

Hampshire County Council Grants

Application Form CG00002408

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* Winchester Area Community Action (WACA)
 Postcode* SO23 9LH
 Charity Number (if applicable) 1044945

2. Contact details of your organisation:

Organisation name* Winchester Area Community Action (WACA)
 Organisation address* Colebrook Centre Colebrook Street Winchester
 Postcode* SO23 9LH
 Website www.waca.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: 1044945
 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: Council for Voluntary Service

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* Paul
 Surname* Williams
 Position in organisation* Chief Executive
 Contact address (if different from above)

Postcode

Email Address* pwilliams@waca.org.uk

Confirm Email Address:*

Tel No* 01962 871720

Mobile 07834 772626

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.

WACA aims to work with people and organisations to develop and sustain a strong diverse and vibrant voluntary and community sector. In furtherance of these aims it provides services for the voluntary and community sector in Winchester, develops local community projects and provides community services to individuals.

7. Title of your project/service/activity

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

Community Development - Have Your Say Grants for Winchester

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)*

WACA will run a Have Your Say grant programme covering all seven County Council Divisions in Winchester 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 including spaces and carriage returns)*

WACA will solicit applications from small community groups who want to bid for a community project. The scheme will be open to all sectors of the community to apply. County Councillors will be asked to promote the scheme in their own Divisions and help distribute the fliers. This could also include promoting the initiative within schools, with older people groups, Parishes, Community Associations etc. As a pilot project in a predominantly rural District, voting will take place primarily electronically via a website. Hopefully voting can be set up so it limits one vote per valid e-mail address. Postcards will be made available and distributed by Councillors and left in community locations so that voting can take place by post too, therefore not disadvantaging those unable to access the website. Most of the funding will be awarded in grants, with just 5% used for administration. (Applications will be pre-sifted to ensure that they are eligible and appropriate - ie not political or a contribution to existing projects / on-going running costs). Projects which receive the most votes get funded until no more money remains. The Have Your Say scheme has already been run successfully in a number of locations - this is an opportunity for Winchester residents to benefit from both an innovative and proven initiative.

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)*

Community organisations and individuals with ideas to benefit their communities will be eligible to receive one-off funding for capital and pilot service projects to realise their visions and demonstrate proof of concept. Local organisations will become more understanding of the process of grant allocations by seeing how a limited pot of funding needs to be distributed equitable between a range of equally deserving but competing priorities. The opportunity to bid for funding will galvanise local communities by offering a New Year opportunity to generate funds for a cherished opportunity. Local Members will have an opportunity to engage with and have dialogue about the needs of individual communities - providing positive feedback for future resource-distribution decisions.

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? *

The HYS initiative will be launched through flyers/ promotional material to be distributed by Members, community associations, development workers etc, backed up with a micro-site, linked to WACA, WCC / HCC and other appropriate websites. The initiative will be promoted to a wide range of media - local newspapers / radio etc. A sifting process of applications will take place purely to ensure all proposals are feasible and legal. Summary details will then go onto the website and second flier produced. Communities will be encouraged to support the projects that they feel will most benefit their locality. Measures will be introduced to ensure that people without access to the internet are not disadvantaged and to ensure that the voting system is not abused. As Winchester is a large, rural District, it is not feasible to hold a meeting in a central location, other than the City itself, so this will be a pilot project to test the viability of an on-line version of the HYS scheme.

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 03/01/2013
dd/mm/yyyy

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

Venue(s)/Location(s) Winchester District

Frequency one-off grant allocation

Expected number of Hampshire residents 50
(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 type="checkbox"/>
Fareham <input type="checkbox"/>	Test Valley <input type="checkbox"/>
Gosport <input type="checkbox"/>	Winchester <input checked="" 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?* Yes

Free reserves held (£) £ 249000.00

Number of months running costs this 6

equates to

Please state the amount of funds held by your organisation which could be used for this project/service £ 0.00

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 to be distributed (based on 7 Divisions)	16625.00
Sceme administration / flyers / website	875.00
Total:	17500.00

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	No		
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)			
	No		
Other income (please specify)			
Total (£):			0.00

Funding

14. Project/Service finance summary

Total expenditure* £ 17500.00
Automatically calculated from question 12

Total income* £ 0.00
 For applications over £1000, automatically
 calculated from question 13

Shortfall* £ 17500.00
 Automatically calculated

Funding requested from Hampshire
 County Council* £ 17500.00

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 event based around an existing HCC grant programme

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

There would be less funding available to distribute to community groups and to promote the initiative

Have you applied to Hampshire County Council for a grant for this project or any other grant within the last year?*

Yes

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? ISO9001

Hampshire County Council's funding programmes

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

- | | |
|---|--|
| Website <input checked="" type="checkbox"/> | Word of mouth <input type="checkbox"/> |
| District/Borough Council <input type="checkbox"/> | Previous application <input checked="" type="checkbox"/> |
| Local Council of Voluntary Services <input checked="" type="checkbox"/> | Other County Council dept. <input checked="" type="checkbox"/> |
| Your County Councillor <input type="checkbox"/> | |
| 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: £ 10000000.00 |
| Employers Liability Insurance <input checked="" type="checkbox"/> | Amount of cover: £ 10000000.00 |
| Indemnity Insurance <input type="checkbox"/> | |
| Adults Safeguarding Policy <input checked="" type="checkbox"/> | Child Protection Policy <input checked="" type="checkbox"/> |

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)? 40

How many volunteers (excluding trustees)? 70

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.

WACA works to promote best practice in the fields of equality and diversity. We train organisations to be aware of the protected characteristics. The HYS grant initiative will be open and transparent and, through our CVS distribution lists reach organisations supporting diverse communities that may not otherwise be aware of 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? 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.