



INFORMATION PACK FOR CAPACITY & TRANSITION FUND

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

Please read the **Grant Agreement** document. If you are successful in your application to the programme a version of this document will be tailored to your individual project and sent to you for your signature. It details the conditions for grants being paid, and is a legally binding document. The areas highlighted in yellow in this document can be negotiated, depending on the size of your organisation, project being delivered and sum of the grant agreed. **You do not need to complete this document at this stage**, it is being provided to you for information only.

The **Monitoring Form** is also 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** 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.

The completed Application Form and documents **MUST** be returned to Portsmouth City Council by **28th February 2014**. 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 **Delyth Horsley** on **023 9284 1451**

INFORMATION FOR APPLICANTS SEEKING A GRANT

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).

APPENDIX 2

At its meeting on 12th November Portsmouth City Council set aside a one off fund of £200,000 to create a Capacity and Transition Fund to enable the voluntary and community sector to reconfigure their service or enhance their capacity/infrastructure in order to support/provide council services.

It is well recognised that the Voluntary Sector is an important part of delivering services to the community and that, where appropriate, this will become an increasingly used delivery model for council services however, it is also recognised that to do this there may need to be some investment into building the capacity or to improving their infrastructure and support.

For more information see Agenda item 6 at [this link](#)

Who can apply?

Organisations should be:

- a Voluntary and Community unincorporated charitable association
- **or** a Registered Charity and or a company limited by guarantee
- **or** a Social Enterprise (with a clearly identifiable social purpose stated in Articles of Association)

All applicants will need to:

Provide a copy of approved/audited annual accounts that are not older than 12 months with their application that demonstrates they have free reserves that are equal to, or less than, the cost of running the organisation for six months.

Organisations are not eligible to apply if they:

1. cannot send approved annual accounts that are no more than 12 months old
2. are statutory organisations such as a school or local authority including statutory organisations that have charitable status
3. are private 'for profit' organisations

What activities will this programme support?

All grant applicants must be able to demonstrate how the funding will assist the organisation to meet one or more of PCC's corporate priorities, for example:

- Support to reduce social isolation and promote early intervention
- Improve the health and wellbeing of residents
- Respond effectively to mitigate the effects of welfare reform
- Support achievement of children and young people

and could include:

- developing and redesigning existing and new services in the public service areas, or areas currently delivered by public service
- restructuring or moving to a different business model, excluding redundancy costs
- the costs associated with moving services to or from other organisations but not TUPE costs

APPENDIX 2

- costs of developing new partnerships, alliances, mergers and or/shared services (including legal costs)
- staff training in a new area of service delivery
- getting expert advice and support to develop a sustainable plan to reduce the organisation's dependency upon statutory resources
- the fund may be used to pump prime longer term opportunities (e.g. feasibility studies, research) including support to help develop a pre-feasibility application to the My Community Rights - Community Asset and Services grant programme (but there needs to be a clear plan of how the results of such studies will be taken forward and funded).

Grants cannot pay for:

1. costs that have already been incurred
2. costs of either redundancy of staff or TUPE
3. costs that are likely to arise as a result of management, misjudgement or financial miscalculation
4. items that only benefit an individual
5. items that are not directly needed to deliver the proposed work
6. funds to build up a reserve or surplus, whether distributable or not
7. loan repayments
8. contributions to general appeals
9. capital costs

Limit for individual application

Up to a maximum of £20,000

What evidence do organisations need to send?

1. how the application supports the councils priorities (see below)
2. demonstrate through a business case good value for money and future sustainability

All projects will be assessed by the Voluntary Sector Unit to ensure a match to criteria and eligibility before being presented to the panel for approval.

Timetable

- Application packs available from 6/01/2014
- Closing date 28/02/2014
- Applicants will told whether they have been successful by 1st April 2014
- Payments will be made 1st July 2014; however if organisations can start their projects before this date the funding can be made available earlier on request.

Council Priorities for Capacity & Transition Fund

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 Council's aspirations within the goal of "*working together to shape the great waterfront city*".

We are working together to shape a great waterfront city that:

- Has a sustainable economy that delivers regeneration and inward investment, creates opportunities and drives prosperity for our residents
- Has high quality homes
- Is a great place to live that makes best use of our natural assets and supports a vibrant and diverse culture
- Offers excellent education and training so all our residents can achieve their full potential and businesses have the skills to grow
- Protects and supports vulnerable residents, encourages independence and enables them to achieve their full potential
- Keeps residents healthy and the city safe

Grant Application

Capacity & Transition Fund 2014/2015



Portsmouth
CITY COUNCIL

Closing date **28/02/2014**

Application No. _____

Please read enclosed guidance notes before completing the form.

Note: The Applicant must be an Authorised Representative of the organisation.

INFORMATION ABOUT YOUR ORGANISATION

1. **Name of Organisation** _____
Address of Organisation _____
 _____ **Postcode** _____
Tel _____ **Email** _____
Mobile _____
Applicant's name _____ **Position in Organisation** _____
Address for correspondence (if different from above) _____
 _____ **Postcode** _____
2. **How would you describe your organisation? (Please tick appropriate boxes)**

Voluntary Organisation	<input type="checkbox"/>	Company Limited by Guarantee	<input type="checkbox"/>
Community Group	<input type="checkbox"/>	Number _____	
Registered Charity	<input type="checkbox"/>	Self-Help Group	<input type="checkbox"/>
Number _____			
Social Enterprise		Other (please describe)	<input type="checkbox"/>

3. **When did your group start?** **Date of last AGM**
 Month _____ Year _____ _____
4. **Date of latest approved annual accounts:** _____
Please enclose a copy of your organisation's latest accounts
5. **Free reserves at date of application:** _____
6. **Briefly describe the purpose of your organisation/group**

7. Describe the overall outcome of your project/activity and why it is needed

8. Which of the aspirations in *working together to shape the great waterfront city* does the project support and how? (see the information pack for more details)

9. How will the funding for your project/activity assist you in meeting the priority/ies and who will benefit?

TARGETS AND ACHIEVEMENTS

9. Summarise the main targets for the project.

<u>Target</u>	<u>Criteria for success</u>
1.	
2.	
3.	
4.	
5.	

10. Please demonstrate through a business case how your project provides good value for money and future sustainability.

11. Please explain record keeping and evaluation methods used to assess the effectiveness of the project/activity.

12. Has your organisation achieved a quality standard

If Yes, which one and state level

Is your organisation working towards a quality standard

FINANCE AND MANAGEMENT

Please give a breakdown of the estimated costs of the project for which you are seeking funding

Item or activity	A	B
	Amount from PCC	Total Cost
Staff Costs	£	£
	£	£
Premises	£	£
	£	£
Admin/General Expenses	£	£
	£	£
	£	£
Equipment	£	£
	£	£
Other (<i>please describe</i>)	£	£
	£	£
Total Cost of Project	£	£

If the total cost in column B is higher than the total cost in column A please state where the rest of the funding will come from?

Source	Amount	Approved	Awaiting Decision

Please state name of bank account to which the grant can be made payable, if successful.

Please give name and positions of two signatories to the bank account.

1.
2.

Is/has your organisation been subject to an enquiry by the Charity Commission

(If Yes please give details or contact the Voluntary Sector Unit)

14. How did you hear about the Capacity & Transition Fund?

Voluntary & Community Sector Information Update InTend PCC Website
 Other

DECLARATION

SECTIONS REQUIRING SIGNATURES MUST BE COMPLETED BY A MEMBER OF MANAGEMENT COMMITTEE.

I confirm that the information supplied above is correct and has been approved by the Management Committee. If the organisation of which I am a representative is awarded a grant, all monies will be used strictly in accordance with this application. I also confirm that the organisation will abide by the enclosed 'Grant Agreement'.

Name

Signature of Applicant

Position

On behalf of

Date

PLEASE DELETE AS APPROPRIATE

A) I confirm that to the best of my knowledge and belief I/we have no links with PCC that may give rise to conflict when this application is determined.

B) If you cannot confirm the above please give details here.

.....
.....

Name Signature

Position Organisation

Date

DATA PROTECTION STATEMENT

The information supplied on this form will be stored on a database for use **ONLY** by Portsmouth City Council and used for internal and external monitoring purposes.

We must protect the public funds we handle and we may use the information you have provided on the form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations who allocate public funds.

Any personal details kept here will ONLY be used in conjunction with the organisation in a contact capacity and will not be forwarded to any other organisation except as a contact for the said organisation.

I accept the above statement

Name Signature Date

Position Organisation

Please return to:
Voluntary Sector Team
Integrated Commissioning Unit
Great Western House, Floor 2,
Civic Offices, Guildhall Square
Portsmouth, PO1 2AL

Voluntary.sector@portsmouthcc.gov.uk