley

Gosport

Winchester

**Finance**

**11. Financial Reserves**

Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running costs.

Does your organisation hold any free reserves?\* Yes

Free reserves held (£) £ 72044.00

Number of months running costs this equates to 3

Please state the amount of funds held by your organisation which could be used for this project/service £ 5750.00

**12. Expenditure for your project/activity/service**

Please detail all the costs required to carry out your project/activity/service.\*

The total cost will automatically be calculated in Question 14.

Description	Cost (£)
Grants	21000.00
Marketing	800.00
Events	700.00
Administration	750.00
Total:	23250.00

**Income for your Project/Activity/Service\***

13. Please let us know your income for your project/activity/service as detailed in this application. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us in the table below.

If you are awaiting a result from an application, please enter the date that you expect to hear the outcome

Name of organisation/funding body	Confirmed?	Expected outcome date (dd/mm/yyyy - if only month is known, enter 01/mm/yyyy)	Amount (£)
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Parent organisation  
Own funds committed

**Local Authority Grants**

County Council department/grant programme

District/Borough Council  
Havant

Yes

5750.00

Parish/Town Council  
Other Local Authority

**Other Income**

Trusts / Foundations (please specify individually)

Box Office / Ticket sales (if applicable)

Revenue raised through subscriptions

Other revenue generated by project

In kind support received (Please specify type of support and provide an approximate value for this)

Other income (please specify)

**Total (£): 5750.00**

**Funding**

**14. Project/Service finance summary**

Total expenditure\* £ 23250.00  
Automatically calculated from question 12

Total income\* £ 5750.00  
For applications over £1000, automatically calculated from question 13

Shortfall\* £ 17500.00  
Automatically calculated

Funding requested from Hampshire £ 17500.00

### County Council\*

Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it's for a one-off event):\*

Whilst this application is for a one off application process, Havant Borough Council are using this opportunity to pilot participatory budgeting in the area with a view to rolling this out on an annual basis using some of their allocated small grants budget.

What would happen if your application was only partially awarded or unsuccessful?\*

If unsuccessful this would be unable to be delivered but if partially awarded the steering group would need to give consideration depending upon the amount.

### Sources of funding

15. Have you already approached sources of funding which have not been able to support your project/activity/service?\*

No

### Quality mark

16. Does your organisation have a quality mark or are you working towards one?\*

No

### Hampshire County Council's funding programmes

17. How did you hear about Hampshire County Council's funding programmes?\*

Website

Word of mouth

District/Borough Council

Previous application

Local Council of Voluntary Services

Other County Council dept.

Your County Councillor

Other

### 18. Documentation

Please can you tick to confirm whether you have the following documentation (those which apply)?

- |   |   |
|---|---|
| Public Liability Insurance <input checked="" type="checkbox"/>    | Amount of cover: £ 1000000.00                                     |
| Employers Liability Insurance <input checked="" type="checkbox"/> | Amount of cover: £ 1000000.00                                     |
| Indemnity Insurance <input type="checkbox"/>                      |   |
| Adults Safeguarding Policy <input checked="" type="checkbox"/>    | Child Protection Policy <input checked="" type="checkbox"/>       |
| Health and Safety Policy <input checked="" type="checkbox"/>      | Vehicle Insurance <input checked="" type="checkbox"/>             |
| Constitution <input checked="" type="checkbox"/>                  | Equality and Diversity Policy <input checked="" type="checkbox"/> |
| Business Plan <input checked="" type="checkbox"/>                 |   |

### Further Questions

The answers you give will only affect your application for a grant from Hampshire County Council if you are providing a public service on our behalf and are using this grant to do so.

### 19. Tell us about your organisation

How many trustees/members of the management committee do you have? 4

How many staff (excluding trustees)? 40

How many volunteers (excluding trustees)? 35

### 20. Equality and Diversity

Please outline how your project will contribute towards:\*

- > a) the elimination of unlawful discrimination
- > b) the advancement of equality of opportunity for everyone including those having a protected characteristic
- > c) the fostering of good relations between all including those having a protected characteristic

Protected characteristics are those defined in the Equalities Act 2010, namely race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief and sexual orientation.

We work in partnership with the Havant Multi Cultural Forum and the Access Group. We have close links with the Equalities Officer at Havant Borough Council and as an organisation have an open membership scheme for all voluntary sector groups. We have supported a recent research project exploring the LGBT community. We will be using all of our contacts in the delivery of this project.

### Supplementary Question(s)

There are no supplementary questions for the selected grant stream.

### Monitoring Information

Your answers to this will not affect your grant application and are for monitoring purposes only.

Please indicate whether your project is specifically targeted at people within one or more of the protected characteristics listed below.

(You may tick yes for more than one category)

- a)  Male  
 Female  
 Transgender  
 Not Targeted
  
- b)  Young people (under 25)  
 People 25-65  
 Older People (65+)  
 Not Targeted
  
- c)  People with disabilities (physical or emotional or mental)  
 Not Targeted
  
- d)

- Gay
- Lesbian
- Bisexual
- Heterosexual
- Not Targeted

- e)  Race (including ethnic or national origins, colour or nationality)
- Not Targeted

- f)  Specific religion or group
- Not Targeted

Is your organisation set up specifically to advance the interests of any of the groups above and if so which ones?

#### **Paper copies and previous documents**

Are you submitting paper copies?

If you have submitted the documents in the last 12 months for another application, please provide the details, e.g. date, reference number, grant stream:

#### **Privacy Note**

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

#### **Transparency/Open Data**

Under Central Government's Open Data agenda, if your application is successful, details of grants of £500 and over will be published on Hampshire County Council's website. No personal information will be published.

#### **Declaration\***

I certify that all the particulars given in the form are correct and that any grant money received from Hampshire County Council will be used for purposes stated in this form. The Council reserves the right to reclaim any grant not used for the purposes stated on this form.

# Hampshire County Council Grants

## Application Form

### 1. Please tell us which Department/Grant Programme you are applying to:

Department\* Policy and Resources Grants  
Grant Programme\* Have Your Say  
Is your grant:\* Over £1000 (Standard form) (Yes)  
Your Organisation Name\* Rushmoor Borough Council  
Postcode\* GU14 7JU  
Charity Number (if applicable)

### 2. Contact details of your organisation:

Organisation name\* Rushmoor Borough Council  
Organisation address\* Council Offices Farnborough Road Farnborough Hants  
Postcode\* GU14 7JU  
Website www.rushmoor.gov.uk  
Are you applying as part of a consortia (multiagency application)?\* Yes

### 3. How would you describe your organisation?\*

Please tick all boxes that apply

- Registered charity
- Voluntary or community organisation/group
- Self help group/forum
- Social enterprise
- Company limited by guarantee
- Are you a childcare provider?
- Other  If other please clarify: Local authority

### 4. The main contact person for this application

Please make sure that this person knows **all** aspects of your project and is able to talk about it with a grant officer if required

Title\* Miss  
First name\* Kath  
Surname\* O'Rourke  
Position in organisation\* Community Support Officer  
Contact address (if different from above)

Postcode

Email Address\* kath.orourke@rushmoor.gov.uk

Confirm Email Address:\*

Tel No\* 01252 398741

Mobile

### 5. Umbrella Group or Larger Organisation

Are you part of an umbrella group or larger organisation?\*

No

### 6. Aims and Objectives of your Organisation

What are the stated aims and objectives of your organisation?\*

This should be based on your governance documents (e.g. constitution). Maximum 500 Characters.

Our purpose and priorities aim to help improve the quality of local people's lives. People have an equal right to live healthy lives in safe, clean and sustainable places. We want to address the cause of inequality and help create opportunities for local people to fulfil their aspirations. We have to target our limited resources to where they are most needed. Our

purpose is underpinned by five themes of work: leadership, prosperity, place, people and communities and good value services.

### 7. Title of your project/service/activity

What is the title of your project/service/activity to which this application relates?\*

Have your say

### 8. Details of your activity/project/service

a) Please give brief details of your project which this application relates to (maximum 200 characters)\*

Have your Say - Rushmoor proposal

b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (maximum 4000 characters)\*

The funding will pay for small grass roots community projects in the Rushmoor area. The projects will need to fit the criteria of improving their local environment, strengthening their communities and supporting the group. Rushmoor Borough Council are working in partnership with Rushmoor Voluntary Services to promote the funding available to small grassroots community groups. The applications will be submitted to Rushmoor Borough Council who will support the admin process then the grants will be determined via the Rushmoor Citizens Panel (email to 1,200 members of the local community), the Rushmoor Youth Council which represents all secondary schools in Rushmoor and the Gaming Zone which is a Community Interest Company who run term time and holiday projects. In total, they work with nearly 600 children and young people. Councillor Wall and Councillor Neal, so far support this proposal - email have been sent to the 3 other County Councillors however responses haven't been received yet.

c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit (maximum 3000 characters)\*

The grants will benefit residents who live in and around the Rushmoor Borough Council area. A report will be produced for Hampshire County Council with regards to the successful outcomes of the funding.

d) Please tell us how you involve users/participants involved with this project, in the development of your project/service/activity. How will you seek their feedback? \*

Not applicable

### 9. In relation to your project/activity/service, please answer the following:

Is your project/activity/service ongoing?\*

No

If no, please give dates:

Date from 03/09/2012  
dd/mm/yyyy

Date to 31/12/2012  
dd/mm/yyyy

Venue(s)/Location(s) Not applicable

Frequency Not applicable

Expected number of Hampshire residents  
(excluding Portsmouth & Southampton)  
per activity/event to benefit

**10. Which geographical area(s) will benefit most from your project/activity/service?\***

Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

- |  |  |
|--|--|
| Countywide <input type="checkbox"/>            | Havant <input type="checkbox"/>              |
| Basingstoke and Deane <input type="checkbox"/> | Hart <input type="checkbox"/>                |
| East Hampshire <input type="checkbox"/>        | New Forest <input type="checkbox"/>          |
| Eastleigh <input type="checkbox"/>             | Rushmoor <input checked="" type="checkbox"/> |
| Fareham <input type="checkbox"/>               | Test Valley <input type="checkbox"/>         |
| Gosport <input type="checkbox"/>               | Winchester <input type="checkbox"/>          |

**Finance**

**11. Financial Reserves**

Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running costs.

Does your organisation hold any free reserves?\* No

**12. Expenditure for your project/activity/service**

Please detail all the costs required to carry out your project/activity/service.\*  
The total cost will automatically be calculated in Question 14.

Description	Cost (£)
Grant fund	12500.00
Total:	12500.00

**Income for your Project/Activity/Service\***

**13. Please let us know your income for your project/activity/service as detailed in this application. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us in the table below.**

If you are awaiting a result from an application, please enter the date that you expect to hear the outcome

Name of organisation/funding body      Confirmed?      Expected outcome date (dd/mm/yyyy - if only month is known, enter 01/mm/yyyy)      Amount (£)

Parent organisation  
Own funds committed

**Local Authority Grants**

County Council department/grant programme			
Have Your Say	No	01/09/2012	12500.00
District/Borough Council			
Parish/Town Council			
Other Local Authority			

**Other Income**

Trusts / Foundations (please specify individually)

Box Office / Ticket sales (if applicable)

Revenue raised through subscriptions

Other revenue generated by project

In kind support received (Please specify type of support and provide an approximate value for this)

Other income (please specify)

**Total (£): 12500.00**

**Funding**

**14. Project/Service finance summary**

Total expenditure*	£ 12500.00
Automatically calculated from question 12	
Total income*	£ 12500.00
For applications over £1000, automatically calculated from question 13	
Shortfall*	£ 0.00
Automatically calculated	
Funding requested from Hampshire County Council*	£ 12500.00

Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it's for a one-off event):\*

This is a one-off grant to support local community grass roots projects in the Rushmoor area.

What would happen if your application was only partially awarded or unsuccessful?\*

The grant pot would be reduced.

**Sources of funding**

15. Have you already approached sources of funding which have not been able to support your project/activity/service?\*

No

**Quality mark**

16. Does your organisation have a quality mark or are you working towards one?\*

Yes

Name of the quality mark? Charter Mark

### Hampshire County Council's funding programmes

17. How did you hear about Hampshire County Council's funding programmes?\*

- |                                     |                                     |                            |                          |
|-------------------------------------|-------------------------------------|----------------------------|--------------------------|
| Website                             | <input type="checkbox"/>            | Word of mouth              | <input type="checkbox"/> |
| District/Borough Council            | <input type="checkbox"/>            | Previous application       | <input type="checkbox"/> |
| Local Council of Voluntary Services | <input type="checkbox"/>            | Other County Council dept. | <input type="checkbox"/> |
| Your County Councillor              | <input checked="" type="checkbox"/> | Please specify: John Wall  |                          |
| Other                               | <input type="checkbox"/>            |                            |                          |

### 18. Documentation

Please can you tick to confirm whether you have the following documentation (those which apply)?

- |                               |                                     |                                |                                     |
|-------------------------------|-------------------------------------|--------------------------------|-------------------------------------|
| Public Liability Insurance    | <input checked="" type="checkbox"/> | Amount of cover: £ 25000000.00 |                                     |
| Employers Liability Insurance | <input checked="" type="checkbox"/> | Amount of cover: £ 50000000.00 |                                     |
| Indemnity Insurance           | <input type="checkbox"/>            |                                |                                     |
| Adults Safeguarding Policy    | <input checked="" type="checkbox"/> | Child Protection Policy        | <input checked="" type="checkbox"/> |
| Health and Safety Policy      | <input checked="" type="checkbox"/> | Vehicle Insurance              | <input checked="" type="checkbox"/> |
| Constitution                  | <input checked="" type="checkbox"/> | Equality and Diversity Policy  | <input checked="" type="checkbox"/> |
| Business Plan                 | <input checked="" type="checkbox"/> |                                |                                     |

### Further Questions

**The answers you give will only affect your application for a grant from Hampshire County Council if you are providing a public service on our behalf and are using this grant to do so.**

#### 19. Tell us about your organisation

How many trustees/members of the management committee do you have?

How many staff (excluding trustees)?

How many volunteers (excluding trustees)?

#### 20. Equality and Diversity

Please outline how your project will contribute towards:\*

- > a) the elimination of unlawful discrimination
- > b) the advancement of equality of opportunity for everyone including those having a protected characteristic

- › c) the fostering of good relations between all including those having a protected characteristic

Protected characteristics are those defined in the Equalities Act 2010, namely race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief and sexual orientation.

The grant funding will be open to all community groups including schools and churches. This will be therefore provide opportunity for all.

#### Supplementary Question(s)

There are no supplementary questions for the selected grant stream.

#### Monitoring Information

Your answers to this will not affect your grant application and are for monitoring purposes only.

**Please indicate whether your project is specifically targeted at people within one or more of the protected characteristics listed below.**

(You may tick yes for more than one category)

- a)  Male  
 Female  
 Transgender  
 Not Targeted
- b)  Young people (under 25)  
 People 25-65  
 Older People (65+)  
 Not Targeted
- c)  People with disabilities (physical or emotional or mental)  
 Not Targeted
- d)  Gay  
 Lesbian  
 Bisexual  
 Heterosexual  
 Not Targeted
- e)  Race (including ethnic or national origins, colour or nationality)  
 Not Targeted
- f)  Specific religion or group  
 Not Targeted

Is your organisation set up specifically to advance the interests of any of the groups above and if so which ones?

### **Paper copies and previous documents**

Are you submitting paper copies? No

If you have submitted the documents in the last 12 months for another application, please provide the details, e.g. date, reference number, grant stream:

### **Privacy Note**

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

### **Transparency/Open Data**

Under Central Government's Open Data agenda, if your application is successful, details of grants of £500 and over will be published on Hampshire County Council's website. No personal information will be published.

### **Declaration\***

I certify that all the particulars given in the form are correct and that any grant money received from Hampshire County Council will be used for purposes stated in this form. The Council reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this year only, with no expectation of funding in future years.

I agree to provide a report detailing the outcomes of this bid/project (a form will be sent out for completion at the relevant time) if the application is successful.

# Hampshire County Council Grants

## Application Form

### 1. Please tell us which Department/Grant Programme you are applying to:

Department\* Policy and Resources Grants  
Grant Programme\* Have Your Say  
Is your grant.\* Over £1000 (Standard form) (Yes)  
Your Organisation Name\* Basingstoke & Deane Borough Council  
Postcode\* RG21 4AH  
Charity Number (if applicable)

### 2. Contact details of your organisation:

Organisation name\* Basingstoke & Deane Borough Council  
Organisation address\* Civic Offices London Road Basingstoke Hampshire  
Postcode\* RG21 4AH  
Website www.basingstoke.gov.uk  
Are you applying as part of a consortia (multiagency application)?\* Yes

### 3. How would you describe your organisation?\*

Please tick all boxes that apply

- Registered charity   
Voluntary or community organisation/group   
Self help group/forum   
Social enterprise   
Company limited by guarantee   
Are you a childcare provider?   
Other  If other please clarify: Local Authority

### 4. The main contact person for this application

Please make sure that this person knows all aspects of your project and is able to talk about it with a grant officer if required

Title\* Mrs  
First name\* June  
Surname\* Balcombe  
Position in organisation\* Community Development Team Leader

Contact address (if different from above)

Postcode

Email Address\* june.balcombe@basingstoke.gov.uk

Confirm Email Address:\*

Tel No\* 01256 845477

Mobile

### 5. Umbrella Group or Larger Organisation

Are you part of an umbrella group or larger organisation? No

### 6. Aims and Objectives of your Organisation

What are the stated aims and objectives of your organisation? Local Authority

This should be based on your governance documents (e.g. constitution). Maximum 500 Characters.

### 7. Title of your project/service/activity

What is the title of your project/service/activity to which this application relates? Have Your Say Basingstoke & Deane

### 8. Details of your activity/project/service

a) Please give brief details of your project which this application relates to (maximum 200 characters)\*

BDBC and Basingstoke Voluntary Services working in partnership to deliver the Basingstoke and Deane small scale community participatory budget initiative on behalf of HCC

b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (maximum 4000 characters)\*

Basingstoke and Deane Borough Council and supporting partner Basingstoke Voluntary Services aim to deliver the project covering the whole of Basingstoke and Deane. (Inclusive of all the 10 county council electoral divisions) Process Timeline • Release grant application and promotion from 1 October 2012 • Deadline for return of applications from community groups etc. - mid November 2012 • Assessment end of November • Community panels meet in January 2013 Pre application Process • Advertise the grant to communities through networks • Receive grant applications • Evaluate grants based on agreed criteria • Select those that are appropriate for community panel meeting Networks • Information about community panels and grant criteria/process will be sent to Parish Councils, Community Associations, Village Halls, Voluntary/ Community Sector networks and County/ District Councillors. • Press releases will also be sent to local media and to the networks of community magazines. Community Panel - These will consist of the relevant County councilors/s, ward councillors and an Officer from BDBC and BVS as advisors. Three Community Panel meetings will be held, one in each of the following areas: • Tadley • Whitchurch • Basingstoke town Those that have been selected to put their applications forward will be invited to display their project to the local community and then present their project in a formal presentation session. Those people from the community that attend will have the ability to vote for the projects they feel best warrants funding. This process would be from 2pm – 8pm enabling all residents from local communities to have the opportunity to attend. Voting will be through ballot boxes to ensure fairness and transparency of the process. Chair of the Community panel County Councillors will be asked to nominate from amongst themselves a chairman for each community panel who will be responsible for chairing the evening presentations and announcing the winners of the projects. Grant award process Basingstoke and Deane Borough Council would hold the funds and distribute to Community groups/ successful applicants once all checks have been performed and projected outcomes satisfied. Involvement of Borough and County Councillors Borough and County

Councillors will be invited to work with their local community to develop projects with the support of BDBC Community Development Team and BVS group support specialists. They will also be invited to promote and attend the community panels. Total Amount Requested from HCC A figure of £25,000 is requested . The funds will be split into 3 lots (Rural North, Rural West and Basingstoke) to reflect the County Council electoral divisions. All 10 County Councillors covering Basingstoke & Deane were sent the proposals, 5 have responded endorsing the approach, the others have not responded.

c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit (maximum 3000 characters)\*

To empower local people to determine which local projects receive funding in order to improve: \* their local environment or \* support a local group The project will cover the whole of Basingstoke and Deane. (Inclusive of all the 10 county council electoral divisions. The funds will be split into 3 lots (Rural North, Rural West and Basingstoke) to reflect the County Council electoral divisions. The outcomes of the successful projects will be monitored and a report provided to HCC.

d) Please tell us how you involve users/participants involved with this project, in the development of your project/service/activity. How will you seek their feedback? \*

\*Information about community panels and grant criteria/process will be sent to Parish Councils, Community Associations, Village Halls, Voluntary/ Community Sector networks and County/ District Councillors. Everyone participating in either applying for funding or voting will be asked for their feedback on the process.

**9. In relation to your project/activity/service, please answer the following:**

Is your project/activity/service ongoing?\* No  
If no, please give dates:

Date from 01/10/2012  
dd/mm/yyyy

Date to 31/03/2013  
dd/mm/yyyy

Venue(s)/Location(s) Tadley, Whitchurch, Basingstoke

Frequency one event at each location

Expected number of Hampshire residents (excluding Portsmouth & Southampton) per activity/event to benefit 100

**10. Which geographical area(s) will benefit most from your project/activity/service?\***

Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

- |   |                                      |
|---|--------------------------------------|
| Countywide <input type="checkbox"/>                       | Havant <input type="checkbox"/>      |
| Basingstoke and Deane <input checked="" type="checkbox"/> | Hart <input type="checkbox"/>        |
| East Hampshire <input type="checkbox"/>                   | New Forest <input type="checkbox"/>  |
| Eastleigh <input type="checkbox"/>                        | Rushmoor <input type="checkbox"/>    |
| Fareham <input type="checkbox"/>                          | Test Valley <input type="checkbox"/> |
| Gosport <input type="checkbox"/>                          | Winchester <input type="checkbox"/>  |

**Finance**

**11. Financial Reserves**

Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running costs.

Does your organisation hold any free reserves?  No

**12. Expenditure for your project/activity/service**

Please detail all the costs required to carry out your project/activity/service.\*  
The total cost will automatically be calculated in Question 14.

Description	Cost (£)
Project distribution	23000.00
Management fee 5%	1250.00
Hall hire £75 x 3	225.00
Refreshments £100 x 3	300.00
Printing for leaflets/posters etc	225.00
Staff hours	1500.00
Total:	26500.00

**Income for your Project/Activity/Service\***

**13. Please let us know your income for your project/activity/service as detailed in this application. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us in the table below.**

If you are awaiting a result from an application, please enter the date that you expect to hear the outcome

Name of organisation/funding body	Confirmed?	Expected outcome date (dd/mm/yyyy - if only month is known, enter 01/mm/yyyy)	Amount (£)
-----------------------------------	------------	---	------------

Parent organisation  
Own funds committed

**Local Authority Grants**

County Council  
department/grant programme  
District/Borough Council  
Parish/Town Council  
Other Local Authority

**Other Income**

Trusts / Foundations (please specify individually)

Box Office / Ticket sales (if applicable)

Revenue raised through subscriptions

Other revenue generated by project

No

In kind support received (Please specify type of support and provide an approximate value for this)

BDBC & BVS staff time  Yes  No 1500.00

Other income (please specify)

**Total (£): 1500.00**

## Funding

### 14. Project/Service finance summary

Total expenditure\* £ 26500.00  
Automatically calculated from question 12

Total income\* £ 1500.00  
For applications over £1000,  
automatically calculated from question 13

Shortfall\* £ 25000.00  
Automatically calculated

Funding requested from Hampshire  
County Council\* £ 25000.00

Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it's for a one-off event):\*  
One off event

What would happen if your application was only partially awarded or unsuccessful?\*

The project would be scaled down if only received a partial award, if no funding project would not happen

### Sources of funding

15. Have you already approached sources of funding which have not been able to support your project/activity/service?\*

No

### Quality mark

16. Does your organisation have a quality mark or are you working towards one?\*

Yes

Name of the quality mark? Investors in People

### Hampshire County Council's funding programmes

17. How did you hear about Hampshire County Council's funding programmes?\*

- |  |   |
|--|---|
| Website <input type="checkbox"/>                             | Word of mouth <input type="checkbox"/>              |
| District/Borough Council <input type="checkbox"/>            | Previous application <input type="checkbox"/>       |
| Local Council of Voluntary Services <input type="checkbox"/> | Other County Council dept. <input type="checkbox"/> |
| Your County Councillor <input type="checkbox"/>              |   |
| Other <input checked="" type="checkbox"/>                    | Please specify: HCC letter of invitation to apply   |

### 18. Documentation

Please can you tick to confirm whether you have the following documentation (those which apply)?

- |   |                                |
|---|--------------------------------|
| Public Liability Insurance <input checked="" type="checkbox"/>    | Amount of cover: £ 25000000.00 |
| Employers Liability Insurance <input checked="" type="checkbox"/> | Amount of cover: £ 25000000.00 |

Indemnity Insurance  Amount of cover: £ 10000000.00

Adults Safeguarding Policy

Child Protection Policy

Health and Safety Policy

Vehicle Insurance

Constitution

Equality and Diversity Policy

Business Plan

## Further Questions

**The answers you give will only affect your application for a grant from Hampshire County Council if you are providing a public service on our behalf and are using this grant to do so.**

### 19. Tell us about your organisation

How many trustees/members of the management committee do you have?

How many staff (excluding trustees)?

How many volunteers (excluding trustees)?

### 20. Equality and Diversity

Please outline how your project will contribute towards:\*

- > a) the elimination of unlawful discrimination
- > b) the advancement of equality of opportunity for everyone including those having a protected characteristic
- > c) the fostering of good relations between all including those having a protected characteristic

Protected characteristics are those defined in the Equalities Act 2010, namely race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief and sexual orientation.

We have an Equality and Diversity policy. We ensure our staff receive equalities and diversity training. We actively encourage and support all sectors of the community including those having protected characteristics to take part in the project. We have an open and transparent recruitment and promotion policy. The organisation's culture fully embraces diversity. This project focuses on fostering good community relationships across all sectors of society by involving local community groups and local residents in decision making. This project will advance equality of opportunity for everyone by ensuring all networks covering all equality characteristic groups are given information on the scheme.

### Supplementary Question(s)

There are no supplementary questions for the selected grant stream.

### Monitoring Information

Your answers to this will not affect your grant application and are for monitoring purposes only.

**Please indicate whether your project is specifically targeted at people within one or more of the protected characteristics listed below.**

(You may tick yes for more than one category)

- a)  Male  
 Female  
 Transgender  
 Not Targeted
- b)  Young people (under 25)  
 People 25-65  
 Older People (65+)  
 Not Targeted
- c)  People with disabilities (physical or emotional or mental)  
 Not Targeted
- d)  Gay  
 Lesbian  
 Bisexual  
 Heterosexual  
 Not Targeted
- e)  Race (including ethnic or national origins, colour or nationality)  
 Not Targeted
- f)  Specific religion or group  
 Not Targeted

Is your organisation set up specifically to advance the interests of any of the groups above and if so which ones?

#### **Paper copies and previous documents**

Are you submitting paper copies?

If you have submitted the documents in the last 12 months for another application, please provide the details, e.g. date, reference number, grant stream:

#### **Privacy Note**

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.