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| **What you will be asked**  **Knowsley Community Grant Fund**  2k,5k & 10k Application | | | |
| Section 1) Required evidence | | | |
| Applicants are responsible for providing true, accurate and complete information. Applications that are not true, accurate or complete will not be appraised.  Please note:  The Council will use online resources, for example Companies House, Experian and the Insolvency Register, to verify the information provided on the self-declaration form  Information and data will be shared with Government under the National Fraud Initiative (NFI); this matches electronic data within and between public and private sector bodies to prevent and detect fraud.  If you provide false or inaccurate information, the Council will take appropriate action.  Full details on how we use and store your information are included in the Terms and Conditions and Privacy Notice. Please read both documents before completing the self-declaration.  A community group/organisation will be excluded from receiving a grant if it:   * is dissolved or about to be dissolved * is insolvent or if insolvency action had been instigated against it (including any petition or where a striking off notice has been made) * is dormant i.e., not trading but not insolvent * has ceased trading * is not viable   You will need to following documents to hand before starting this application:   * Governance document * Most recent bank statement (dated within past 3 months) * Most recent accounts or income/expenditure sheet | | | |
| Section 2 ) Trustee Details | | | |
| Provide a list of your Trustees/Directors/Management Committee Members. Remember there must be at least three and unrelated | | | |
| Lead Applicant   * Forename * Surname * DOB * Home address * Postcode | Trustee / Committee 1   * Forename * Surname * DOB * Home address * Postcode | Trustee / Committee 2   * Forename * Surname * DOB * Home address * Postcode | Trustee / Committee 3   * Forename * Surname * DOB * Home address * Postcode |

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| Section 3) Safeguarding Policy | | |
| As part of the process of applying to this Fund, you are required to submit a suitable Safeguarding Policy. This Policy will then be reviewed by Social Care officers. Subject to its review, applicants may be required to make recommended changes to their policies and resubmit to the Council, via the Funding Portal, within a designated timeframe where it will then be reassessed.  In addition, all applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Disclosure Barring Service (DBS) checks, relevant public liability and/or a health and safety policy, depending on proposed activity and agree to provide evidence of such documentation should a request be made.  Before you proceed, can you confirm that the safeguarding policy you are uploading covers the following important information.  - Areas of Adults’ and or Children’s safeguarding policies that we would expect to see included:  - Definition of safeguarding, types of abuse, and legal framework (Care Act 2014) (Sections 14.17 – 14.24 – types of abuse)  - Aims of safeguarding (Section 14.11)  - 6 principles of safeguarding (Section 14.13)  - Making Safeguarding Personal (MSP) (Sections 14.14 – 14.15)  - How to raise a concern (including up to date contact details for Knowsley’s MASH – tel. 0151 443 2600)  - Review of safeguarding policy (annual review required)  For Children’s Safeguarding, you might wish to review “Working Together to Safeguard Children” – see link below – so that you might make reference to this and the principles outlined within it.  [Working together to safeguard children - GOV.UK](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) | | |
| Does your safeguarding policy comply with the above guidance? | | |
| Yes | | No |
| Safeguarding Policy upload | | |
|  | Please confirm if you have made any amendment’s that you will ensure the revised policy is approved by your trustees/committee members/directors | |

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| Section 4 ) Organisation Details | | | |
| \* Name of organisation - You can find your correct legal name on your governing document. What your governing document is called depends on your organisation type. It may be called a constitution, memorandum and articles of association, or something else entirely. | | | |
| \* Type of organisation | | | |
| Give any reference or registration numbers you have:  *Not all organisations will have a charity registration number or a company number. if you do have one, please ensure you include it. If you are not a registered charity or company, don’t worry, you can still apply to Knowsley Community Grant Fund.* | | | |
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| \* What is the main or registered address, including postcode, for your organisation.  *If you are a registered charity or company this address should match your registered address.*  *If using a home address, please include any house name or flat number.* | | | |
| \*Address Line 1 | \*Address Line 2 | \*Address Line 3 | \*Postcode |
| \*What ward is your organisation/group based in? | | | |
| \* Bank/Building Society | \*Account Name *(bank account must be in the groups name)* | \*Account No | \* Sort code |
| \* Tell us about your organisation ( max 750 characters)  *Who leads your organisation, how is it governed? How many people are involved? Who will deliver the project, when did the group set up, how long have you been running or is the group new? Tell us about the impact your organisation has achieved.* | | | |
| \* Are you presently commissioned by Knowsley Council to deliver any sort of services within the Borough, this includes to schools. *If yes, please give details below. Please ensure you include contract name, amount and duration of contract as the name of your contract manager.* | | | |
| \* Are you currently in receipt of any other funding from Knowsley Council? *If yes, please give details below including funding period (for example, £5000 from March 23 to March 24 for Hardship Support)* | | | |
| \* In relation to the project(s) you are proposing, are you in receipt of funding from any other sources that contribute to the overall costs of the project(s)? | | | |

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| Section 5) Recipient Details | | |
| \* Name of project | | |
| What ward will your activity be delivered in? | | |
| \* Lead person for project | | |
| \* Date of birth of lead person for project | | |
| \* Telephone Number – Recipient organisation/group | | |
| \* Email *(for lead contact in recipient organisation)* | | |
| \* Confirm email | | |
| Website/Social Media address | | |
| \* Are you related to or connected in any way to an Elected Member of the Council? | | |
| Yes | | No |
| If yes,  \* If you are related to or connected to an elected member of the Council (councillors) or an employee of the council, please give details here. | | |
| \* Are you employed by the Council? | | |
| Yes | | No |
| If yes,  \* Tell us more about your job, for example, job title, team and department. | | |
|  | **£5,000 Application Question Only**  I confirm that my project will take place between November & March | |

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| Section 6) Project Details | | | |
| The Knowsley 2030 Strategy includes a priority to make Knowsley a place where strong and safe communities can shape their future.  The Knowsley Council Plan 2025 - 2030 is underpinned by an ethos of Stronger Communities with a clear focus placed on the Council’s role in supporting residents to thrive and helping people overcome inequality. | | | |
| The Knowsley community fund will focus on the following priority themes; please select which theme(s) your project aligns with: | | | |
| Encourage growth that benefits everyone – ensuring our communities and town centres can flourish. Achieved by Building an inclusive economy, Place Leadership and by Responding to the Climate Emergency and Achieving Net Zero.  *(Project ideas might be employability projects, skills for life projects, training and education projects, community asset transfer infrastructure and or capital projects, green projects, projects that support the pipeline from schools into work)* | | Deliver targeted support to encourage fairness and opportunity – for those residents facing the biggest challenges. Achieved by supporting Early Intervention and Prevention, Building Stronger Communities and Tackling Inequality.  *(Project ideas might be hardship support projects, winter support delivery, projects that encourage physical activity, specific SEND support, positive activities that support young people, supporting the lives of disabled children and their families, mental health support, start for life and beyond projects, community cohesion projects and other general community activities).* | |
| Yes | No | Yes | No |
| *\*Please note that the project ideas above are only examples and we would encourage the development of your own project ideas that meet the above priority areas.*  ***Statement on £2,000 application only***  *Organisations can apply to receive one allocation of up to a maximum of £2,000. This is intended for new organisations or new project ideas that require a small allocation of seed funding to allow ideas to be launched and tested.*  ***Statement on £5,000 application Only***  *Organisations can apply for one allocation of up to a maximum of £5,000. This level of grant is intended to help residents stay warm, safe and well over a five-month period during winter, specifically throughout the months November to March only.*  *Organsiations can apply for £5000 intended specifically for Winter delivery between the months of November 2025 and March 2026.*  ***Statement on £10,000 application Only***  *Organisations can apply for one allocation of up to a maximum of £10,000. This level of grant is intended for established organisations wishing to sustain activity by expanding and or extending current activity.* | | | |
| Use the space below to summarise your project explaining as much as you can how it will deliver against the priorities you have selected above. | | | |
| **£2,000 Application question only**  Use the space below to describe what is new about your project and how you know it is needed | | | |
| **£5,000 Application Question Only**  Please use the space below to describe how your project will support residents throughout the Winter months. | | | |
| **£10,000 Application Question Only**  Describe your project and how you plan to sustain, expand, or extend current activity. How do you know that the project is currently working and that growth is needed? | | | |
| In no more than 50 words, please use the space below to explain to us exactly what you would use the funding for. Please note that after your full application has been assessed, this particular section will used as a prompt at the decision panel so please be as specific as possible | | | |

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| Section 7) Impact and Objectives | | | | |
| Impact | | | | |
| Which category best describes the impact your project will have? (tick all that apply).   * Projects or activities that improve life skills, employability, employability readiness and enterprise * Projects or activities strengthen Community Cohesion * Projects or activities support reduction in social isolation and disadvantage * Projects or activities that promote access to local services * Projects or activities that provide increased support for physical, social and mental wellbeing of residents. * Projects or activities that support Community Safety * Projects or activities that support Children and Families * Projects or activities that specifically support the Special Educational Needs and Disabilities offer; * Projects or activities that support Net Zero * Projects or activities aimed at improving health (activities that reduce health inequalities, support mental health, physical activity, reduce social isolation etc * Projects or activities that support underrepresented groups * Projects or activities that support Knowsley’s Youth Offer * Projects or activities that support Parents and or Carers * Other Projects or activities not listed above that support Early Intervention and Prevention | | | | |
| Outcomes | | | | |
| Select the three main outcomes your project or activity will support. | | | | |
| Outcome one  *(Will be a drop-down menu)* | | Outcome two  *(Will be a drop-down menu)* | | Outcome three  *(Will be a drop-down menu)* |
| Describe in more detail the outcomes you intend to achieve with this project e.g. reducing social isolation by bringing older people together to participate in regular activities. | | | | |
| Beneficiaries | | | | |
| How many people will benefit from this funding? | | | | |
| Who will the primary beneficiary for this Project? | | | | |
| Is there anyone else who will benefit from this project (tick all that apply) | | | | |
| * Long term unemployed * People with Low Skill Levels * Children (0-5) * Children (5-11) * Young People (11-18) * Children and Young People (SEND) * Adults (SEND) * Black, Asian and Minority Ethnic (BAME) * Families/Parents/Lone Parents * Young People LGBTQIA+ * Adults LGBTQIA+ * Carers * Ex Offenders/At Risk of Offending * Men * Women | | | * Older People * People Living in Poverty * People Living with Mental Health Difficulties * People with Physical Difficulties * Refugees/Asylum Seekers/Immigrant * People who have or are suffering from Abuse * Victims of Crime * Local Residents * Armed Forces Veterans and their Families * Care Experienced Young People * Not in Education, Employment or Training (NEET) * Other | |
| If other, please explain further: | | | | |
| Section 8) Monitoring & Evaluation | | | | |
| Knowsley aims to be an inclusive and welcoming place, how will the project support people from different backgrounds to take part/ work together /build communities? (50 words) | | | | |
| How will you ensure that the project/service is accessible and inclusive? (Accessibility involves designing systems to optimise access. Being inclusive is about giving equal access and opportunities to everyone wherever possible | | | | |
| If successful you will be required to use one or all of the following logos: | | | | |
|  | I agree to using the following logos in all comms or promotions regarding the project | | | |

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| Section 9) Project Financial Summary | | | | |
| Is your organisation VAT registered? | | | | |
| Yes | | | No | |
| *If yes, please note that only the net figure on invoices/receipts can be claimed.* | | | | |
| Core costs will only be supported within the 5 month (if winter delivery project) or 12-month funding period and must evidence that they are directly related to the project outlined in the application and not for wider work (such as management salaries, general office costs, accountancy and audit, fundraising and compliance costs etc.).  A contribution towards a salary is acceptable, however, evidence of this might be asked for.  It is recommended that core and management costs must account for no more than 15% of the funding request combined.  Breakdown of Costs (list what money will be spent on)  Office supplies £450  Travel £50  Staff Salaries £500 (X per hour by x weeks)  Room Hire £500  Please note only money requested from Knowsley Community Grant Fund | | | | |
| Description: |  | Amount: | |  |
| Description: |  | Amount: | |  |
| Description: |  | Amount: | |  |
| How much are you applying for from the Knowsley Community Fund? (£) | | | | |
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| Section 10) Declaration | |
|  | I have read and agree to the following terms and conditions/grant agreements relating to any Funds granted |
|  | I confirm that the information contained in this application is correct. |
|  | I give permission for the funders to record details of my organisation electronically |
|  | I give permission to be included in The Live Well Directory website |
|  | I give permission to be included in future mailing lists as described above, funding opportunities and newsletters. |
|  | Contact you in the event of local or national crisis for example, flood or pandemic. |
|  | To contact my organisation by phone, post or e-mail with information about other related activities and funding opportunities. |
|  | I have read the Guidance / FAQs in the application pack including the information on funding criteria and eligible organisations. |
|  | I commit that any funding received from this Council fund will be solely used for the named project described in this application. |
|  | I have included the correct recipient organisation’s contact and banking details with this form as explained in the Guidance. |
|  | I agree to ensure that all financial records relating to this project will be held for 6 years and will be made readily available to KMBC in order to enable an audit of funding programmes to commence. I also agree to retrieving such information regardless of whether a cost will be incurred to do so. |
|  | I confirm that all the information provided is accurate to the best of my knowledge. |
|  | I confirm that all necessary policies and procedures are in place, including insurances, to cover the work of my organisation and run this project. |
|  | I confirm that all necessary person checks have been conducted in relation to my organisations employees and volunteers, such as relevant DBS checks and that these can be provided upon request. |
| Name | |
| Position in Organisation | |
| Date | |