



London Borough of Tower Hamlets

Mainstream Grant Commissioning 2015-18

Application Form

Closing date:

GENERAL INFORMATION

1	Organisation name:	<input type="text"/>
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2	Organisation address and postcode:	<input type="text"/>	
	Phone number:	<input type="text"/>	Website: <input type="text"/>

3 Geographical Area Based

Please tick the ward your organisation is based in. (See guidance note x for further information)

Bethnal Green	<input type="checkbox"/>	Bromley North	<input type="checkbox"/>
St Peter's	<input type="checkbox"/>	Bromley South	<input type="checkbox"/>
Weavers	<input type="checkbox"/>	Mile End	<input type="checkbox"/>
Spitalfields & Banglatown	<input type="checkbox"/>	Limehouse	<input type="checkbox"/>
St Dunstan's	<input type="checkbox"/>	Lansbury	<input type="checkbox"/>
Stepney Green	<input type="checkbox"/>	Poplar	<input type="checkbox"/>
Whitechapel	<input type="checkbox"/>	Blackwall & Cubitt Town	<input type="checkbox"/>
Shadwell	<input type="checkbox"/>	Canary Wharf	<input type="checkbox"/>
St Katherine's and Wapping	<input type="checkbox"/>	Island Gardens	<input type="checkbox"/>
Bow East	<input type="checkbox"/>	Out of Borough	<input type="checkbox"/>
Bow West	<input type="checkbox"/>		

4 Legal Status
What is the legal status of the organisation?1 None 2 Unregistered Organisation 3 Registered Charity 4 Company Limited by Guarantee 5 Other - *please specify* **5 Charity Number** (if applicable) **6 Company Registration Number** (if applicable) **7 Governing Document(s)**
(See guidance note x for further information) **CONTACT DETAILS (Application)****8 Prefix** (Mr, Mrs, Miss, Ms, etc) **9 First Name** **10 Last Name** **11 Job Title** **12 Email address**

ORGANISATION & ADMINISTRATIVE DETAILS

13 General Organisational Administration and Management

Please answer all of the following questions (**See guidance note x for further information**).

i When was your organisation formally constituted or established?

ii Who are your organisation's primary target beneficiaries?

iii How many people on your Management Committee/Board?

iv How many of the Management Committee/Board are women?

v How many of the Management Committee/Board are from BME communities?

vi How many of the Management Committee/Board have a disability?

vii How many members of the Committee/Board are Tower Hamlets residents?

viii Does your organisation have a written Safeguarding Policy?

ix Does your organisation have written financial systems and procedures?

x Does your organisation have a bank or building society account?

xi Does your organisation have a written fundraising strategy?

xii Does your organisation have a written health and safety policy?

xiii When was your organisation's equalities and diversity policy last approved?

xiv Does your organisation have a written volunteer induction and training programme?

xv How many paid (FTE) members of staff are employed by your organisation?

xvi How many (FTE) of the organisation's paid employees are Borough residents?

Your responses to the above may be subject to verification checks as part of the application assessment process

The primary objective with these questions is to help with the population of fields within GIFTS so that we have useful information about third sector orgs to be used for various purposes – for example funding opportunities for BME-led or Women-led organisations. Some of the information will also be used to assess eligibility

14 Compliance

What is the organisation's current position with regard to the filing of documents and the validity of information registered with the Charity Commission? (**See guidance note x for further information**)

15 Organisational Structure & Governance

Describe the trustee, management and staffing structure of the organisation together with the key strengths which enable it to effectively deliver its agreed aims and objectives (max 200 words). (**See Guidance Note x for further information**).

PROJECT PROPOSAL

16. Theme

Please indicate which Theme you are applying to. (See guidance note x for further information)

Theme 1 – Children, Young People and Families

Theme 2 – Jobs, Skills and Prosperity

Strand 1 – Routeways to Employment

Strand 2 - Social Welfare Advice Services

Theme 3 – Prevention, Health and Wellbeing

Theme 4 – Third Sector Organisational Skills Development

Priority 1 - Support to Council funded organisations

Priority 2 - General support to organisations in the borough

Theme 5 – Community Engagement, Cohesion and Resilience

17 Consortium

Is your application being made on behalf of a consortium – please select

 Y

 N

18 Project Name & Contact Details

(For projects receiving funding these details will be published on the Council's grants web portal)

What is the name of your Project?

18a Prefix (Mr, Mrs, Miss, Ms, etc)

18b First Name

	<input type="text"/>
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18c	Last Name
	<input type="text"/>

18d	Job Title
	<input type="text"/>

18e	Telephone Number
	<input type="text"/>

18f	Email Address
	<input type="text"/>

19. Geographical Area Served

Please tick the ward(s) your project serves. (See guidance note x for further information)

Bethnal Green	<input type="checkbox"/>	Bromley North	<input type="checkbox"/>
St Peter's	<input type="checkbox"/>	Bromley South	<input type="checkbox"/>
Weavers	<input type="checkbox"/>	Mile End	<input type="checkbox"/>
Spitalfields & Banglatown	<input type="checkbox"/>	Limehouse	<input type="checkbox"/>
St Dunstan's	<input type="checkbox"/>	Lansbury	<input type="checkbox"/>
Stepney Green	<input type="checkbox"/>	Poplar	<input type="checkbox"/>
Whitechapel	<input type="checkbox"/>	Blackwall & Cubitt Town	<input type="checkbox"/>
Shadwell	<input type="checkbox"/>	Canary Wharf	<input type="checkbox"/>
St Katherine's and Wapping	<input type="checkbox"/>	Island Gardens	<input type="checkbox"/>
Bow East	<input type="checkbox"/>		
Bow West	<input type="checkbox"/>		

20	Project Short Description
	Please give a short summary of your project – maximum 50 words (See guidance note x for further information) – This description will be used to publicise your project.

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21 Project Description

Please describe your project clarifying how it meets the detailed service specification – maximum 800 words **(See guidance note x for further information)**

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22 Project/Service Outcomes

Please tell us what outcomes you think your project or service will achieve – maximum 150 words **(See guidance note x for further information)**

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23 Measurement of Project/Service Outcomes

Please tell us how you will measure your proposed outcomes – maximum 150 words **(See guidance note x for further information)**

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24 Milestones

Please list the key milestones and the dates they will be achieved – maximum 150 words (**See guidance note x for further information**)

Milestone	Deadline

25. Outputs

Theme 1 – Children, Young People & Families

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Theme	Number of users accessing services	The number of users accessing the service / activity / project	Completed registration form, and assessment of the needs of the user				
Theme	Number of users accessing services for the first time	The number of users accessing the service / activity / project for the first time	Completed registration form, and assessment of the needs of the user. Clear statement that this is the first time the user is accessing the services				
Theme	Number of residents referred to other organisations	This is a formal referral following an assessment of the client's needs. The organisation the client is referred to must accept and acknowledge the referral. Note this is not the same as 'signposting' where the client is advised of another organisation that might be able to help.	Initial assessment of the client's needs, referral form completed stating the nature of the referral, written acknowledgement from organisation that has accepted the referral.				
Project							
Project							
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Project							

Theme 2 – Jobs, Skills & Prosperity

Strand 1 – Routeways to Employment

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Theme	Number of residents initially engaged and assessed	First contact with the programme followed by initial assessment of a client's needs	Completed registration form, and assessment of the barriers to employment.				
Theme	Number of residents given ongoing employment support through the programme	Support must include an assessment of the barriers to employment and a completed individual action plan. Individual reviews tracking progress against the agreed action plan should happen throughout the time on the programme. Support should last for a minimum of 6 weeks.	Completed registration form, an assessment of the barriers to employment and an individual action plan. A record of whether the person receiving support is new to the programme or is an existing user. Individual reviews against the agreed action plan.				
Theme	Number of residents engaged in accredited training.	Attendance at a programme of accredited training completed	Completed attendance sheets for training, information of training undertaken and the accreditation. Copies of relevant certificates				
Theme	Number of residents engaged in confidence building and basic skills programmes.	Attendance at a non-accredited course or session.	Completed attendance sheets and information of training / activity undertaken.				
Theme	Number of residents referred to other organisations	This is a formal referral following an assessment of the client's needs. The organisation the client is referred to must accept and acknowledge the referral. Note this is not the same as 'signposting' where the client is advised of another organisation that might be able to help.	Initial assessment of the client's needs, referral form completed stating the nature of the referral, written acknowledgement from organisation that has accepted the referral.				
Theme	Number of residents	As above but organisation receiving referral must provide a job brokerage	As above but client should be tracked to confirm whether they were able to get a				

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
	referred to Job Brokerage services	service	job. If so this should be reported as an indirect job outcome				
Theme	Number of residents into employment with jobs that are sustained for at least 13 weeks	That a job seeker has commenced a sustainable job that is expected to last beyond a period of 13 weeks following support through the programme	Completed registration form, evidence of action planning and support provided. Supporting evidence from employer to confirm a start date and tracking at 13, 26 and 52 weeks. Proof of identity and eligibility for work.				
Theme	Other appropriate outputs based on identified need	Delivery organisations / consortia should define additional outputs in line with above	Evidencing requirements must be specified as above				
Project							
Project							
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Project							

Strand 2 – Social Welfare Advice Services

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Theme	Number of new enquiries / new matter starts (NMS)	Refers to the number of enquiries, not the number of clients. Support can include assisted information, general help and casework	Client contact sheet / triage form. Support given and type eg. Welfare Rights, Debt & Money Advice, Housing. Each client should have a file with each enquiry, support given and outcome.				
Theme	Number of clients assisted	The number of clients assisted by the provider, each client counted once.	Client contact sheet / triage form. File detailing support given.				
Theme	Number of residents referred to other organisations	This is a formal referral following an assessment of the client's needs. The organisation the client is referred to must accept and acknowledge the referral. Note this is not the same as	Initial assessment of the client's needs, referral form completed stating the nature of the referral, written acknowledgement from organisation that has accepted the referral.				

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
		'signposting' where the client is advised of another organisation that might be able to help.					
Project							
Project							
Project							
Project							

Theme 3 – Prevention, Health & Wellbeing

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Theme	Number of users accessing services	The number of users accessing the service / activity / project	Completed registration form, and assessment of the needs of the user				
Theme	Number of users accessing services for the first time	The number of users accessing the service / activity / project for the first time	Completed registration form, and assessment of the needs of the user. Clear statement that this is the first time the user is accessing the services				
Theme	Number of residents referred to other organisations	This is a formal referral following an assessment of the client's needs. The organisation the client is referred to must accept and acknowledge the referral. Note this is not the same as 'signposting' where the client is advised of another organisation that might be able to help.	Initial assessment of the client's needs, referral form completed stating the nature of the referral, written acknowledgement from organisation that has accepted the referral.				
Project							
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Project							
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Theme 4 – Third Sector Organisational Development

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Theme	Number of organisations supported	Number of organisations supported: <i>this is expected to be a minimum of 28 hours of one-to-one support</i>	<ul style="list-style-type: none"> - Name and details of the organisation - Objectives of support clearly stated - Details of the support given to meet objectives - Written action plan, note of the meetings, correspondence with the organisation - Number of hours of support should be documented - Completed attendee evaluation form(s) 				
Theme	Number of organisations receiving training	Number of organisations receiving training: <i>these are expected to be a minimum of 3.5 hours (half-day) participatory workshop sessions catering for (a) number of key individuals representing various organisations (b) a number of members of a single organisation</i>	<ul style="list-style-type: none"> - Details of the training sessions including topic(s) covered, trainer's details, date, venue etc. - Agreed session objectives - Name and details of attendees - Names of organisation(s) - Completed evaluation form(s) 				
Theme	Number of organisations with accredited training	Number of VCS organisations or members of organisations that have been supported through the project to gain a training accreditation: <i>this can include an organisational accreditation such as PQASSO, or an accreditation for a key individual within the organisation which could have the effect of improving the organisation's governance/performance</i>	<ul style="list-style-type: none"> - Name and details of the organisation and individual if appropriate - Details of accreditation and awarding body - Details of support provided including dates, times and nature of support - Copy of accreditation certificate 				
Theme	Number of	Number of organisations advised: <i>this</i>	<ul style="list-style-type: none"> - Name, and details of the 				

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
	organisations advised	<i>is expected to be a minimum 2 hours one-to-one advice for the organisation but could involve a number of staff from that organisation</i>	organisation - Details of the issues(s) being addressed - Details of the advice provided - Date and time of the session - Completed evaluation form(s)				
Theme	Other appropriate outputs based on identified need	Delivery orgs/consortia should define additional outputs in line with above	- Evidencing requirements must be specified as above				
Project							
Project							
Project							
Project							
Project							

Theme 5 – Community Engagement, Cohesion and Resilience

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Project							
Project							
Project							
Project							
Project							
Project							

Type	Output	Definition	Evidence Required	Year 1	Year 2	Year 3	Total
Project							
Project							

26 Experience and Track Record

Provide details of the experience your organisation has in the development and delivery of projects similar to the one described in this application – maximum 1000 words- **(See guidance note x for further information).**

27 Quality Assurance Standards

Please set out details of the Quality Assurance standards that the organisation has in place that will support the effective delivery of the proposed project - maximum 300 words. **(See guidance note x for further information).**

28 Project Management and Control

Please describe how you will ensure that the project is effectively managed and controlled - maximum 500 words. (See guidance note x for further information).

29 Equalities and Diversity

Describe how the organisation (or partnership/consortium) will ensure that equalities and diversity issues are taken into account in the planning and delivery of the proposed project – maximum 200 words. (See guidance note x for further information).

30 Digital Inclusion

Describe how the organisation (or partnership/consortium) will ensure that digital inclusion issues are taken into account in the planning and delivery of the proposed project – maximum 200 words. **(See guidance note x for further information).**

31 Project Staff and Volunteers

Provide details of the staff and volunteers who will be involved in delivering the proposed project/services - maximum 600 words. **(See guidance note x for further information).**

32 Project Finances

Clarify your project finances in relation to the Finance Summary Breakdown and the completed Table B. Include how the proposed costs will provide value for money (**See guidance note x for further information**).

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32a. Expenditure Breakdown Summary

Category	Year 1	Year 2	Year 3	Total
Salaries				
Beneficiary Costs				
Other Costs				
Total				

32b. Income Breakdown Summary

Category	Year 1	Year 2	Year 3	Total
MSG Grant				
Own Funds				
External Funding (secured)				
External Funding (not secured)				
Total				

Supporting Documents to be attached:

- Latest Audited Accounts
- Organisation's Governing Document
- Equalities and Diversity Policy
- Health and Safety Policy
- Financial Management Procedures
- Financial Summary – Table A (download from the Council's website)
- Budget Template Spreadsheet – Table B (download from the Council's website)