Camden Advice Partnership

Grant Funding 2020-2027



Grant Application

**Organisation applying for the grant:**

Which topic area do you intend to deliver on?

Please refer to the service specification document and choose as many of the topic areas as you wish to deliver on by checking the box on the left

**Topic Areas**

|  |  |
| --- | --- |
|  | General Advice |
|  | Advice & Advocacy for Older People (Over 65) |
|  | Advice & Advocacy for Young People (16-25) |
|  | Advice & Advocacy for People with Disabilities |
|  | Debt & Money |
|  | Housing |
|  | Welfare Rights/Benefits |
|  | Employment & Immigration |

How much funding per year are you applying for?

£

Please refer to section three of the service specification for an indication of the funding available for each topic area.

Application Part One – About your organisation

This part of the application asks questions to check that organisations are eligible. It is not scored. Please refer to the service specification, particularly section 5 for more details.

1. The legal name of your organisation Registered address

Telephone number

Website address

2. Applicant contact details (who we can contact about this application)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Primary contact |  | Alternative contact |
|  |  |  |  |
|  |  |  |  |
|  | First and last name |  | First and last name |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Role in organisation Role in organisation

Contact address Contact address

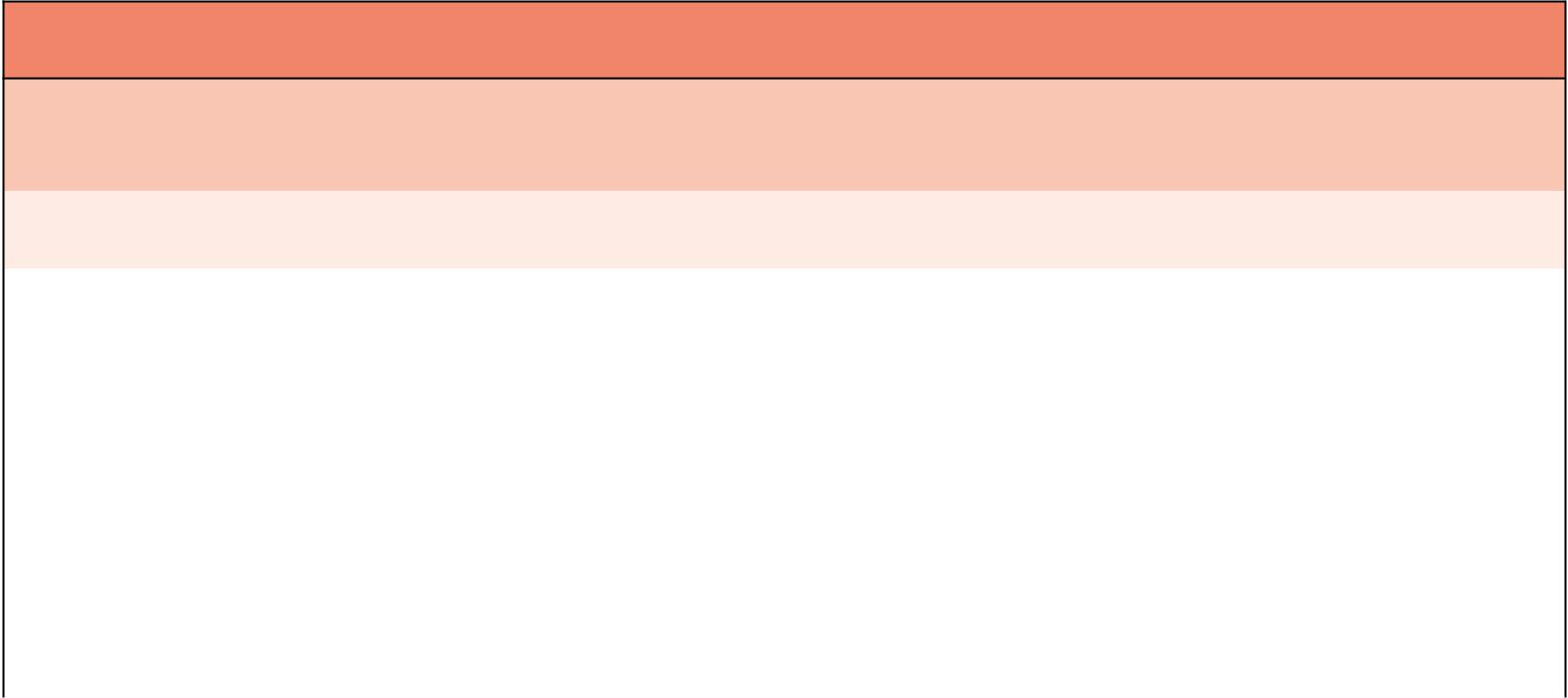
Telephone number Telephone number

Mobile number Mobile number

E-mail address E-mail address



Application Part One – About your organisation



3. Organisation

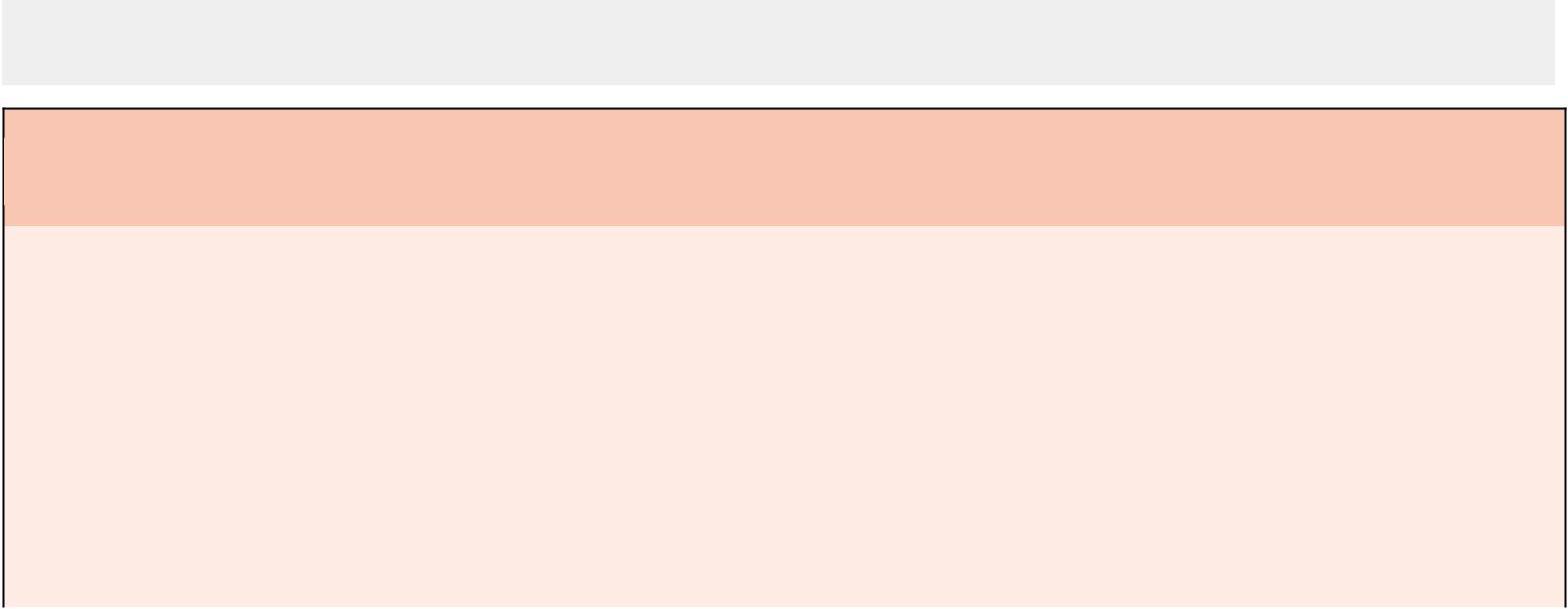
a. What type of organisation are you? Please tick all that apply.

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation type |  | Tick as appropriate | |  | Number | |
|  |  |  |  |  |  |  |
| Registered charity |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Limited company |  |  |  |  |  |  |
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| Community Interest Company |  |  |  |  |  |  |
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| Social Enterprise |  |  |  |  |  |  |
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| Other (please describe) |  |  |  |  |  |  |
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b. Please name any quality marks which you have (especially if you have achieved the Advice Quality Standard, AQS), or regulatory standards by which you are governed

c. In which year was your organisation established?

d. What is the name on your organisation’s bank account?



e. Please enter your organisation’s income, expenditure and reserves for the last three financial years.

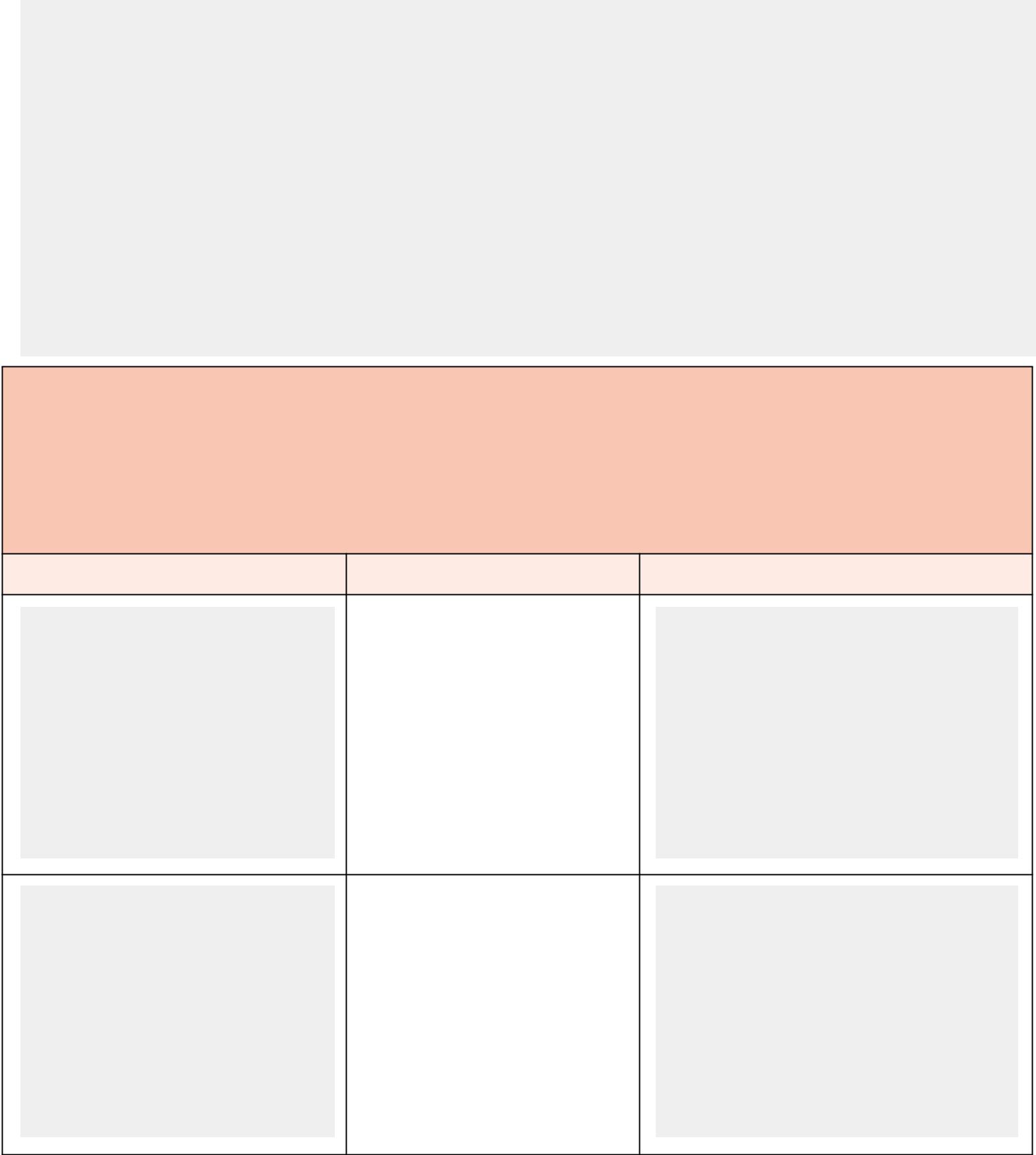
|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year |  | Income | |  | Expenditure | |  | Reserves |  |
|  |  |  |  |  |  |  |  |  |  |
| 2016/17 |  |  |  |  |  |  |  |  |  |
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| 2017/18 |  |  |  |  |  |  |  |  |  |
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| 2018/19 |  |  |  |  |  |  |  |  |  |
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| f. Are any of the signatories to the bank account related to each other? | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

If yes, please state names and describe relationship. If no, please state, ‘N/A’



Application Part One – About your organisation

g. Please insert here your organisation’s aims and objectives exactly as they are described in your governing document



h. Describe the key activities or services your organisation has provided in the last 12 months

This question is to provide context, so the information you give will not be scored. Name up to five activities. Say whether they are delivered directly, in partnership or indirectly. Also say who the beneficiaries or users have been, breaking that down into ‘protected characteristics’ under the Equality Act.

|  |  |  |
| --- | --- | --- |
| Activity or Service | How this is delivered | Type of beneficiaries or users |

Indirectly

Directly

In partnership

Indirectly

Directly

In partnership



Application Part One – About your organisation

Indirectly

Directly

In partnership

Indirectly

Directly

In partnership

Indirectly

Directly

In partnership

i. How many full-time or equivalent paid staff are there in your organisation?

j. How many volunteers do you currently have in your organisation (not including management committee members)?

k. How many volunteer hours in total have been worked in your organisation in the past 12 months?

l. How many trustees or management committee members does your organisation have? We expect a minimum of five trustees, three of whom must be Camden residents.

Number of trustees

Number of trustees who are Camden residents

Application Part One – About your organisation



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| m. Diversity of your trustee board or management | | | |  | Trustee Board/ | |  |  |  |  |  |  |
| committee, staff team and volunteers. Please | | | |  | Management | |  | Staff team | |  | Volunteers | |
| put numbers in the columns. | | | |  | Committee | |  |  |  |  |  |  |
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| Female | | | |  |  |  |  |  |  |  |  |  |
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| Disabled | | | |  |  |  |  |  |  |  |  |  |
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| Lesbian, gay, bisexual & transsexual (LGBT) | | | |  |  |  |  |  |  |  |  |  |
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| Older people (60+) | | | |  |  |  |  |  |  |  |  |  |
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| Younger people (under 25) | | | |  |  |  |  |  |  |  |  |  |
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| Camden residents | | | |  |  |  |  |  |  |  |  |  |
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| Minority |  |  |  |  |  |  |  |  |  |  |  |  |
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| communities are |  |  |  |  |  |  |  |  |  |  |  |  |
| represented then |  |  |  |  |  |  |  |  |  |  |  |  |
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| put numbers in |  |  |  |  |  |  |  |  |  |  |  |  |
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| three columns) |  |  |  |  |  |  |  |  |  |  |  |  |
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Application Part One – About your organisation



4. Additional information

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| --- | --- |
| a. Please submit the following documents and tick the box for each. | Submitted |
|  |  |
| Your constitution or governing document |  |
|  |  |
| Latest approved annual accounts if not available on the Charity |  |
| Commission website |  |
|  |  |
| Latest annual report |  |
|  |  |
| The names and addresses of current trustee board or management |  |
| committee members and number of years of service for each member |  |
|  |  |
| A current business plan |  |
|  |  |
| A copy of your organisation’s lettings policy |  |
|  |  |
| b. Please confirm your organisation has the following (but do not | Tick all relevant boxes |
| submit at this stage). |
|  |
|  |  |
| Valuing Diversity / Equal Opportunities Policy |  |
|  |  |
| Health and Safety Policy |  |
|  |  |
| Safeguarding Children and Vulnerable Adult Policy |  |
|  |  |
| Financial Procedures |  |
|  |  |
| Public Liability Insurance to a minimum £5,000,000 and Employers’ |  |
| Liability Insurance |  |
|  |  |
| If occupying Council property, a completed lease or leases for those |  |
| premises |  |
|  |  |
| Regular training and development opportunities for volunteers and |  |
| trustees |  |
|  |  |



Application Part Two – Governance

Use this section to give us an understanding of how your organisation is run and decisions are made. This will help us better understand how your organisation will deliver on the specified outcomes and contribute to the wider advice network.

Please refer to the service specification for a breakdown of how this section will be scored.

* 1. Governance

a. How are strategic decisions made in your organisation?

b. How are operational decisions made in your organisation?



Application Part Two – Governance

c. How do your service users and the local community inform and influence the work of the organisation?

d. How do you ensure that your staff are appropriately qualified to deliver advice services, especially where you may need specialist skills such as legal qualifications?



Application Part Three - Outcomes

Outcomes

This section is for you to describe how you intend to deliver on the outcomes set out in the service specification & award criteria documents, and how you will use the funding to achieve this.

This is the main part of the application which will be scored against the weighting outlined in section 5 of the service specification. Use this section to clearly describe how you intend to deliver on each of the outcomes outlined in the service specification section 5. As well as showing how you would deliver these outcomes, it is also important to show how you would measure these and show that you have been successful in their delivery.

**Criteria One**  
Organisations show how they would deliver the intended outcomes:  
- Residents have the right information and support so that they feel empowered and equipped to deal with problems themselves   
- Residents are able to access advice in a way and location that is best for them and they know where they can go for support   
- Reduction in poverty through ‘income maximisation’ meaning that people have accessed benefits they are entitled to   
- All residents from across our wide range of diverse communities have equal access to advice and no one is excluded   
- The amount of contact with services is reduced as residents are able to get information, advice and support from the service they trust   
- That all services in the advice network are working collaboration and are in regular contact so that emerging concerns and trends are regularly being identified and appropriately responded to.



Application Part Three – Outcomes

**Criteria one continued**



Application Part Three – Outcomes

**Criteria two**

Advice services are high quality and person centred



Application Part Three - Outcomes

**Criteria three**

Advice services adhere to the characteristics of the advice network to ensure that advice is preventative   
and proactive. These are:

* Focused on priorities and responsive to change
* Integrated, accessible and rooted in communities
* Strength based, empowering and enabling.
* A voice for individuals and communities.



Application Part Three - Outcomes

**Criteria four**

Advice network core element one: Services are easily navigable



Application Part Three - Outcomes

**Criteria five**

Advice network core element two: Planning and partnerships



Application Part Three – Outcomes

Criteria six

Advice network core element three: Gathering and using evidence



Application Part Three – Outcomes

What barriers or challenges do you anticipate that your organisation will face in delivering the outcomes described in this proposal?



Application Part Three – Outcomes

Is there anything else you want to tell us that you think might strengthen the rationale for why your organisation should receive funding from this grant?



Application Part Four – More information about your organisation

Finance

Please provide a budget for your organisation for the seven years from April 2020 to March 2027.

This is to help us see how you intend to use our investment for the maximum benefit of residents. We will look for value for money and how realistic your costs are in relation to the outcomes for residents that you propose to achieve.

* Please provide an overall budget for each of the 7 years and a separate breakdown for your core costs and each of the services/activities that you plan to deliver..
* Please note any other sources of income outside of this grant.

Please explain how you plan to use the funding that you are requesting in your application.



Application Part Four – More information about your organisation

Please give brief details of your plans for other fundraising and income generation.

This might include changes in new trading activities, and plans to generate income from trusts, foundations, legacies, private donors, businesses and through delivering other services. This is to help show us that your organisation has plans to remain sustainable beyond just this grant.

