

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 (2012/13)

Is your grant.* Over £1000 (Standard form) (Yes)

Your Organisation Name* East Hampshire District Council

Postcode* GU31 4EX

Charity Number (if applicable)

2. Contact details of your organisation:

Organisation name* East Hampshire District Council

Organisation address* Penns Place Petersfield Hampshire

Postcode* GU31 4EX

Website www.easthants.gov.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

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* Mr

First name* Mike

Surname* O'Mahony

Position in organisation* Team leader

Contact address (if different from above)

Postcode

Email Address* Michael.OMahony@easthants.gov.uk

Confirm Email Address:*

Tel No* 01730 234383

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 including spaces and carriage returns.

Our vision is that the communities East Hampshire will be increasingly prosperous, vibrant and active. The Corporate Strategy describes how East Hampshire District Council plans to achieve this vision over the period 2012-17.

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 including spaces and carriage returns)*

To offer opportunities to local organisations and groups to apply for small grass roots funding, through a series of tailored local participatory budgeting events across the four 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 including spaces and carriage returns)*

To work in partnership with District Council, Hampshire County Councillors and local Towns and Parishes to launch a grants programme aimed at small voluntary groups and organisations within East Hampshire. An application process including setting criteria, voting system, monitoring and evaluation is already in place for Area Forum Project Fund and can be adapted for this project. A robust marketing approach for this scheme will ensure opportunity is promoted in every area, followed by a support event to give guidance to small groups to make their applications. This will be followed by a participatory event in each of the four area forums to ensure voting by residents remains local. The £20k will be divided between the 4 area forums and across the 7 County Council divisions- likely to be £2,857. Detail of the scheme will be in consultation with the County Councillors. The match funding will be utilised for administration, marketing, venue hire and light refreshments.

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

The project aims to support those smaller organisations and groups in all areas of the Borough, by offering the chance to apply for small grants that would make a positive difference to their immediate community. Most importantly, it will allow local people to decide which of the suggested projects should take priority and will have the most impact. The main outcomes will be: Promotion and raising the profile of the County Councillors and local voluntary organisations and groups within an area; Giving a voice to local people; targeting resources to those issues that need to be addressed.

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 some County Councillors in the development of this project. The aim is to collect the thoughts of all the County Councillors about the process and the local priorities to ensure that the focus is tailored to the needs of each area. We will ensure that the Chairs of each Forum is fully briefed prior to launch at the Community Forum in January 2013.

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 01/01/2013
dd/mm/yyyy

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

Venue(s)/Location(s) East Hampshire District

Frequency 4 Events - 1 in each area forum

Expected number of Hampshire residents 115000
(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 checked="" 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 (£)

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 is a one off bid, East Hampshire District Council are using this opportunity, to pilot participative budgeting in the area, with a view to rolling this out on an annual basis using some of the allocated Area Project Fund Budget.

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

If unsuccessful, this scheme would not be delivered. If it is partially awarded, then depending on the amount, consideration will need to be given in consultation with County Councillors to conducting any form of scheme.

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	<input type="checkbox"/>	Word of mouth	<input checked="" 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:	Kate Fyatt

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: £ 2500000.00	
Employers Liability Insurance	<input checked="" type="checkbox"/>	Amount of cover: £ 2500000.00	
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? 9

How many staff (excluding trustees)? 200

How many volunteers (excluding trustees)? 0

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 many agencies including organisations the District Council funds including East Hampshire Community First (Voluntary Organisation) Citizens Advice Bureau and the East Hants Disability Forum. There is an equalities officer in place - a position shared between Havant and East Hampshire. Furthermore, East Hampshire supported a recent research project through Community First exploring the LGBT community across the District. We intend to utilise relevant voluntary sector 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? 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.