

We suggest that you download the PDF below because **THERE IS NO SAVE OPTION** once you start the online application. This PDF tells you all of the questions and information that will be required from you for the online application. We suggest you download this document and complete it, gathering all of the documents that you need, so that once you start the actual application you can finish it in one go.

Grant Funding for the Asylum Seekers Dispersal Scheme Application Form

Organisation address and contact details

Name and address of organisation must be as appears in your constitution or other supporting governing document and bank accounts).

Name of Organisation (required)

Address line 1 (required)

Address line 2

City

Postcode (required)

Organisation telephone (required)

Organisation email address (required)

Main contact details

This person must be someone who can be contacted by the Council, and who can talk about this application in detail.

Name (required)

Position in organisation (required)

Address line 1 (required)

Address line 2

Town/City (required)

Postcode (required)

Main contact telephone (required)

Main contact email address (required)

What type of Organisation are you?

If your organisation is a registered charity as well as a company limited by guarantee, you must tick both boxes and provide the registration numbers. If your organisation is neither but has a written constitution, you must tick "Other" and describe your organisation as an unregistered organisation.

- Registered Charity
- Company Limited by Guarantee
- Voluntary not for profit organisation
- Awaiting Charity Registration

- Registered Friendly Society
- Unincorporated Club or Association
- Other (please specify)

Registration number (if applicable)

When was your Organisation established?

Month (required)

Year (required)

Is the project an existing project or a new project?

Existing project

New project

Guidance for the below question

Clearly describe the overall purpose and main activities of your project/service you intend to undertake that will meet the needs and produce the outcomes you want to deliver. Please be specific and detail:

- How the project contributes to the identified priority
- Who will benefit
- What difference the project will make
- How you will deliver the project.
- If this an existing project please tell us what additionality this project would provide.
- Please do not include outcomes in this section, we ask for this information later in the application.

Please describe your project/service, its core activities and how it contributes to the identified priorities in the Grant Funding Policy for Asylum Seekers in Preston Placed Here Through The Dispersal Scheme 2023-2025.

(Try to be as brief and concise as possible)

Guidance for the below question

Please describe what your project will do and how it will address the needs that you have identified.

Explain how you know that your intended users/beneficiaries need this project and what criteria you have in place for people to access the project/service.

If you have gathered any evidence please share that with us.

What evidence do you have that this project/service is needed? How will your project/service address these needs? (required)

Guidance for the below question

Where your project is intended to benefit everyone, please demonstrate how you ensure that your services can be accessed by the whole community when needed irrespective of gender, race, disability, religion etc.

Your project may be targeted at a particular community of interest e.g. women, disabled etc., please explain why you have identified this group, including any data or criteria you may have used.

How will you ensure that the project/service you provide is inclusive and open to all potential users? (required)

Outputs and Outcomes

Please say what you expect will be the Outputs and Outcomes of your project/service.

An **Output** is the level of activity you plan to undertake, eg, number of volunteers recruited, number of sessions run, number of training seminars given etc.

An **Outcome** is the benefit or impact on users as a result of the activities you plan to undertake, eg, learn a new skill, gain employment, gain independence etc. Outcomes should have a clear link to the described Outputs.

Output (activity)

Guidance for the below question

The project activities must be able to be measured and recorded throughout the project.

Clearly describe what activities will take place (required)

Outcomes

Guidance for the below question

An Outcome should include who will benefit, how many people will benefit and what will change.

You should clearly state what you realistically expect to achieve by the end of the project.

We understand that the outcomes of projects can sometimes be hard to define. Please indicate what methods you are going to use to evidence the projects outcome for, eg, evaluation sheets or outcome star models, self-reporting etc.

Explain the outcomes you expect from the outputs listed

Milestones

Please indicate when your project would start and any key activities that would need to take place prior to or during your project, ie, the training of volunteers, hiring of rooms etc?

Evidence

Guidance for the below question

The date that you collect will be used as part of the monitoring process to measure the success of the project.

How will you be able to show that the outputs have taken place and the Outcomes achieved

Monitoring

Guidance for the below question

Monitoring is the systematic collection of information relating to your activities to see how well you are doing and if the Outputs and Outcomes are being met, eg, record of people attending 'drop-in' sessions etc.

You will be required to provide 3 monthly monitoring reports, please indicate how you will record the relevant information to provide these reports.

Please describe how you will monitor the project/service (required)

Finance

Guidance for the below question

Please upload your most recent accounts, providing details of your expected income and expenditure for the whole financial year.

Do not include grants that you anticipate receiving from the Council. (Please feel free to use your own budget headings).

Please upload the most recent set of financial accounts. (Please make sure this file size is no bigger than 10MB)

(Choose File)

Certified of Audited Accounts from the previous year (independently examined). (Please make sure the file size is no bigger than 10MB)

(Choose File)

I do not have Certified or Audited Accounts from the Previous year

If you are a new group, or been running for less than 15 months and do not have accounts then we will accept original copies of your latest 3 months Bank/Building Society statement. (Please make sure the file size is no bigger than 10MB)

(Choose File)

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(Choose File)

How much are you requesting from the City Council? This application is for up to £10,000 only.

(There is no minimum request for funding)

How will you spend the Council grant?

Guidance for the below question

Please tell us what the grant you are requesting will be spent on. Include the expenditure heading and the amounts, for example marketing at £100.

Please indicate under separate headings the projected expenditure of the grant i.e. Volunteer Expenses, Premises hire/rent, printing/stationary this list is not exhaustive.

How will you spend the Council grant? Please provide a breakdown of the costs for your project

Please provide details of your Bank/Building Society account (required)

Please provide the following details of the bank account you wish the payment to go into. We will pay the grant directly into your Bank Account.

Name of the bank, eg, Barclays Bank

Name on bank account

Bank account number

Sort Code

Organisational Management

Guidance for below question

It is important for all organisations to undertake appropriate DBS checks where relevant for their staff and volunteers.

Have all your staff/volunteers, where appropriate, been cleared by the Disclosure and Barring Service? (required)

Yes No

Documents Required

In order for your application to be eligible for funding you must have the following signed and dated policies and procedures in place which must be current, and you must send these with your application.

Please make sure any files you upload, that the size is no bigger than 10MB.

Copy of Constitution or Other Governing document

(Choose file)

Evidence of appropriate insurances and indemnities, eg, Public Liability, Employers Liability, Professional Indemnity

(Choose file)

Health and Safety Policy

(Choose file)

Equal Opportunities/Equality and Diversity Policy

(Choose file)

Child Protection Policy (where relevant)

(Choose file)

Volunteer Policy (where relevant)

(Choose file)

Please give details of the following officers of your management committee/steering group:

Chairperson

Chairperson name

Chairperson phone number

Chairperson email address

Treasurer

Treasurer name

Treasurer phone number

Treasurer email address

Secretary

Secretary name

Secretary phone number

Secretary email address

Project Beneficiaries

Guidance for the below question

This question gives us valuable information about the impact of our grant

How would you describe the people who will benefit from the grant? Please tick all that apply.

- | | | | | |
|--|--|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Community in General | <input type="checkbox"/> People living in rural areas | <input type="checkbox"/> People living in urban areas | | |
| <input type="checkbox"/> People with learning Disability | <input type="checkbox"/> People with a physical disability | <input type="checkbox"/> People with a mental illness | | |
| <input type="checkbox"/> Black or minority ethnic groups | <input type="checkbox"/> Women | <input type="checkbox"/> Men | <input type="checkbox"/> Children | <input type="checkbox"/> Older People |
| <input type="checkbox"/> Unemployed people | <input type="checkbox"/> People on low income | <input type="checkbox"/> LGBTQ+ | | |

Guidance for the below question

This information is for statistical purposes only, and will not affect how we deal with your application.

Please describe the ethnic origin of most of the people who will benefit from the project/service?

- South Asian
- African/Caribbean
- Chinese
- White
- Other ethnic group

Which Ward(s) or areas do most of the people who will benefit from the project/service live?

<input type="checkbox"/>	Ashton	<input type="checkbox"/>	College	<input type="checkbox"/>	Garrison	<input type="checkbox"/>	Larches	<input type="checkbox"/>	Preston Rural East
<input type="checkbox"/>	Riversway	<input type="checkbox"/>	St Matthews	<input type="checkbox"/>	University	<input type="checkbox"/>	Brookfield	<input type="checkbox"/>	Deepdale
<input type="checkbox"/>	Greyfriars	<input type="checkbox"/>	Lea	<input type="checkbox"/>	Preston Rural	<input type="checkbox"/>	Sharoe	<input type="checkbox"/>	City Centre
<input type="checkbox"/>	Cadley	<input type="checkbox"/>	Fishwick	<input type="checkbox"/>	Ingol	<input type="checkbox"/>	Moor Park	<input type="checkbox"/>	Ribbleton
<input type="checkbox"/>	St Georges	<input type="checkbox"/>	Tulketh	<input type="checkbox"/>	The Whole City	<input type="checkbox"/>	Other		

Declaration

I, as a senior person authorised to sign and represent this application for grant on behalf of the applicant Organisation. For example, Chairperson or Chief Executive Officer declare that all of the answers given in this Form are truthful and accurate.

I confirm that the information given in this form is correct and that the project/service and the Organisation is not established or conducted for profit. I understand that it can be a criminal offence to provide false information.

I also understand that the organisation and/or applicant falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back.

I undertake to inform Preston City Council of any changes in the project/service or the Organisation circumstances that would affect this application.

Please tick the box to confirm that you have understood the above statements and you will be bound by them.

Print Name

Today's Date

Check your answers before submission