

Bracknell Forest Council
Application for Adult Social Care Small Grants 2015/16

ABOUT YOUR ORGANISATION

1 Name of Organisation

2 Name of Contact Person

**3 Address of Organisation or
Contact Person**

Telephone number Daytime

Evening

E-mail Address

Fax Number

4 What is the status of your organisation

Voluntary Organisation

Community Group

Registered Charity

Charity number:

Company limited by guarantee

Registration address:

Other

Please clarify:

5 Please tell us about the purpose and aims of your organisation

INFORMATION ABOUT YOUR PROJECT

How much funding are you seeking from Bracknell Forest Council?
(Adult Social Care Small Grants are awarded up to a maximum of £5,000.)

6

7 What will the funding be used for?
(Please attach any relevant information including project plans and estimates to this form)

8 Who will benefit from this service project or activity?

Total number of people
Number who are Bracknell Forest residents
Which age groups will benefit?

- | | |
|--|--|
| <input type="checkbox"/> 19 -25 years | <input type="checkbox"/> 55 – 64 years |
| <input type="checkbox"/> 25 – 54 years | <input type="checkbox"/> 65+ |

Does your organisation work with vulnerable adults?

- No Yes

Do you carry out security checks?

- No Yes

9 In what way will the outcomes for vulnerable adults living in Bracknell Forest improve from this service, project or activity? Please explain how your project will increase choice and control for individuals and will create capacity within the community.

10 How will you know your service, project or activity has been a success? How will you measure this?

11 What other fundraising activities do you plan to make to help contribute to your service, project or activity? How much do you hope to raise?

Estimated amount raised £

FINANCIAL DETAILS

12 What do you expect the level of your reserves to be for this financial year and for what purpose are these held?

13 What do you predict your income and expenditure will be for 2015 – 2016?

Financial Year (mm/yy – mm/yy) ____ / ____ to ____ / ____

Income in year £
Expenditure in year £

14 Please ensure that you have checked the information you have provided and then sign and date this form

Signed

Please Print Name:

Position in Organisation:

Date:

Please return completed applications by to:

Alison Cronin – Contracts Manager
Adult Social Care, Health and Housing
Bracknell Forest Borough Council
Time Sq,
Market St
Bracknell
RG12 1JD

alison.cronin@bracknell-forest.gov.uk

by no later than 5pm on Friday 15th May 2015

**If you require help filling in this form please telephone 01344 351601
Or 01344 351610**

Guidance Notes

Your application for funding will only be assessed on the information that you provide on this form so please ensure that you provide enough information to enable us to make an informed decision. **Do not assume that we have any prior knowledge of your group.**

These guidance notes have been produced to help you as you fill in this form. Before you fill in this form please also ensure that you have read the accompanying leaflet Appendix A, about criteria for Adult Social Care Small Grants.

About your organisation

1. Please provide the name of the organisation or group not an individual
2. Question 2 should be the person dealing with this application
3. Please provide an address where mail is received and checked regularly
4. By law we can only support voluntary, community or charitable groups. We do not support individuals
5. This helps us determine how your group contributes to the Council's priorities and objectives

We may wish to approach an independent person who can provide a reference for your group and if this is the case then we will contact you for suitable names.

About your project

6. Describe briefly what the funding will be used for and attach detailed plans in the form of a project plan. If you are having work done by an external company e.g. a builder or buying equipment from a third party please supply at least two estimates for the work/goods.
7. We can only give grants to groups that provide services which benefit Bracknell Forest residents.

If your group works with vulnerable adults you may be asked to provide evidence that the appropriate Criminal Records Bureau checks have been carried out

8. Priority will be given to grants that have the most positive impact on outcomes for vulnerable adults in Bracknell Forest
9. Please include any examples you think relevant e.g. increased take up of service
10. Funding is intended to help support groups in their activities and not to be the sole source of funding for a group or their activities
11. Preference for funding will be given to groups that carry out their own fundraising activities

Financial Details

12. Reserves are defined as being any money that a Group is holding for specified purposes e.g. insurance payments, rents, management costs or have been given to you to spend a specific project. Organisations with a high level of reserves will not be given priority.

Supporting Information

13. Failure to enclose all the requested documents will delay your application or cause it to be rejected.
14. Please ensure that you have checked and signed this form before returning it to the address at the bottom of the form.

Revenue Grants

15. Revenue grants are to be spent on running costs for your organisation – this can include specific projects e.g. staff costs, rent on buildings/rooms, outings etc.

Capital Grants

16. Capital grants must be used to acquire or upgrade physical assets including IT and software e.g. buying new computers, repairing or extending a building, buying furniture and vehicles etc.