



## INFORMATION PACK FOR GRANT APPLICATIONS OVER £5,000

The information in this pack will help you to complete your application.

The **Guidance Notes** will help you to complete the Application Form. Please read Information for applicants seeking a grant and Meeting priorities and criteria carefully before you begin to complete the form.

You will also need to read:

- Portsmouth City Council's approach to Reserves

Please can you ensure that you sign and return the **Conditions For Use Form**. On the reverse of this you will see the sheet that we use for assessing your application – you might find it helpful to be aware of the factors we consider in assessing your application when you are completing your form.

The **Monitoring Form** is for your information only. If you are successful in obtaining a grant you will need to complete a form at the end of the grant year, but **you do not need to complete the form at this stage.**

The **Checklist** at the back of the application form tells you which documents you will need to send with your application. Please can you send these documents with your application form. We won't be able to process your application if you don't send them.

We are asking all applicants to indicate what funding they are currently receiving from Portsmouth City Council – please can you complete the form and return it with your application. If you are not currently receiving any funding, please write "Nil" on the form.

The completed Application Form and documents **MUST** be returned to Portsmouth City Council by **Thursday 29<sup>th</sup> December 2011**. We will send you an acknowledgement to confirm that we've received your application.

If you have any queries about completing your application please contact Rosie Penlington on **023 9268 8938**.

## INFORMATION FOR APPLICANTS SEEKING A GRANT

Portsmouth City Council recognises and values the important contribution made by the many voluntary and community organisations in the city and wishes to support as much voluntary and community activity as possible, within its budget limits. In order to work within budget limits the council has to prioritise those areas of voluntary and community activity it wishes to support. The following information is provided to help you decide whether your organisation falls within the council's priority areas and whether you are likely to be considered for grant aid:

1. The city council's Priorities for 2012/2013 are shown on the attached sheet. All applications for grant aid will be considered with these in mind.
2. The council will only consider applications from groups and organisations whose activities are of direct benefit to residents of Portsmouth. If your organisation's activities extend beyond the boundaries of the city you will be expected to also look for contributions from funding sources in those other areas which benefit from your work. The council will consider making a contribution to joint funded projects as long as you can show a benefit to the residents of Portsmouth.
3. Where capital grants are made towards building works, payment will be made on completion of the project. For large schemes, staged payments will be made. In either case, payment will be made only after a satisfactory inspection report by the City Council's Building Inspectors (and where planning permission is required, by the City Planning Officer).
4. The city council will not retrospectively fund work or projects unless such an arrangement has been agreed in advance.
5. The council will not consider applications to assist individuals or for financing towards trips, holidays and expeditions.
6. The city council has a responsibility to ensure that its grants are properly accounted for and used as effectively as possible. You will be expected to demonstrate the proper conduct of your affairs, both general and financial. You must keep proper books of accounts together with full written records indicating how any grant monies are used.

You will be expected to demonstrate that your organisation is structured so as to represent all relevant interests and that it is clearly accountable to its users, beneficiaries and members (e.g. evidence of constitution or Annual General Meeting). You will be expected to show that it meets equalities legislation and that it does not discriminate on grounds of race, religion or belief, gender including transgender, age, sexual orientation or disability, except when it would be incompatible with the organisation's aims and objectives (e.g. women's organisations, ethnic minority groups). You will also be expected to take the needs of carers and nursing mothers in to account.

For a good brief list of all the current legislation follow the link for the IdeA "Legislation – at a glance" <http://www.idea.gov.uk/idk/core/page.do?pageld=5145524>

# Priorities for Grant Aid 2012-2013

## Meeting Priorities

In your application form you will need to show how the grant you are applying for will meet one or more of the priorities set out in the Local Strategic Partnership's Vision for Portsmouth for 2008-2018 and the Local Area Agreement.

### The LSP's Vision for Portsmouth is for it to be

"The premier waterfront city with an unrivalled maritime heritage – a great place to live, work and visit".

In order to achieve this, partners will be working toward ten priorities.

We want to:

1. Improve opportunity and achievement in education, skills and lifelong learning
2. Make Portsmouth an accessible city, with sustainable and integrated transport
3. Develop Portsmouth as a city of innovation and enterprise, with a strong economy and employment opportunities for all
4. Make Portsmouth a city where everyone feels safe and is safe
5. Make Portsmouth an attractive and sustainable city
6. Deliver affordable, quality housing where people want to live
7. Encourage and enable healthy choices for all and provide appropriate access to health care and support
8. Enhance Portsmouth's reputation as a city of culture, energy and passion, offering access for all to arts, sports and leisure
9. Celebrate the many diverse and different communities within Portsmouth and work together to create an inclusive city for everyone
10. Protect and support our more vulnerable residents by shaping public services to meet their needs

If you would like a copy of the Community Strategy please contact:

The Strategy Unit  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AL

Telephone: 023 9283 4020 e-mail [LSP@portsmouthcc.gov.uk](mailto:LSP@portsmouthcc.gov.uk)

## **GUIDANCE NOTES**

### **GRANT APPLICATION OVER £5,000**

The questions that refer to 'The Organisation' refer to the part, branch or section of the Organisation that is making the grant application.

#### **Question 1**

Please complete all sections that apply.

#### **Question 2**

If your organisation is a Registered Charity or Company Limited by Guarantee please include the relevant registration number.

#### **Question 3**

When did your organisation first start meeting or running activities or projects?

If you are a new organisation please say when you expect to start.

Please state the date of your last AGM if applicable.

#### **Question 4**

Describe the usual activities/services your organisation provides

If you are a new organisation, describe the services activities you plan to provide.

#### **Question 5**

Give the name of any parent, regional or national organisation that your organisation is affiliated to or is a member of.

#### **Question 6**

Describe how the money you are applying for will be used. Is it for a specific project, a piece of work, running costs?

#### **Question 7**

Please give details of any staff posts this money will fund, or details of specific equipment, resources etc.

#### **Question 8**

Describe how you have identified the need for the project, either within your organisation or your community. Please supply any information you have collated (surveys or statistical information)

#### **Question 9**

How many people or other organisations will directly benefit from your project during the period of the grant. Is your project targeted at a particular group of people? (Please estimate the numbers)

#### **Question 10**

Please estimate and explain how you have calculated your answer.

#### **Question 11**

When do you hope the project will be able to start, and when will it end (if applicable)?

If the project is already running please indicate the period this grant will cover.

#### **Question 12**

How will this project meet the need you identified in question 8? What long-term change will come about in people's lives or in the organisation's activities as a direct result of this grant?

For example: - increased knowledge of services available; greater self esteem; a reduction in type of behaviour; more people undertaking an activity.

### Question 13

Describe the difference you think your project will make and how it relates to the Local Strategic Partnership's Community Strategy. You can find out more about how to answer this question by reading the sections on Meeting Priorities and Criteria, which are part of this information pack.

### Question 14

'Target' is what you hope to achieve; 'criteria for success' is how you will know you have been successful.

Have you set a target number of people who will attend the project? Will you be circulating a questionnaire to ask people what they think?

Examples:

Target	Criteria for Success
Get an access ramp for play area	Ramp bought and installed
Improve Publicity	Produce new leaflet
Develop an advice service	Arrange for advice counsellor to attend a session each fortnight

It is not intended that all targets and achievements will be major projects or events.

### Question 15

Tell us how you keep records of the service or activities you provide and how they are evaluated.

For example: registers, mailings lists, customer satisfaction surveys.

If you are a new group please explain how you intend to keep records.

### Question 16

The Portsmouth Compact requires Voluntary and Community Organisations to work towards and implement a quality standard. Please indicate the progress made by your organisation.

### Finance and Management

Please complete the financial breakdown in full. Total both columns, Column B is the total amount that each item in the project will cost, and Column A is the amount of each item that Portsmouth City Council is being asked to fund.

Tell us where else you are applying for funding if applicable; and if you are waiting for a decision about an application, when you expect to hear whether or not you have been successful.

Please insert the total amount of income as shown in your organisation accounts.

Your organisation must have a bank account in the name of the organisation (or an umbrella organisation, in which case details need to be supplied on a separate sheet). No grant can be paid to an individual. We will only pay grants into an account that requires at least two people to sign each cheque or withdrawal.

### Management and Premises

Please enter numbers of staff and volunteers. Full-time is defined as 37 hours per week. Do volunteers receive induction, training and supervision? Are CRB checks completed? Please include any information you feel is relevant.

Please complete all the information in the premises section.

**Please complete and sign the Declaration and Data Protection Statement.**

### Checklist for Grant Applications

Please use the checklist to ensure you have fully completed the form and enclosed all relevant documents. **Please enclose a signed copy of the Conditions for the use of Grant Allocations.**