

**Action Oldham Seed Corn Grant (up to £1,000)**

Thank you for your interest in doing your bit to help make Oldham a place where co-operative action makes a real and lasting difference to the lives of local people. The Action Oldham Project Fund is made available through the generous contributions of local people, businesses, and local partners. The Fund and its grant scheme is managed and administered by Action Together and an independent grants panel is responsible for making decisions on funding awards.

**Eligibility**

To apply for funding, please ensure that you:

* are based or working in the area of Oldham Borough Council and the project beneficiaries are Oldham Borough residents
* are committed to supporting the principles of equality and diversity, consistent with the policies of Action Together
* have at least three unconnected people on the board or committee, have a written constitution that outlines how your affairs are managed and all profits are reinvested in your social purpose
* have an evidenced income of less than £500,000 a year
* have a project that will finish within 12 months from receiving the fund
* did not receive Action Oldham Funding in the previous financial year

Priority will be given to projects that wish to experiment with new ideas and new approaches to developing opportunities.

Organisations receiving funding from the Action Oldham Fund are asked to help with the sustainability of this fund by pledging to ‘give back’ and supporting with fundraising activities. We recommend you contact Susan on 0161 339 2345 or susan.pownall@actiontogether.org.uk for examples of how you can ‘give back’.

**Priorities for Action Oldham Fund 2017**

Working with Oldham residents helping them to make to most of their strengths and assets:

* supporting them to make long term improvements to their lives by enhancing skills (projects that support or encourage local people into work or volunteering, for example: confidence building projects, skill building programmes, self-esteem workshops.)
* supporting them to make long term improvements to their wellbeing (projects that improve physical or mental health and wellbeing, for example: starting an exercise or walking group, reading groups, workshops on health awareness projects.)
* supporting them to realise their visions and make long term improvements to their communities (projects that help communities and groups become more sustainable, for example fitting of new flooring enabling a room to be rented out, help towards innovative ideas for marketing and promoting your community asset or development of volunteers and paid staff)

The Fund particularly wants to support projects that wish to experiment with new ideas and new approaches to developing opportunities.

**Exclusions**

We will not fund:

* individuals
* social enterprises and organisations trading for profit or intending to redistribute grant awards
* statutory organisations, such as local authorities, schools and the police force
* projects seeking to promote religious or political views, or to exclusively benefit members of religious or political groups
* retrospective costs (projects/activities that are already taking place, have taken place or have been paid for)
* projects where the majority of the activity takes place outside of the Borough of Oldham
* overseas travel or activities
* contributions to larger/major appeals

If you need advice or support to complete your application form, please contact one of our development team on 0161 339 2345 who will be happy to discuss your project or idea.

**Objectives and Principals**

We particularly welcome projects which address one or more of the objectives and principles of the Fund:

**Objectives:**

* Enable local communities to identify and implement local solutions to local problems, and provide appropriate support
* Promote voluntary social action and a culture of volunteering
* Promote co-operation and collaboration within and between communities
* Promote equality of opportunity and inclusion

**Principles:**

* Sustainability – Action Oldham Fund should be replenished from a series of sources, which includes interest accruing from investment of dormant trust fund monies; and fund-raising activities; Contributions from donors or others.
* Innovation and making a difference – Action Oldham Fund will seek to support, where possible, projects that wish to experiment with new ideas and new approaches to familiar problems.
* Added value – Action Oldham Fund will seek to add value, for example by offering match-funding to unlock bigger investments for Oldham.

**Completing the application form**

* Please ensure that ALL boxes on this form are completed.
* Guidance notes are included with the questions.
* A number of questions state a specific word count, all words over this number will be deleted before submission to the grants panel.
* To avoid any delays in processing your application we ask you to include all the additional information that is requested in the checklist at the end of this form. Incomplete applications or those which do not include the correct supporting documentation will not be submitted to the panel.
* Applications must be received by email. Supporting information can be posted but must be with Action Together by the deadline date.
* The deadline for applications is **Monday 29 October 2018**, 12 noon. Late submissions will not be accepted.
* Successful applicants will be informed of the panel’s decision within 1 month of the deadline date.
* When your application form is complete, please return to grants@actiontogether.org.uk
* Please put “Action Oldham Fund Grant Application” and the name of your organisation in the subject field of your email.

If you have any queries about the application form or application process, please contact the development team on:

* Telephone: 0161 339 2345
* Email: development@actiontogether.org.uk

ACTION TOGETHER CIO Charity Registration Number: 1165512

Please complete the application form below.

**Section One: Your organisation**

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| **Name of Organisation:** |  | |
| **Address of Organisation:** |  | |
| **Contact Details:** | **Main Contact** | **Second Contact** |
| **Name:** |  |  |
| **Position in group:** |  |  |
| **Telephone Number:** |  |  |
| **Mobile Number:** |  |  |
| **Email address:** |  |  |
| **Address (including postcode):** |  |  |
| **Website address:** |  | |
| **Facebook:** |  | |
| **Twitter:** |  | |

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| **What type of organisation are you?** (please tick) (Applicants must fall in to one of the following categories: Community groups, voluntary organisations, registered charities, the community work of faith groups, social enterprises and community interest companies, where there is accountability to the public via a board of trustees or to a membership and where all profits are reinvested in the social purpose of the organisation.) |
| Registered charity – Number ………………………. |
| Not for profit registered company – Number …………………… |
| Community Interest Company – Number ……………………. |
| Constituted Community Group / Club / Society |
| Other (please explain) |

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| **What is your organisations aims and objectives?** What are you set up to do? | | |
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| **When did your organisation start?** | Please give date:(dd/mm/year) | |
| **Are you a member of Action Together?** | Yes / No Please delete as appropriate | |
| **What was your organisation’s income for the last financial year?** | | **£** |
| **Which of the following do you have? (please tick as appropriate)** | | |
| Governing Document  Bank account in organisation’s name with at least two unrelated signatories  Public Liability Insurance  Safeguarding policy | | |
| **Have you completed the Quality in Action Award?** | Yes / No Please delete as appropriate | |

**Please note:** The ‘Quality in Action Award’ is a locally recognised quality assurance framework for Voluntary, Community and Faith Organisations working in Oldham and Tameside. By achieving the Quality in Action Award, organisations can demonstrate that they meet the minimum quality standard for working within the community. If your organisation does not have this award in place, you will be required to actively work with Action Together, throughout the lifetime of the grant, towards achieving this award. Please contact the Development Team for further information if required.

**Section Two: Your project**

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| **What is the name of your project?** |  | | |
| **When will your project start and end?** (The start date should be at least two months after the deadline date for applications; the end date should be within one year of the start date) | | | |
| Start date: | | End date: | |
| **What is your idea/ what will you do with the grant?**  We would like to know how you got the idea for this project and who will be running it, do you have the right people and skills? What, where and when will the activities take place and how does this fit into Action Oldham’s priorities? We would like to know about your beneficiaries and if you are working in partnership with anyone else (Please use Arial, size 12 and only use a maximum of **500 words** to answer the question. Anything over will be deleted) | | | |
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| **Which of the funding priorities for 2018/2019 does your project fit into?** (Your project must meet one of the priorities listed to be considered for funding. Please only tick one box) | | | |
| supporting them to make long term improvements to their lives by enhancing skills (projects that support or encourage local people into work or volunteering, for example: confidence building projects, job clubs, skill building programmes, self-esteem workshops.)  supporting them to make long term improvements to their wellbeing (projects that improve physical or mental health and wellbeing, for example: starting an exercise or walking group, reading groups, workshops on health awareness projects.)  supporting them to realise their visions and make long term improvements to their communities (projects that help communities and groups become more sustainable, for example fitting of new flooring enabling a room to be rented out, help towards innovative ideas for marketing and promoting your community asset or development of volunteers and paid staff) | | | |
| **How have you included the views of beneficiaries, local people and volunteers when designing this project?** (maximum 300 words) | | | |
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| **What changes or difference will your project make and how will you measure and prove this?** (Please explain the results, difference or change you intend for your project to have on the local community or target beneficiaries and how will you collect this information.  For example, you could collect numbers of people attending regular sessions or devise case studies and feedback sheets to show that outcomes for users of a refugee centre include improved English language skills and improved confidence in accessing services and reduced isolation.) Please use no more than 300 words. | | | |
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| **How many people will directly benefit from the project?** | | |  |

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| **Please provide a breakdown of how you will spend the grant** | | | |
| Item | Breakdown (how have you worked out your costings?) | | Amount Requested |
| e.g Room hire | 12 x 2hr monthly sessions at £10 per hour | | £240.00 |
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| Total amount requested from the Action Oldham Seedcorn Fund? | | | £ |
| Total cost of project? | | | £ |
| If relevant where is the rest of the money coming from? | | | |
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| Have you got this match funding in place already? | | Yes / No Please delete as appropriate | |

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| What will happen to the project once this funding runs out? |
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**Section Three: Action Oldham Fundraising**

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| **What will you do to give back to the Action Oldham Fund and when?**  This grant comes from the Action Oldham Fund, a project designed to drive local giving in the form of cash donations, personal and professional time and skills or the donation of physical resources. The team at Action Oldham Fund organises fundraising events and promotes the fund to support financial giving from individuals, businesses and local partners. All money raised goes into this fund and is distributed to local charities through Action Oldham grants.  We want the scheme to be sustainable so that it can continue to benefit communities across Oldham in future years. Therefore, all groups receiving funding from the Action Oldham Fund will be asked to do their bit in return.  Please tell us how you will support the sustainability of this fund and how you will help to support the various fundraising activities of Action Oldham. For example, you could take part in our annual ‘Dress up Silly for Santa’ day, take on a sponsored challenge event such as Yorkshire Three Peaks Walk, offer raffle prizes or volunteer your face painting skills for an event.  It is recommended that you contact Susan on 0161 339 2349 or [susan.pownall@actiontogether.org.uk](mailto:susan.pownall@actiontogether.org.uk) for further examples of how you could give back. |
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**Section Four: Management Committee/Board Details**

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| **Please list the contact details for all your committee members** | |
| Chairperson Name | Chairperson Address |
| Treasurer Name | Treasurer Address |
| Secretary Name | Secretary Address |
| Committee Member Name | Committee Member Address |
| Committee Member Name | Committee Member Address |
| Committee Member Name | Committee Member Address |
| Committee Member Name | Committee Member Address |
| **Are any of these people related outside of the group? E.g. Married, siblings, co-habiting, parent, business partner.** | |
| **Yes / No**  (please delete as appropriate) | |
| **Do any of these people have a prior connection, affiliation or interest in Action Together or Oldham Council? E.g. employee, councillor, affiliate.** | |
| **Yes / No**  (please delete as appropriate) | |
| **If yes to the above two questions, please give details** | |
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**Section Five: Check list**

Please confirm that your organisation has the relevant supporting information required by the funder. **Please note you do not need to supply this with your application.** All successful applicants will be required to supply a copy of these documents as part of the grant agreement, prior to any funding being released.

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| **Required supporting information** |
| Governing document |
| Bank account in organisation’s name with at least two unrelated signatories (we will require a copy of a bank statement) |
| Insurance (if applicable) (public liability and employers’ liability if you employ staff) |
| Safeguarding policy (if applicable) |

**Section Six: Conditions of grant**

If successful in full or part, we confirm that we accept the following conditions:

* We will only spend the grant money in accordance with our grant application form. If there is a need to change the use of the grant, we will request permission from Action Together as soon as possible
* We will support the sustainability of this fund by ‘giving back’ as stated in the application form
* If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform Action Together immediately.
* We reserve the right to ask for capital assets such as laptops, desks, machinery etc to be returned to Action Together if the project / organisation finishes within two years of receipt of this grant.
* We will ensure the group makes the project as accessible as possible and agree to implement and ensure equal opportunities.
* We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and we will supply copies of documents if requested.
* We acknowledge responsibility for all risk assessment and health and safety checks for the project.
* We will ensure that all volunteers and staff working with any vulnerable people are DBS checked, as appropriate, and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
* We will be happy for Action Together to visit the project for monitoring and evaluation purposes. All original receipts will be kept and copies made available for Action Together.
* At the end of the project (within a year of receipt of the grant) we will produce a short report (including photos and beneficiaries feedback) outlining how the funding benefited your group and others that you worked with. The project will be publicised through the Action Oldham campaign and we agree that Action Together can use all this material for promotional purposes.
* We will ensure that the above report is given to Action Together in the require timescales and understand that failure to do so will influence future funding application decisions.
* We accept that we may be asked to return this grant should Action Together deem the evidence provided by us in our end of grant report is unsatisfactory. This will also apply if Action Together discovers that money has been spent on items not specified in the original application form and grant offer.
* We will highlight the support of Action Together and the Action Oldham Fund in all publicity material and send copies to AO with our end of project report.
* We will repay any money unspent during the project lifetime to Action Oldham within a month of our project ending.
* We understand that if we don't meet these terms and conditions our grant may be withdrawn.

**Declaration**

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified or any grant awarded will be payable on request.
2. If the information changes in any way I will inform Action Together as soon as possible.

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| **Main contact for this project:** |  |
| Role within organisation: |  |
| Signature: |  |
| Date: |  |

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| **Senior contact for the organisation (e.g. Chair, Vice-Chair or Treasurer)** |  |
| Role within organisation: |  |
| Signature |  |
| Date: |  |

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| **Please send your completed application by email to:**  Email: [grants@actiontogether.org.uk](mailto:grants@actiontogether.org.uk)  **The deadline for this application is Monday 29 October, 12 noon**  Please put “Action Oldham Fund Grant Application” and the name of your organisation in the subject field of your email.  Late submissions will not be accepted. |