

London Borough of Tower Hamlets Adults Services Directorate

Small Grants for Pensioners Groups (2016/17) Application Form

Completed forms should be returned by no later than <u>22nd August 2016</u> to:

Jamie Bird – Strategic Commissioning Officer 4th Floor, Mulberry Place Town Hall 5 Clove Crescent London E14 2BG jamie.bird@towerhamlets.gov.uk Tel: 0207 364 2304

We aim to acknowledge receipt of your completed application form (by email or telephone). If you have sent a completed form and have not received an acknowledgement within a reasonable timeframe please contact us (before the deadline above). It is recommended that, where possible, you retain a copy of your completed application form for your own records.

Should you have queries related to the completion of this form, please contact <u>Jamie Bird</u> using the details above

Eligibility Criteria

- The organisation/project must be engaged in social activities exclusively for the benefit of older people who reside in the London Borough of Tower Hamlets;
- The organisation/project must have its own current bank account (which must be a current account) or instruct an organisation (such as a Housing Association or landlord) to manage the handling of the grant on its behalf, as grant payments cannot be made to an individual or to a personal bank account;
- Grants will not be given to organisations/projects already in receipt of funding from the Council for the purposes for which financial assistance is sought;
- Where an organisation/project delivers services from premises owned by the Council, a formal written lease or rental agreement with the Council must be in place;
- Organisations who received a Small Grant in 2015/16 must have provided satisfactory evidence (e.g. receipts) that the grant was used for the purposes outlined in their application (these would have been acknowledged);
- The organisation/project should satisfy the Council that it operates fair and equal practices in employment, and in the provision of services;

1. Name of organisation:			
2. Who may we contact to discuss this application?:			
Title (e.g. Mr/Mrs):			
Name:			
Position within organisation:			
Telephone no.:			
email address:			
3. Delivery address of your organisation/project: (i.e. where do you meet?)			
4. Who is the landlord for your delivery venue?			
4. Who is the landlord for your delivery venue? Organisation:			
Organisation: Contact name:			
Organisation:			
Organisation: Contact name:			
Organisation: Contact name:			
Organisation: Contact name:			
Organisation: Contact name: Contact number:			

6. Organisation details			
a)	a) In which year was your organisation established?:		
b)	 b) Does your organisation have a constitution (yes/no)?: If you answer yes, you MUST enclose a copy with your application. 		
c)	Charity/company number (if applicable):		
d)) How many Tower Hamlets residents over 50 are members of your club, or are on your register?		
e)	e) When does your group meet?: (e.g. Wednesday at 1400)		
e) If your organisation does <i>not</i> have a constitution, briefly describe its main aim:			
7. How do you plan to use the grant?			
	Purpose (e.g. rent)	Amount?	
	TOTAL	£	
This should not be a figure higher than the maximum Small Grant award of £500			
8. Our preferred payment method is by BACS bank transfer. To enable payment by this method please provide your bank details below:			
IMPORTANT: Payment cannot be made to an individual or personal bank account, or a savings account.			

Bank account name:

This could be the name of your group (e.g. Bow Pensioners) <u>not the name of your bank</u> (e.g. Santander)

Bank account number:

Bank sort code:

Should you require payment by cheque, who should this be made payable to:

IMPORTANT: If any of the bank details provided above have changed since you last applied (including any related postal address has changed), please provide your old details below:

Old bank account name:

Old bank account number:

Old bank sort code:

Old address:

9. If your group is in receipt of any other LBTH funding, please provide details below:

10. Monitoring Information

a) Did your organisation receive a small grant in 2015/16 (yes/no)?

11. Declaration:

I declare that the information in this application is accurate to the best of my knowledge (if you have an organisational stamp please use it).

Signature:

Name:

Position within organisation:

Date: