

# BARNSELY METROPOLITAN BOROUGH COUNCIL

**Dearne Area Council Meeting:**

**Agenda Item 6**

**Report of Dearne Area Council  
Manager**

## **The Dearne Area Council mapping exercise and Dearne Development Fund**

### **1.0 Purpose of Report**

To update members regarding the mapping exercise that has been undertaken by the Dearne Area team and put forward the proposal for having a Dearne Development Fund in order to address the area priorities.

### **2.0 Recommendations**

- 2.1 That Members note the research and scoping exercise the Area Team have carried out in order to commission a service based on meeting the needs of the community.
- 2.2 That Members allocate £80,000 out of their commissioning budget to establish a grant regime, which will allocate grants from £1,000 - £15,000 in the 2015/16 financial year in order to enhance/improve provision that already exists within the Dearne Area, as suggested in the Dearne Development Fund options paper (Appendix 1)
- 2.3 That members agree to the establishment of a Dearne Development Fund allocation panel.
- 2.4 That the Service Director, Stronger Safer and Healthier Communities be authorised to approve grants of between £1,000 and £15,000 following consultation with the Dearne Development Fund allocation panel.
- 2.5 That the Dearne Development Fund Guidance Notes (Appendix 2) Application Forms (Appendix 3, 4) are adopted.

### **2.0 Community mapping**

Following a '*reviewing the priorities*' meeting on the 24<sup>th</sup> of June, 2015 the Area Council meeting on the 27<sup>th</sup> July, 2015 agreed the area priorities. At the meeting the members suggested that they would like the team to focus on young people, in particular NEETS, progression for school leavers, obesity and poverty but to also undertake a scoping exercise in relation to the health initiatives already in the area.

The Area Team have had several meetings with services that are operating in the Dearne Area. For example JCP, Salvation Army, young people's services, community groups, the Embankment Centre, PSS trainers who are now delivering the BEWELL Barnsley initiative. In addition the NEETS coordinator from BMBC is currently delivering an intensive pilot within the area in partnership with an external provider in order to try and reduce the amount of NEETS within the Dearne.

Although services and the third sector may have experienced cuts within their budget there is still a substantial level of provision within the Dearne that the Area Council could build upon and develop without the need to commission an external provider in an already saturated market.

The Area Council could decide to allocate its funds into a development fund in order to enhance and develop the services and groups that already operate within the area, rather than commissioning one provider and only meeting one of the five priorities. Various options are considered in the Dearne Development Fund options paper (Appendix 1).

### **3.0 Development Fund**

It is proposed that the Area Council allocates £80,000 of its remaining £126,562 into a development fund in order to meet the Area Priorities. This will ensure that the team works with the services and groups within the area in order to build resilience and develop the community. A development fund would ensure more issues and people are targeted based on the needs of the wider population.

The allocation of funds will be between £1,000- £15,000 and an allocation panel will be convened in order to discuss applicants and make recommendations. It is suggested that the final approval be delegated to the Service Director, Stronger, Safer and Healthier Communities. It is proposed that the panel will consist of a member from Dearne North and South, a resident and Area Manager.

**Draft forms are included in the appendix for further discussion.**

### **3.0 Considerations**

It is important to note that whilst working on applications the potential service or group have to meet the area priorities:

- *Environment*
- *Skills and learning for work*
- *Improving the economy*
- *Improving health*

- *Young people.*

Further the Dearne Area Council Budget is intended to provide services which will also address the corporate priorities:

- *Growing the economy*
- *Changing the relationship between the council and the community*
- *Improving people's potential and achievement*

#### 4.0 Options

The following options have been considered:

<b>Option:</b>	<b>Benefits</b>	<b>Risks</b>
A) Do Nothing	Funding can be allocated to other projects	Underspend Not delivering against priorities
B) Develop a Dearne Development Fund	Upskill local groups and services Align funding against Dearne Area Council priorities. Potential to deliver on a larger scale. Increased volunteering and social action.	Lack of funding applications Lack of skills to access funding Duplication
C) Internal Service Level Agreements (SLA) using existing providers to deliver against each priorities i.e. IYSS	SLA's in place quickly Fully trained and qualified staff	Lack of local involvement Potentially unable to deliver services that meet the specific needs of the Dearne. Capacity of internal services to deliver.
D) Formal commissioning process through YOR Tender	Open and transparent process Potential to attract significant amount of interest	Likely to attract external providers Providers unfamiliar with the area Risk of duplication Restricts local community groups applying through this process

The preferred option would be option B.

#### 5.0 Appendices

Appendix One: Dearne Development Fund Options Paper

Appendix Two: Dearne Development Fund Guidance Notes

Appendix Three: Dearne Development Fund Application £1000-£5000

Appendix Four : Dearne Development Fund Application £5000-£15000

**Officer:**

Claire Dawson  
Dearne Area Council Manager

**Tel:**

01226 775106

**Date:**

14<sup>th</sup> September 2015

## Appendix one

### Dearne Area Council Dearne Development Fund

#### Background and Context

Since January 2014 the Dearne Area Council has been focusing its resources on procuring a range of services to address its priorities agreed for the area. To date the Area Council has commissioned the following:

Priority	Tender	Contractor Appointed	Status
Skills and Learning for work, young people and improving environment	Training for Employment	Voluntary Action Barnsley	Contract Live
Environment	Environmental Enforcement	Kingdom Security	Contract Live
Environment	Housing Management / Enforcement	BMBC Service Level Agreement	Contract Live
Environment, Skills and learning	Clean and Green contract	Twiggs	Contract Live

Alongside commissioning the Dearne Ward Alliances have been supporting and developing projects, groups and events with a focus on sustainability, developing volunteering, social action and building community resilience.

The following options have been considered:

Option:	Benefits	Risks
E) Do Nothing	Funding can be allocated to other projects	Underspend Not delivering against priorities
F) Develop a Dearne Development Fund	Upskill local groups and services Align funding against Dearne Area Council priorities. Potential to deliver on a larger scale. Increased volunteering and social action.	Lack of funding applications Lack of skills to access funding
G) Internal Service Level Agreements (SLA) using existing providers to deliver against each priorities i.e. IYSS	SLA's in place quickly Fully trained and qualified staff	Lack of local involvement Potentially unable to deliver services that meet the specific needs of the Dearne. Capacity of internal services to deliver.
H) Formal commissioning process through YOR Tender	Open and transparent process Potential to attract significant amount of interest	Likely to attract external providers Providers unfamiliar with the area Risk of duplication Restricts local community groups applying through this process

The above outlines a number of options in order to further support local groups, organisations and not for profit organisations to deliver on the following Area Council priorities:

- Improving health
- Environment
- Young people
- Skills and learning for work
- Improving the economy

### **Preferred option and timescales**

Based on the above options this paper provides more detailed information for consideration on option B, developing a Dearne Development Fund. The following information is a proposed way forward for discussion.

The Dearne Development Fund would be a grants programme run over two rounds of funding in November and again in January 2016. £80,000 of the Area Councils allocation would be made available to help address the local priorities identified above. Awards could range from £1,000 to £15,000. This would be a one off grant funding opportunity, enabling projects to be delivered in the financial year 2015/16. If approved, project delivery would commence in the 2015/ 2016 financial year.

### **Aims and outcomes**

Approved grants would be for the benefit of the Dearne Area, and will meet both the Corporate and Area Council priorities. The aims and associated outcomes of the Dearne Development Fund are:

- Support local projects that address the priorities of the Dearne Area Council
- To ensure that £80,000 grant funding is made available and allocated as appropriate
- To take a collaborative approach working with local groups and providers to develop a programme of innovative solutions to addressing local challenges
- Link with other Dearne Area Council procured services, to support the over-arching aims of the Area Council
- Complement and add value to existing service provision
- Enable people to become active citizens
- To improve the health and emotional wellbeing of Dearne residents.
- Provide exciting and stimulating activities that will challenge and develop the potential of residents and raise their aspirations
- Involve local people in the design and delivery of services
- Inspire people to become more confident, enterprising and esteemed individuals
- Enable people to take ownership and make positive life choices
- Provide positive activities for children and young people
- Improve the environment

## **Who can apply?**

- Voluntary or community groups which are preferably locally led and run
- Registered Charities
- Social Enterprises
- Local businesses
- Services already operating within the Dearne area

Groups should preferably be locally led and run and be based within one of the two wards that make up the Dearne Council area and be able to show that:

- Their activities/services are open and accessible to all and primarily benefit those living in the Dearne Area Council.
- Projects/activities should deliver the Dearne Area Council priorities and the Council's Corporate priorities.
- Their projects/activities promote social action and volunteering.
- Added value and sustainability are an important part of the proposal.

## **Addressing Social Value objectives:**

As part of delivery of the Dearne Development fund providers will be required to actively contribute to the achievement of specific social value objectives.

These reflect the vision and corporate priorities of the Council and include:

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Use of local Voluntary Community Organisations and community groups
- Increase volunteering opportunities in the local community
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Local spend/use of local supply chains/sub-contracting locally

## **Process with Indicative timescales:**

### **1. Area Council Approval**

#### **September 15**

- Paper presented to Area Council meeting
- Seek approval from Area Council to deliver
- Agree two elected members (one per ward), one resident and Area Manager for the grant approval panel. Facilitated and supported by the area team.

## **2. Marketing Workshop**

October 15

The event will:

- Provide an overview and context to the programme
- Outline the key drivers for the programme
- Encouraging innovation and creative solutions
- Enable and actively encourage people to meet other groups
- Encourage a good and even spread across the two wards
- Develop a joint communication plan to collectively promote the programme
- Provide information about the application process (Appendix A & B) and support available (funding workshops)

## **3. Application process**

October 15

The application process for this programme:

- Dearne area team to brief the panel on guidance (Appendix C)
- Two applications forms (Appendix A & B): projects between £1000 - £5000 and £5000 - £15,000
- Application forms submitted and initially sifted by Dearne Area team to ensure they meet strict funding criteria and aims and objectives of fund
- Applications which meet the criteria evaluated and scored by the panel
- Successful applicants invited to give a presentation to the panel
- Unsuccessful applicants are informed and feedback provided
- Training needs and support identified by groups / providers

## **4. Grant Awards**

November 2015

- Approvals made by the Service Director, Stronger, Safer and Healthier Communities, following consultation with the Dearne Area Fund panel.
- The Dearne Area team provisionally agree associated quarterly reporting and performance management arrangements/ outcomes/targets/reporting schedule.
- A report detailing awards to be made taken to the Dearne Area Council .

## **5. Projects start**

November 2015

- Necessary paperwork completed to enable projects to start/payments to be made

## **6. Ongoing Reporting and Evaluation**

November 2015

- Quarterly reporting will be an important part of the process for successful organisations
- The information gathered will be reported to Dearne Area Council on a quarterly basis

- An evaluation of the process and successful projects will be carried out after a 6 month period.

## **7. Second grants round**

January 2016

- Analysis of funding across area and by priority. Potentially target promotional against any gaps
- Repeat grant process
- Build in any lessons learnt from first round

### **Principals for a Dearne Development Fund:**

- The Provider / organisation must be willing to work in collaboration with the Dearne Area team during the application process.
- Providers must state how activities promote social action and volunteering
- Where possible local residents who live in one of the two wards that make up the Dearne Area should be involved in delivery projects. The services and provision should include increasing confidence, self-esteem, attitudes and aspiration.
- It is key that services and provision developed and delivered should reflect the views of local people living in the area. All activity should be proactive, flexible and innovative in its approach to interventions and activities.
- The activities / services should reflect the needs of the individual wards.
- Proposals should not duplicate existing provision but should be for activities that are over and above existing provision. Applications for continuation funding will be considered against this criteria.
- Interventions/activities should aim to be innovative, vibrant and high quality.
- This “grants” opportunity aims to help develop capacity in order to bid for future procurement opportunities.
- Organisations and their proposals should primarily benefit those people living in the two wards that make up the Dearne Council area.
- There will only be two opportunities to put forward Dearne Council Award proposals in 2015
- Ideas should deliver the Dearne Area Council priorities and should be underpinned by the Council’s Corporate priorities.
- Promoting social action and volunteering should be an integral part of any ideas/proposals
- Sustainability should be addressed by all applicants
- Added value should be an important part of any proposal
- Outcomes and outcome indicators will be identified and agreed accordingly



## Appendix Two: General guidance

# Dearne Area Council Dearne Development Fund

### What is the Dearne Development Fund and who is it for?

The Dearne Development Grant is a grants programme established by the Dearne Area Council for 2015/2016 that addresses the identified Dearne Area Council Priorities and is aimed at community groups, organisations, not for profit organisations and local businesses.

The Dearne Area Council comprises of elected 6 councillors who work collaboratively on behalf of the Dearne North and Dearne South Ward which make up Dearne Area. The Area Council is supported by a team of officers called The Dearne Area Team.

### Where is the Dearne Area?

The Dearne area sits in the east of the borough of Barnsley and is part of the Dearne Valley link which brings Barnsley together with Doncaster to the north and Rotherham to the south. The area has seen a number of major physical changes over the last 10 years including the development of both commercial and residential properties and new road schemes. The area covers 16 sq. km with a population of 22,387.



## How much can be applied for?

The Dearne Area Council has made £80,000 available to help address local priorities.

Awards will range from £1000 to £15,000. Two applications will be used. One for £1000 - £5000 and one for £5000 - £15,000

Groups are eligible for up to 100% of the project costs however the Dearne Development Fund Panel appreciates efforts made by groups to contribute to or find other funding which will help towards the total project costs.

## What kind of projects/activities can be funded and when should they be delivered?

Any local project is eligible for funding, provided it will benefit the community and contribute towards the Dearne Area Council's **and** the Council's Corporate priorities.

Project delivery should commence in the 2015 /16 financial year.

Examples of projects may include:

- Improvements to your area
- Positive activities/projects for young people
- Improving the health and wellbeing of local people
- Coordinating improved communication amongst local people

## Priorities

### Dearne Area Council Priorities:

Improving health

Environment

Young people

Skills and learning for work

Improving the economy

### Barnsley Council's Corporate Priorities are:

Thriving and vibrant communities	Create more jobs and businesses through appropriate provision of business, enterprise and employment programmes to reduce worklessness amongst those currently unemployed and increase skills levels of our current and future workforce
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Supporting resilient communities	<p>Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley</p> <p>Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering</p> <p>Facilitate greater self-help</p> <p>Engage local communities in helping them shape decisions and services in their neighbourhood</p>
Citizens achieving their potential	<p>Target young people, families and communities who may need extra help in gaining the skills and experience they need to succeed</p> <p>Make the improvement of people's health and wellbeing everybody's business, with an emphasis on prevention and the contribution that all services can make</p> <p>Prioritise the reduction in health inequalities between different parts of the Borough</p> <p>Ensure that the Council plays a strong part in keeping the Borough safe, and work with others to improve community safety</p>

### Who can apply to the Dearne Development Fund ?

- Any local formally constituted voluntary or community group
- Registered Charities delivering in the Dearne Area.
- Not for profit organisations
- Local businesses

Groups applying should preferably be based within one of the two wards that make up the Dearne Area Council area and be able to show that:

- Their activities/services are open and accessible to all (inclusive) and primarily benefit those living in the Dearne Area Council area.
- Projects/activities should contribute to the Dearne Area Council priorities and the Council's corporate priorities.
- Their projects/activities promote social action and volunteering.
- Added value and sustainability are an important part of the proposal.

**N.B. These are the criteria upon which the applications will be judged.**

## How to apply

There is an application process to follow and grants will be recommended for approval by a panel elected by the Dearne Area Council.

- All application forms should be completed and submitted by ?
- A panel will meet to consider all the applications
- You may be asked to do a presentation at a panel meeting
- You will be notified of a decision within 4 weeks of the closing date

If successful you will work with the Dearne Area Team to agree how your project will be evaluated.

N.B. If the panel have any questions relating to an application, a representative may be called upon to meet with a member of the Area Team.

For further information and to request an application pack please contact:

The Dearne Area Team on 01226 787559 or 775106 [clairedawson@barnsley.gov.uk](mailto:clairedawson@barnsley.gov.uk)

## Conditions for Awards

- a) Any award must be spent exclusively for the purposes set out in the application.
- b) Any equipment purchased will not be disposed of without the written permission of the Dearne Development Fund and must be returned to the Panel for distribution to a local Community Group with similar priorities, as appropriate.
- c) Any amount of the award not spent within 12 months will be returned within the agreed timescale.
- d) All financial records, receipts etc. will be kept for at least 2 years following the award.
- e) Applicants will be required to provide copies of receipts of expenditure within 12 months of issuing the payment or evidence of action if an order is placed.
- f) Groups receiving award will be asked to provide an evaluation and may be asked to report to future Area or Ward events to share their story about the benefits of receiving a Dearne Area Council grant

Utilise the Love Where You Live (LWYL) logo when promoting your project. Love Where you Live is a Barnsley brand than which we hope will inspire local volunteers and unite the hundreds of people already working together to make our communities a better place. For more information visit the Love Where You Live Website which was launched in September 2014.

<http://www.lwylbarnsley.co.uk/>

## Procedure

- a) A project representative may be invited to meet with the Dearne Development Grant Panel to talk about their proposal.
- b) Decisions made on applications will be final and there will be no right of appeal.
- c) If successful, the applicant will be asked to work with the Area Team to agree outputs, targets and milestones.
- d) Appropriate monitoring and evaluation information, relevant to the project will need to be collated for submission to the Area Team. This must include case studies.
- e) A payment for the approved amount will be sent to applicants, with a covering letter and the agreed contract of what will be delivered.

## Is there support to help groups develop their ideas and/or complete the application form?

Yes, support is available from the Dearne Area Team on 01226 775106 or [clairedawson@barnsley.gov.uk](mailto:clairedawson@barnsley.gov.uk)

Please get in touch.

## Appendix Three: Application Form (£1000 - £5,000 Projects)

# Dearne Area Council Dearne Development Fund

Please read the guidance notes before you start to complete this form. We hope that you will find it quite straight forward but please call the Dearne Area Team on Tel. 01226 775106 if you have any questions about the form or application process. We need you to provide us with as much detail as possible about your proposed project to enable the Grants Panel to make a decision. The information contained in this application will form the basis of your Dearne Development Fund contract. It is therefore important that the information you provide in this form is accurate.

### Part One – About your organisation

#### 1.1 What is your organisation's name?

#### 1.2 What type of organisation are you?

Voluntary or community organisation

Registered Charity

Social Enterprise

Not for profit small business

Other

Local Business

Please provide details

#### 1.3 Organisation details

When did your organisation start?

#### 1.4 Who is contact for this application?

Name	
Position in the group	
Address	
Postal code	
Telephone number	
E-mail address	

## 1.7 Child Protection and the protection of young people and vulnerable adults

If you are applying for a project to work with children, young people or vulnerable adults, you need to be sure they will be safe. As a minimum you must have a relevant policy and the policy must be put into practice. It is your responsibility to have acceptable protection policies and procedures in place.

If your project will be working with one of these groups, tick this box to confirm that your Organisation has the relevant policies in place

## 1.8 Policies

The policies you need will depend upon your activities, how many people you work with and if you employ staff.

Please confirm which of these policies you have:

Health and Safety

Equalities and Diversity

Insurance

Data Protection

Volunteer Policy

Environmental Policy

Recruitment, Discipline and Grievance Policies

## Section 2 - About your project

### 2.1 Project Name

### 2.2 When will your project take place?

Your project should not start before November 2015

Start date:

(dd/mm/yyyy)

End date:

(dd/mm/yyyy)

### 2.3 Which ward/s is covered by your project?

Dearne North

Dearne South

Both wards

### 2.4 Tell us more about your project

Please tell us about:

- the challenges your project will help to address
- any research you have carried out or other evidence that shows your project is needed
- your consultation with beneficiaries/and or other organisations and people that show your project is needed
- how your project will add to any existing services or projects and fill any gaps

(500 word limit)

### **2.5 Dearne Area Council Priorities and Barnsley Council Priorities**

Please tell us about:

- the Dearne Area Council and BMBC priorities your project will help to address and how it will address them
- examples of activities and interventions to be delivered

(200 word limit)



**2.6 Please indicate who you have consulted with and any other groups and organisations that will be involved in the project?**

**2.7 Beneficiary Involvement**

Please tell us who will be involved in your project and how they will be involved in planning, developing and running your project.

Please tell us about:

- who will be involved in your project (people and organisations)
- if you will be working with any other organisations to deliver your project
- how your beneficiaries (people and organisations) will be involved in;
  - Developing, running and evaluating your project.

**2.8 Social Action and Volunteering**

Please tell us about:

- How your project will promote social action and volunteering
- What social action and volunteering activities will be taking place
- How many volunteers will be involved with your project and what they will be doing
- How you will recruit new volunteers to your project
- How you will measure the impact of social value from your project (for example, number of jobs created, volunteer hours achieved, volunteer opportunities created)

**Section 3 – Monitoring and Evaluation**

The questions you complete in this section will form part of your project monitoring. They will be used to report back to the Dearne Area Council.

Be realistic in the answers you give for your milestones, outcomes, indicators and activity intervention.

**3.1 Milestones**

Please provide a number of key milestones for your project.

Milestone	To be achieved by
For example: Recruitment of staff	May 2014

### 3.2 Outcomes and Indicators

What difference will your project make and by when?

Below, please state the 2-4 outcomes your project will achieve.

The interventions/activities you deliver as part of your project should directly contribute to achieving the project outcomes.

List up to three indicators for each of your project outcomes. For each indicator show the level of change (for example, how many people will benefit) and when you would expect to see that change (for example, after six months).

<b>For example:</b> Outcome: Improved health and wellbeing of young people	<ul style="list-style-type: none"> <li>• Young people taking part in sport and fitness programmes</li> <li>• Improved self-esteem and confidence in young people</li> </ul>	<ul style="list-style-type: none"> <li>• 20 young people</li> <li>• 50 young people</li> </ul>
<b>Outcome 1</b>		
<b>Outcome 2</b>		
<b>Outcome 3</b>		
<b>Outcome 4</b>		

### 3.3 Quarterly Monitoring

Please list the activities/sessions that you have identified in section 3.2 and that you will be delivering as part of your project.

Please complete the table below indicating quarterly targets for each of the interventions/activities listed. The total project target column should be the same as identified in section 3.2

Key:

Quarter 3 – October – December 2015

Quarter 4 – January – March 2016

Quarter 1 – April – June 2016

**T** = Target

**A** = Actual

Activity/Intervention	Quarter 3		Quarter 4		Quarter 1		Total Project target
	T	A	T	A	T	A	
For example: Number of people attending sessions	15		20		20		

### 3.4 Evidence

As part of your monitoring, your milestones, outcomes, activities and interventions will need to be evidenced. Please tell us how you will evidence these, for example, photographs, questionnaires, case studies, attendance lists. Tell us what you will provide on a quarterly basis.

## Section 4 – Equal Opportunities

**4.1** How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?

Your project should be open to as wide a range of people as possible. You need to have thought about how you'll address any difficulties people may have finding out about and using your project. Please tell us how you will do this.

**Section 5 – The funding you need**

**5.1 Budget table**

Complete the table to show us how much your project will cost and what you plan to spend your grant on.

<b>Total project costs – include VAT where applicable</b>			
	<b>Total</b>	<b>Amount requested from the Communities Better Together fund</b>	<b>Funding from other sources</b>
<b>Revenue Costs</b>			
Salaries, NI and pensions			
Recruitment			
General running expenses			
Training			
Travel			
Other – please detail			
<b>Total revenue costs</b>			
<b>Capital Costs</b>			
Equipment – please detail			

<b>Total capital costs</b>			
<b>Total project costs</b>			

**5.2 How does your project represent good value for money?**

**5.3 Project Funding**

If some of the money for your project will come from other sources, please give us the details below.

**Section 6 – Declaration and signatures**

**Data Protection**

If you have applied for, or hold, a grant with us, we will use the information you give us during the assessment of your application and the life of your grant to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts.

### Declaration

We confirm that we are duly authorised to sign this declaration on behalf of the applicant organisation.

We confirm that this application and the proposed project within it has been authorised by the management committee, other governing body or board or, if a statutory organisation by a senior member of staff.

We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

We understand that, if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if we knowingly withhold any information, this could make our application invalid and we will be liable to repay any funds.

We confirm our organisation has the legal powers to set up and deliver the project described in this application form.

### Signatory one

This must be the main contact named in question 1.4 of this form

Title	<input type="text"/>	Forename	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>			Date	<input type="text"/>
Signature	<input type="text"/>				

On behalf of  
(organisation name)

Home address

## Section 7 – Check your application is complete

boxes to confirm that:

We have enclosed the relevant documents: constitution, structure, terms of reference.	
The main contact has signed the declaration in section 7	
The chair, chief executive, or person of a similar authority in your organisation has signed the declaration in section 7	
We have enclosed our most recent annual accounts or three months bank statement	
We have enclosed a copy of our child protection and/or vulnerable adults policy	
We have enclosed a copy of our insurance policies (only relevant if applying for capital items)	
We have enclosed a copy of our public liability insurance (for events)	

## Section 8 – Submitting your application form

How to send us your form:

Send your completed form to the postal or email address below. Your application form should reach us no later than (date to be added)

Postal address Dearne Area Team, Goldthorpe Library, Barnsley Road Goldthorpe Rotherham, S63 9NE

Email address [clairedawson@barnsley.gov.uk](mailto:clairedawson@barnsley.gov.uk)



## Appendix Four: Application Form (£5000 - £15,000 Projects)

# Dearne Area Council Dearne Development Fund

Please read the guidance notes before you start to complete this form. We hope that you will find it quite straight forward but please call the Dearne Area Team on Tel. 01226 775106 if you have any questions about the form or application process. We need you to provide us with as much detail as possible about your proposed project to enable the Grants Panel to make a decision. The information contained in this application will form the basis of your Dearne Development Fund contract. It is therefore important that the information you provide in this form is accurate.

### Part One – About your organisation

#### 1.1 What is your organisation's name?

#### 1.2 What type of organisation are you?

Voluntary or community organisation

Registered Charity

Social Enterprise

Not for profit small business

Other

Local Business

Please provide details

#### 1.3 Organisation details

When did your organisation start?

How many people are on your organisation's management committee or board of directors?

Please append the following information to your application where possible. Tick the relevant documents:

Constitution

Structure

Terms of reference

#### 1.4 Who is the main contact for this application?

Name	
Position in the group	
Address	

Postal code	
Telephone number	
E-mail address	

**1.5 Who is the secondary contact for this application?**

Name	
Position in the group	
Address	
Postal code	
Telephone number	
E-mail address	

**1.6 What is your organisation's current financial position?**

Select one option and fill in the amounts from your accounts or projection.

Information from the latest accounts approved by your organisation   
 12 month projection because you've been running less than 15 months

Account year ending Day  Month  Year

Total income for the year £

Total expenditure for the year £

Surplus or deficit at the year end £

Total savings or reserves at the year end £

**1.7 Child Protection and the protection of young people and vulnerable adults**

If you are applying for a project to work with children, young people or vulnerable adults, you need to be sure they will be safe. As a minimum you must have a relevant policy and the policy must be put into practice. It is your responsibility to have acceptable protection policies and procedures in place.

If your project will be working with one of these groups, tick this box to confirm that your

Organisation has the relevant policies in place

### 1.8 Policies

The policies you need will depend upon your activities, how many people you work with and if you employ staff.

Please confirm which of these policies you have:

Health and Safety

Equalities and Diversity

Insurance

Data Protection

Volunteer Policy

Environmental Policy

Recruitment, Discipline and Grievance Policies

## Section 2 - About your project

### 2.1 Project Name

### 2.2 When will your project take place?

Your project should not start before November 2015

Your project should be completed by November 2016

Start date:

(dd/mm/yyyy)

End date:

(dd/mm/yyyy)

### 2.3 Which ward/s is covered by your project?

Dearne North

Dearne South

Both wards

### 2.4 Tell us more about your project

Please tell us about:

- the challenges your project will help to address
- any research you have carried out or other evidence that shows your project is needed
- your consultation with beneficiaries/and or other organisations and people that show your project is needed
- how your project will add to any existing services or projects and fill any gaps

(500 word limit)

**2.5 Dearne Area Council Priorities and Barnsley Council Priorities**

Please tell us about:

- the Dearne Area Council and BMBC priorities your project will help to address and how it will address them
- examples of activities and interventions to be delivered

(200 word limit)

**2.6 Please indicate who you have consulted with and any other groups and organisations that will be involved in the project?**

**2.7 Beneficiary Involvement**

Please tell us who will be involved in your project and how they will be involved in planning, developing and running your project.

Please tell us about:

- who will be involved in your project (people and organisations)
- if you will be working with any other organisations to deliver your project
- how your beneficiaries (people and organisations) will be involved in;
  - Developing, running and evaluating your project.

**2.8 Social Action and Volunteering**

Please tell us about:

- How your project will promote social action and volunteering
- What social action and volunteering activities will be taking place
- How many volunteers will be involved with your project and what they will be doing
- How you will recruit new volunteers to your project
- How you will measure the impact of social value from your project (for example, number of jobs created, volunteer hours achieved, volunteer opportunities created)

**Section 3 – Monitoring and Evaluation**

The questions you complete in this section will form part of your project monitoring. They will be used to report back to the Dearne Area Council.

Be realistic in the answers you give for your milestones, outcomes, indicators and activity intervention.

**3.1 Milestones**

Please provide a number of key milestones for your project.

Milestone	To be achieved by
For example: Recruitment of staff	May 2014

**3.2 Outcomes and Indicators**

What difference will your project make and by when?

Below, please state the 2-4 outcomes your project will achieve.

The interventions/activities you deliver as part of your project should directly contribute to achieving the project outcomes.

List up to three indicators for each of your project outcomes. For each indicator show the level of change (for example, how many people will benefit) and when you would expect to see that change (for example, after six months).

<b>For example:</b> Outcome: Improved health and wellbeing of young people	<ul style="list-style-type: none"> <li>• Young people taking part in sport and fitness programmes</li> <li>• Improved self-esteem and confidence in young people</li> </ul>	<ul style="list-style-type: none"> <li>• 20 young people</li> <li>• 50 young people</li> </ul>
<b>Outcome 1</b>		
<b>Outcome 2</b>		
<b>Outcome 3</b>		
<b>Outcome 4</b>		

### 3.3 Quarterly Monitoring

Please list the activities/sessions that you have identified in section 3.2 and that you will be delivering as part of your project.

Please complete the table below indicating quarterly targets for each of the interventions/activities listed. The total project target column should be the same as identified in section 3.2

Key:

Quarter 3 – October – December 2015

Quarter 4 – January – March 2016

Quarter 1 – April – June 2016

**T** = Target

**A** = Actual

	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Quarter 1</b>	<b>Total Project target</b>
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Activity/Intervention	T	A	T	A	T	A	
For example: Number of people attending sessions	15		20		20		

### 3.4 Evidence

As part of your monitoring, your milestones, outcomes, activities and interventions will need to be evidenced. Please tell us how you will evidence these, for example, photographs, questionnaires, case studies, attendance lists. Tell us what you will provide on a quarterly basis.

## Section 4 – Equal Opportunities

**4.1** How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?

Your project should be open to as wide a range of people as possible. You need to have thought about how you'll address any difficulties people may have finding out about and using your project. Please tell us how you will do this.



**Section 5 – The funding you need**

**5.1 Budget table**

Complete the table to show us how much your project will cost and what you plan to spend your grant on.

<b>Total project costs – include VAT where applicable</b>			
	<b>Total</b>	<b>Amount requested from the Communities Better Together fund</b>	<b>Funding from other sources</b>
<b>Revenue Costs</b>			
Salaries, NI and pensions			
Recruitment			
General running expenses			
Training			
Travel			
Other – please detail			
<b>Total revenue costs</b>			
<b>Capital Costs</b>			
Equipment – please detail			

<b>Total capital costs</b>			
<b>Total project costs</b>			

**5.2 How does your project represent good value for money?**

**5.3 Project Funding**

If some of the money for your project will come from other sources, please give us the details below.

**5.4 Payment Schedule**

Please note grants under £5000 will be paid in full before the start of your project and grants over £5000 will be paid quarterly.

Please detail how you would like to receive your grant. The total amount should equal the grant amount requested.

	<b>Payment Amount</b>
Quarter 3 – October – December 2015	£
Quarter 4 – January – March 2016	£

Quarter 1 – April – June 2016	
<b>Total Amount</b>	£

## Section 6 – How you will run your project

### 6.1 Project management

How do you plan to manage your project?

Please tell us:

- about any experiences you have of delivering projects
- about the staff and volunteers on the project
- how you will make sure that the people working on the project will have the right skills and knowledge
- how you will manage your project budget
- what will happen to your project when our grant ends

## Section 7 – Declaration and signatures

### Data Protection

If you have applied for, or hold, a grant with us, we will use the information you give us during the assessment of your application and the life of your grant to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts.

### Declaration

We confirm that we are duly authorised to sign this declaration on behalf of the applicant organisation.

We confirm that this application and the proposed project within it has been authorised by the management committee, other governing body or board or, if a statutory organisation by a senior member of staff.

We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

We understand that, if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if we knowingly withhold any information, this could make our application invalid and we will be liable to repay any funds.

We confirm our organisation has the legal powers to set up and deliver the project described in this application form.

**Signatory one**

This must be the main contact named in question 1.4 of this form

Title  Forename  Surname

Position  Date

Signature

On behalf of  
(organisation name)

Home address

**Signatory two**

This should be the chair, chief executive or a person of similar authority in your organisation. This person must be different to signatory one.

I confirm that this application and the proposed project within it has been authorised by the management committee or other governing body.

Title  Forename  Surname

Position  Date

Signature

On behalf of  
(organisation name)

Home address

### Section 8 – Check your application is complete

boxes to confirm that:

We have enclosed the relevant documents: constitution, structure, terms of reference.	
The main contact has signed the declaration in section 7	
The chair, chief executive, or person of a similar authority in your organisation has signed the declaration in section 7	
We have enclosed our most recent annual accounts or three months bank statement	
We have enclosed a copy of our child protection and/or vulnerable adults policy	
We have enclosed a copy of our insurance policies (only relevant if applying for capital items)	
We have enclosed a copy of our public liability insurance (for events)	

### Section 9 – Submitting your application form

How to send us your form:

Send your completed form to the postal or email address below. Your application form should reach us no later than (date to be added)

Postal address Dearne Area Team, Goldthorpe Library, Barnsley Road, Rotherham, S639NE

Email address [clairedawson@barnsley.gov.uk](mailto:clairedawson@barnsley.gov.uk)