



Community Builders – Host Organisation



Exeter
City Council

Application Form

Some tips for completing the form:

- 1 Read the **Grass Roots Grants Guidance for the Community Builders Programme** carefully before completing this form. You should check your organisation is eligible and your planned project matches our programmes and priorities.
- 2 Read this **whole form** before answering the questions, as this may enable you to avoid repeating information.
- 3 You will need to **save this form to your computer** to complete it.
- 4 Ensure that **all sections of this application form are fully completed**. It is not sufficient to refer to “attached documents”, but don’t forget to **include any required supporting documents** with your application.
- 5 And finally, please ensure that the form is **signed by an appropriate officer** of the organisation.

If you need any help completing this form please contact: Dawn Rivers Programme Manager – Communities, grassrootsgrants@exeter.gov.uk or 01392 265531

Section A: ABOUT YOUR ORGANISATION

A1 Organisation’s name and address

Name of organisation*	
Address	
Postcode	
Website	

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name	
Position in organisation	
Address	
Postcode	
Daytime telephone no.	
E-mail address	
How and when is it best to contact you?* by e-mail or phone and days of the week or times of day you would prefer.	

A3 Date your organisation was formed or constituted

A4 Type of organisation. Please tick all that apply.

Community organisation	<input type="checkbox"/>	Social /community enterprise	<input type="checkbox"/>	Residents'/tenants' group	<input type="checkbox"/>
Community Association	<input type="checkbox"/>	Social Club	<input type="checkbox"/>	Faith group	<input type="checkbox"/>
If other please say what:		<input type="text"/>			

A5 Legal status of your organisation. Please tick one box, and insert all registered number(s) that apply.

Legal status	<input type="checkbox"/>	Please send in:	<input type="checkbox"/>
Unincorporated club, group or association	<input type="checkbox"/>	Rules or constitution	<input type="checkbox"/>
Company limited by guarantee or shares	<input type="checkbox"/>	Memorandum & Articles	<input type="checkbox"/>
Community Interest Company or Charitable Trust?	<input type="checkbox"/>	Memorandum & Articles	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>	Memorandum & Articles	<input type="checkbox"/>
Friendly Society or Industrial & Provident Society	<input type="checkbox"/>	Rules	<input type="checkbox"/>
Charitable trust	<input type="checkbox"/>	Trust Deed	<input type="checkbox"/>
Registered Charity no. (if applicable):	<input type="text"/>	Company/FCA/FSA registration no. (if applicable):	<input type="text"/>
VAT registration no. (if applicable):	<input type="text"/>		

A6 What are the main aims of your organisation and what activities do you do to achieve these?

A7 What area does your organisation's activities cover?

Part of Exeter Whole of Exeter City only Exeter and beyond

If part, which part?

Use names or postcodes

A8 Number of members (as described in your constitution) and number of volunteers?

Members:

Volunteers:

Approximately how many hours a week do volunteers contribute to your work?

Section B INFORMATION ABOUT YOUR PROJECT

B1 Please give two examples of recent similar work you have undertaken and the impact this work had:

B2 Below are the expectations of the role of the host organisation:

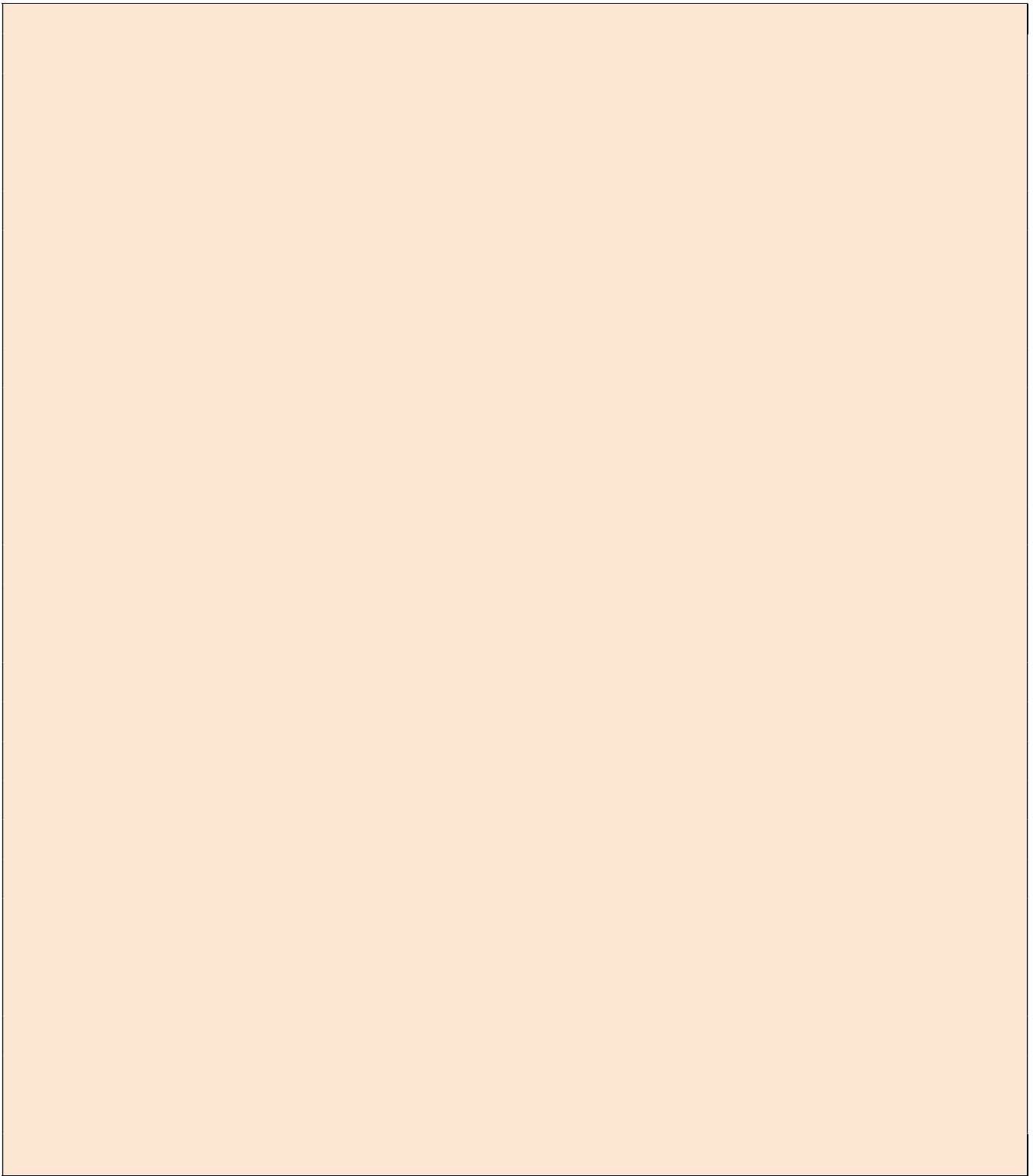
- b) **Employment** Take full legal responsibility to act as employer, having appropriate contracts and staff employment polices insurances etc in place
- c) **Recruitment of Community Builder(s)** To oversee and administer recruitment and selection of all the Community builders for the programme
- d) **Supervision and staff development** To provide regular supervision providing support and assessment of performance, To provide ongoing support and guidance including setting and review performance indicators To set and review performance indicators for the team and individuals.
- e) **Community Builders' induction and training.** To provide:
 - a full induction programme for all Community Builders, including working with local support groups/single hosts to tailor this to local needs.
 - Provide training on Community Building approach (this training may be provided by third parties), and
 - develop and deliver a programme of ongoing training for existing and any future Community Builders.
 - To gather information for the future development of the programme from appraisals and exit interviews.
 - To provide a Community Builder training programme in year 3 for 12 new Community Builders (paid or volunteers)
- f) **Community Builders peer learning network:**
 - bringing together Community Builders, Community Connectors and other Community workers (as appropriate) in Exeter on a monthly basis.
 - To plan, administer and facilitate a meaningful and useful network to enable peer learning and sharing
 - Ensure the participation of the Community Builders team.
 - To invite community connectors and community development workers to participate as appropriate.

- g) Liaison with local support groups:** To ensure each Community Builder works closely with the local support group in the community they are attached to. To provide support and guidance to all local support groups
- h) Impact**
 To record data and stories about the impact of the work of the Community Builder in each community
 To contribute to the development and implementation of the impact assessment process with Exeter Community Forum, Exeter University and Wellbeing Exeter
 To undertake monitoring and recording in line with the agreed process
 To report to ECF on 6 monthly basis
 To produce an annual impact report for the whole Community builders programme funded by ECF.
 To participate in a review of the programme in year 3.
- i) Information, marketing and publicity**
 Promotion of each Community Builder in the local area to which they are assigned.
 To work with ECF and local support groups to develop and deliver an information and marketing campaign (including online) about the role and impact of Community builders across the city
 To gather information locally to contribute to an open source database of local community activity across Exeter.
- j) Partnership working:**
 To work closely with any community organisations hosting a community builder to enable the smooth delivery of the programme. If not working from home, to work with local community organisations to secure and pay for a local base from which the community builder can operate from.
 To coordinate an annual event bringing together community builders local support groups and partners to review success and identify future priorities.
 To lead work with ECC, ECF and partners to ensure co-ordination with Community Connectors activity and to identify future resources as required to fund Community Builder activity.

Please attach a delivery plan which includes:

- Details of how you *plan to deliver* each element;
- Timetable and key *milestones*;
- *Who* will be responsible for delivering each element;
- The key *risks* to delivery of the programme, the impact and likelihood of this risk and steps you can take to mitigate this.
- What key *outputs and outcomes* (changes for the community or environment) you expect to result from the programme?
- How will you know if the project is successful in achieving what it sets out to do? Tell us about the ways you plan to *measure* this. Please note: We will expect the host organisation to work with ECF & Exeter University to assess impact.

7 How will ensure the programme effectively promotes equal opportunities and social inclusion?



Section D FUNDING YOUR PROJECT

D1 Amount of funding requested.

Please indicate using the table below to tell us how much of this is capital and/or revenue (please look at the guidance if necessary).

- Where the project includes building work a process to obtain independent competitive quotes for the work will be required by the applicant.
- For other purchases, two quotations or copies of catalogue entries are required – please send these in with your application.

	Overall Total project cost	Amount requested
Revenue		

D2 Give a breakdown of the Project Costs

Revenue costs	Amount					Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total						
Total Project costs						

D3 Priority will be given to schemes with potential for match funding. How are you raising other funds?

Source	Amount	Is funding confirmed?	Expected decision date
Total			

D4 Please list any gifts in kind

Item/ Source	Approx value	Is gift confirmed?	Expected decision date
Total			

D5 How many volunteer hours are expected to be contributed to the project?

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D6 Tell us about your timescales

We understand that you may need to raise funding from other sources, and other factors, so, if you are successful in securing this Grass Roots funding when do you anticipate first drawing down funds? How long would any grant from ECF need to remain available for you to draw down?

When do you anticipate:	month	year
• Starting the project		
• First drawing down funds		
• Completing the project		

Section E Bank Details, Enclosures and Declaration

E1 Your Organisation’s Bank Account Details *This must be a bank or building society account in the name of the organisation which needs at least two authorisations of each cheque/transaction.*

Name of account holder	
Account no.	
Bank / building society name	
Bank / building society address	
Bank / Building Society phone no.	
Roll no. (building society accounts only)	
Sort code	

E2 Enclosures – checklist. *Please make sure your application is accompanied by the following documents:-*

The constitution, rules etc of your organisation as set out in A5	<input type="checkbox"/>
Expressions of support detailed in response to B6	<input type="checkbox"/>

Evidence that proposals will proceed, as referred to in response to B8	<input type="checkbox"/>
Business plan (if needed) in response to C	<input type="checkbox"/>
Quotations as set out in D1	<input type="checkbox"/>
A set of audited or examined accounts for the previous financial year (or business plan for new organisations), signed by the Chair or Treasurer and dated (A5)	<input type="checkbox"/>
Details of projected costs and expenditure relevant to this application (D2)	<input type="checkbox"/>

E3 Declaration

"I confirm on behalf of (organisation name)

That I am authorised to sign this declaration and that, to the best of my knowledge, all answers to the questions on this form are complete and accurate. I have read and understood the notes of guidance and standard conditions of grant.

If this application is successful, this organisation will only use the grant for the purposes outlined in this application. It will comply with the standard conditions of grant, and any special conditions attached to its award. If any of these conditions are not met, the organisation will repay the grant. I understand that the decision to award funding or not is final. I understand that the funding is subject to annual confirmation.

I agree to provide reasonable information to the Council and Exeter Community Forum for monitoring and evaluation purposes, and will allow site visits where requested by the Council. To enable this, the organisation will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant, for inspection by the Council if required."*

**This does not release you from your statutory obligations to keep records for longer periods.*

Signed:

Position:

Date:

Type name if you are returning form by email.

You can submit your application:-

- **By post to:** Dawn Rivers Programme Manager – Communities, Civic Centre, Paris Street, Exeter, EX1 1NN.
- **By email to:** grassrootsgrants@exeter.gov.uk
- Don't forget the supporting documents listed at E2. **You may use a combination of post and email;** for example, if you need to post some of the documents, you can send us the rest by email. It is helpful if you can use email for supporting documents wherever possible, as it saves us having to scan and copy them.