

## **Accorn fund**

This application form can be made available in large print and alternative formats on request. If you need any help with completing this form please Telephone 01922 711228

**Accorn grants are divided into two categories of funding:**

<b>Category 1</b>	<b>Up to £2,000</b>
<b>Category 2</b>	<b>£2,000.01 to £5,000</b>

**To apply for an Accorn fund grant all groups must complete the blue section from 1 – 9.2**

**Those organisations who are applying for £2,000.01 to £5,000 please complete the blue & pink sections of 1 – 13**

**To apply for a grant from the accorn fund organisations must meet the following conditions:**

1. The activities, projects and services delivered must be for the benefit of residents of Walsall's New Deal area. New Deal staff will provide further information regarding the area;
2. The organisation applying must be a voluntary or community group, that is non-profit making with a management committee of volunteers;
3. An organisation can apply for one project per application form;
4. The organisation must have a bank account with at least two signatories who must not be related to each other;
5. The organisation must not be in receipt of or in the process of applying for any other New Deal funding;
6. If a football team is applying, the team must link in with the New Deal Football Development Manager who will provide assistance for the team to obtain the Football Association's

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Charter Standard within a specified time period; Contact the Sports Development Team on 01922 685777 for more information;

7. Details of match funding from other organisations private or public organisations must be included to support this application;
8. All relevant insurances i.e. Public Liability and safeguards i.e. Criminal Records Bureau (CRB) checks must be in place
9. Successful applications must promote and publicise Walsall's New Deal's accorn Fund in relation to the activity being supported;
10. Items purchased with accorn grant funding from New Deal, must be branded with Walsall's New Deal logo;
11. Permission to use the New Deal logo must be gained prior to all uses. Please contact Andy Bradley or Sally Gamston on 01922 712858 for further information;
12. If any savings are made the organisation must return the variation (amount of money) to New Deal. The panel will review written requests to approve the variation spend.

For further information regarding the New Deal **Accorn Fund** application or if you need any help in filling the form in please contact a member of the Community Involvement Team by phoning or drop in to:

Blakenall *info* Centre  
4 Blakenall Heath  
Walsall,  
WS3 1HL  
Tel: 01922 711228

## 1. Your Organisation

1.1 Name of organisation:
1.2 When was the organisation formed?
1.3 Does the organisation have an adopted constitution, terms of reference or rules & regulations? If so please include a copy with your application.
1.4 Is the organisation a registered charity If so, please provide your registration number
1. 5 At what address does the group meet and carry out its' activity? Please include postcode/s.
1.6 Bank/ Building Society Name & Address where the organisation holds an account:
1.7 Name of Bank Account?
1.8 Names of the signatories on the account?

1.9 Please tick and fill in the boxes if your group has any of the following  
Please note, evidence will be required where applicable.

Public liability insurance	<input type="checkbox"/>	Criminal Record Bureau Checks	<input type="checkbox"/>
Child Protection Policy and procedures in place	<input type="checkbox"/>	Other insurance (specify)	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>	First Aid qualification	<input type="checkbox"/>

Leaders Qualifications;

Specify Qualifications;

Affiliated governing body if applicable:

The governing body reference number if applicable:

1.10 What was the organisation's income and expenditure in the last financial year? Please supply evidence of this;

INCOME:

EXPENDITURE:

1.10  
Please  
continue this  
information  
on an  
additional  
sheet if  
needed.

1.11  
Further information on the New Deal area can be obtained from the Community Involvement Team

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1.11 How many people are involved in the organisation in total?

1.12 How many residents involved in the organisation live in the New Deal area? New Deal area map attached.

1.13  
For example committee members, volunteers, users

1.13 In what capacity are the New Deal residents involved?

## 2. Contacting You

2.1  
This is the senior person within the group

2.1 Name of main contact:

2.2 Position in the organisation:

2.3 Contact address (& email if applicable):

2.4 Telephone number:

2.5 When is it best to contact you? (evening, day time, please give times)

### **3. Funding**

3.1 Has the organisation previously received any New Deal for Communities grant funding from the accorn fund or any other source of New Deal funding? Please give details of dates, how much and what for.

3.2 Has the organisation received any match funding for this project? Can your group provide evidence that they actively sought and gained funding from other sources to support this **Accorn Fund** application form? Please give details:

3.3 Is this funding requirement as a result of the withdrawal or loss of other funding? If so, why has other funding ceased and what was the title of the funding?

3.4 Total **Accorn Fund** grant request:

#### 4. What would the grant be funding?

4.1 Name of project or a activity:

4.2 Project or activity start date:

4.3 Project or activity finish date:

4.4 Information about the project or activity the grant application will make possible:

4.4  
Try to be  
specific  
about what  
you will do  
and how you  
will do it

4.5 Is this a new project or activity or does it expand or continue an existing project/ activity? Please explain.

4.6 How will the organisation manage the project or activity?

## 5. Accorn Fund conditions

Which of the **Accorn Fund** conditions does your project meet?  
(Please tick all that apply.)

- Improve the health of people living in the New Deal area
- Improve employment prospects
- Reduce crime and anti-social behaviour, or increase public safety
- Increase educational attainment across the whole community
- Improve facilities for young people
- Improve the housing environment and/or increase residents' participation in local housing services
- Enhance the local environment
- Build voluntary and community sector capacity
- Achieve long-term regeneration and renewal

## 6. Project or activity beneficiaries

6.1  
Please  
provide the  
New Deal  
location of  
people  
e.g. Street  
names of  
where they  
live

6.1 Who will benefit from the grant?

6.2 How many additional New Deal residents will be involved in the activities of your organisation as a result of this grant?  
Please show how you will make this possible

## 7. Financial Forecast of Grant Expenditure

7.1 Please give a detailed breakdown of how the grant will be spent.  
See page 21 regarding official quotes.

Description	Amount
<b>Total</b>	

8.0  
Input  
numbers /  
figures into  
categories.

**8.0 Please indicate how many people from the following categories will benefit from your project?**

Please insert numbers.					
Gender	Amount		Gender	Amount	
Male			Female		
Ethnicity					
White			Mixed		
British			White / Black Caribbean		
Irish			White / Black African		
Any other white back ground			White Asian		
Asian or Asian British			Any other mixed back ground		
Indian			Black / Black British		
Pakistani			Caribbean		
Bangladeshi			African		
Any other Asian back ground			Any other Black back ground		
Chinese			Gypsy		
Any other ethnic group			Traveller		

	<p><b>How many people will benefit from the funding do you consider to be disabled under the following definition? Please insert number</b> <input style="width: 40px; height: 25px; border: 1px solid black;" type="text"/></p> <p><b>Disability:</b> ... a physical or mental impairment which has a substantial and long-term adverse effect on his / her ability to carry out normal day – to – day activities as defined by the Disability Discriminations Act (1995).</p>					
	<p><b>Age – Please insert the ages of the people the grant will benefit</b></p>					
	<b>Age</b>	Amount		<b>Age</b>	Amount	
	0 – 4			35 - 44		
	5 - 14			45 - 59		
	15 - 25			60+		
	26 - 34					

**9. Declaration**

9.1 Has assistance been received with completing this form from a member of Walsall’s New Deal staff?

Yes / No

If yes:

Name of Officer: \_\_\_\_\_

Job title: \_\_\_\_\_

Signed by Officer \_\_\_\_\_

9.2 To be signed by two representatives of the applying group/organisation.

By signing this form:

- 1) You declare that you are authorised to sign on behalf of the organisation and that the details contained in this application are correct.
- 2) You declare that the group you are representing is a voluntary/community organisation with a management committee of volunteers and is a not-for-profit organisation.
- 3) You declare the group has its own bank account in the name of the group with two signatories (who are not related).
- 4) Persons agree for the group to be added to the mailing list of New Deal Community and Voluntary Groups.

Name of first representative of organisation:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name of second representative of organisation:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**9.3 Further Details**

TO BE COMPLETED FOR APPLICATIONS OF £2,000.01 - £5,000

9.4  
Have you consulted with the community?  
Please include as much info as possible

9.4 Please explain how the need for the project or activity the grant will be funding was discovered. Please include all relevant evidence.

9.5 What consultation with the members of the community has been carried out? Include details of all groups consulted;

9.6 If positive and negative views were expressed Include how negative views have been/ will be addressed;

**10. Please provide the organisation's first year work plan using the table below**

What Do You Want to Achieve?	What Date do You Want to Achieve This By?	How Will You Achieve This?	What Support Do You Need?

10. Include as much information as possible for what you are looking to achieve with the grant requested

11. If you are awaiting a decision on funding from another source, please inform us immediately when you receive your decision

11. Tell us if the organisation/ group has received/ applied for any other grants from any other source for this project or activity? Include grant reference numbers and contact names and numbers

11.1 Please provide a copy of the organisation's accounts for the previous two financial years. State the dates covered by the financial statements / accounts and auditors of the financial statements

11.2 Include security measures that comply with Insurance cover requirements

11.2 If this application is for equipment please state where it will be kept and whether relevant and adequate insurance to cover the items is in place.

**Please note:** You will need to obtain two quotes for any single item over the value of £500. Four quotes for any single item over the value of £2,500.

## 12. References.

12.1 & 13  
We are asking for two referees. Both must be willing to talk about your application and must sign and date the form.

12.1 To be completed by a Senior Officer or committee member from the organisation or someone who has a good knowledge of the group and its activities;

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Post held: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Statement: To the best of my knowledge the information given on this form gives a true and fair account of the organisation's purpose, work and needs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Capacity: \_\_\_\_\_

13.  
For  
additional  
help please  
refer to the  
separate  
referee's  
guidance  
sheet  
included with  
your pack

### 13. Independent Referees.

Please refer to guidance notes before completing this section.  
To be completed by an independent someone who is external to and completely independent of the organisation, but who knows the work of the organisation well.

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Post held: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Statement: I know this organisation well and can talk to you about its work and this project if required. I have read and understood the guidance for independent referees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Capacity: \_\_\_\_\_

# Who can be an Independent Referee?

## ADDITIONAL GUIDANCE FOR COMPLETING SECTION 13.

This sheet provides additional information for applicants to Walsall's New Deal for Communities **Accorn Fund** to assist them in choosing the correct person to be their independent referee named in section 13.

Once you have chosen your referee, please ask them to read the other side of this sheet so that they can prepare for the assessment.

### **An Independent referee:**

- Is totally independent from the organisation,
- Knows the activities of the organisation well,
- Knows about the project that you are requesting funds for,
- Agrees to be available for a Development Worker to contact regarding this application

### **An Independent referee could be:**

- From another organisation with which you work closely
- From an organisation that refers clients to your service
- Someone who sees the outcomes of your work

### **An independent referee is not:**

- A member of staff or related to or a volunteer from your organisation
- A Trustee, member or related to the management committee from your organisation
- The parent of a person who benefits from the project
- A friend or relative of the applicant

# Are you an Independent Referee?

## ADDITIONAL GUIDANCE FOR COMPLETING SECTION 13.

Please ensure that you, as the Independent Referee named in section 13, read the information below before you sign the application.

### **What is the role of an Independent Referee?**

Development workers contact the independent referee so that they can have an objective view of the organisation and can find out about the organisation and its work from an outsider's perspective.

### **The Development Worker will ask you, as the independent referee about:**

- Your knowledge of the organisation
- Your relationship with the organisation
- Your knowledge of the application
- Your opinion of the project
- Your opinion on the ability of the organisation to carry out the project

The Development Workers work to tight deadlines, you will need to ensure that you are available for them to contact you. They will be in touch 1 – 4 weeks prior to the panel meetings. The meeting dates are detailed below, however please check with the Blakenall *info* Centre on 01922 711228 when the meeting that will discuss your application is due to be held.

14<sup>th</sup> February 2008

20<sup>th</sup> March 2008

24<sup>th</sup> April 2008

22<sup>nd</sup> May 2008

19<sup>th</sup> June 2008

17<sup>th</sup> July 2008

14<sup>th</sup> August 2008

18<sup>th</sup> September 2008

23<sup>rd</sup> October 2008

20<sup>th</sup> November 2008

Please remember that if the development worker is unable to contact you as the independent referee it may delay your event or affect the success of the application.

## Accorn Fund – check list

### **Before returning your application, please go through the following checklist:**

We are a community or voluntary group

We have enclosed a copy of our rules/ constitution

We have a bank account with 2 signatories  
(Who are not related)

We operate within the New Deal area

We have enclosed two quotes for any single item over the value of £500 and four quotes for any single item over the value of £2,500. We have enclosed more than one quote for spend on any one capital item (such as equipment) which is costing more than £100.

We have provided a full financial forecast, with a breakdown of costs, items and activities.

We have signed and dated the application

An Independent Referee has signed and dated the application. Required for applications over £2000.01

**Please be aware that from the time of submission of the application form to receiving the cheque, if successful, can take up to six weeks. Please bear this in mind when planning your event or project.**

**Please return the completed form to:**

**Community Involvement Team  
Blakenall *info* Centre  
4 Blakenall Heath  
Walsall  
WS3 1HL**

**Tel: 01922 711228  
Fax: 01922 409632**