

# WARD BUDGET GUIDANCE TO APPLICANTS

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## 1. APPLICANT DETAILS

Please provide contact details of your group. The contact person named here should be someone we can discuss the application with in detail. Give alternative telephone and mobile numbers if this will make it easier to contact you.

## 2. ABOUT YOUR ORGANISATION

Applications for funding must be from community groups, charities, agencies, council departments or other organisations that provide benefit to the residents of the local area

### 2a.

Briefly describe the aims of your group and what activities you already do (not what you plan to do)

### 2b.

Tell us who benefits from your current activities (who's going to benefit from the grant comes later)

### 2c

Provide details of the total number of people involved in your group so that we can get an idea of the size of your organisation

### 2d

It is Council policy that all staff or funded workers working with young people have Criminal Record Bureau clearance. For your application to be successful, we would expect your group to have a Child Protection Policy and those working with young people must have received CRB clearance.

## 3. PROJECT DETAILS

### 3a and 3b

Tell us what the project will do and when you expect the project will start and finish.

### 3c

Please provide details of any particular community or group of people that will benefit from the project. Tell us the number of people that will benefit but try to be realistic and do not over estimate. It is better to over achieve than not reach your targets.

### 3d

Have you consulted local people about the project? If yes, please provide details of who you consulted and what the results were.

**3e**

Provide details of any other groups or organisations that will be involved in the project. Tell us what their involvement is.

**3f**

What evidence will you collect to demonstrate the how local people have benefited from the project?

**4. PROJECT COSTS****4a**

This figure should show the cost of the project as a whole.

**4b**

This figure should show the amount you are asking from the Community Initiatives Budget. Please note that after receiving a grant, you will have to account for accurate expenditure.

**4c**

This only relates to the project for which you are applying for a Community Initiatives Budget grant, not your group as a whole. If funding from elsewhere has been applied for or received, please say how much and where it has come from.

**4d**

Some projects, principally internal Council ones, will have ongoing revenue implications for Hull City Council for future maintenance and other running costs. If this is applicable to your project, please provide details.

**4e**

This is your detailed budget breakdown. It will be helpful to both your group and us, if you provide as much detail as possible. You may provide your budget on a separate sheet if necessary.

**4f**

Please tell us what realistically you could do if you were only to receive three quarters, a half or one quarter of the Community Initiatives Budget funding that you have applied for.

**4g**

If applicable, tell us what will happen when the Community Initiatives Budget grant has been spent. How will the project/activity continue? (please identify the potential funding sources)

**5. BANK DETAILS**

This section is for external applicants only

**5d**

Account signatories are the people who have signed your bank mandate

## **6. DECLARATION**

Please check through you application and read the declaration before signing it

## **7. CHECKLIST**

Make sure that all sections of your application have been filled in and that you have attached copies of the supporting information requested.

## **NOTE TO APPLICANTS**

1. The rules which allow Hull City Council to make funding available for the Community Initiatives Budget are contained within Section 2 of the Local Government Act 2000 (the “Wellbeing Power”). This provision gives local authorities the power to do anything to promote the social, environmental and economic well being of their area provided that it is not expressly prohibited by law.
2. This is an application for funding only. Applicants must ensure that they obtain separately any other permission, consent or license which may be necessary for the purposes of the project for which funding is sought. A decision to approve funding does not imply that any other necessary permission, consent or license is or will be granted by Kingston upon Hull City Council.
3. If a project is subject to the need to obtain any separate permission including Criminal Records Bureau (CRB) checks, then this grant is specifically made subject to it being obtained. The grant cannot be paid out until this permission has been confirmed.
4. If you will need to buy in goods and services to run your project, you will need to demonstrate value for money.
  - External applicants must provide 2 alternative quotes for any items to be purchased i.e. equipment, materials
  - Internal projects must operate in accordance with the Council’s Standing Orders and Procurement Principles