

**ForwardMotion/South Essex Active Travel Small Grants Scheme Application Form**

## SECTION 1: YOUR DETAILS

* 1. **Name of organisation:**

*Please give the full title avoiding acronyms*

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* 1. **Contact name / position within your organisation:**

*All future correspondence relating to your application will be addressed to the contact name. If applying as an organisation you should be in a position to answer any further questions concerning the application.*

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* 1. **Contact address:**

*This will be used for all correspondence and should include the full postcode*

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| Daytime telephone: |  |
| Evening telephone: |  |
| Email: |  |

* 1. **Bank details**

*Please provide a bank statement no more than 3 months old showing the name and address of your organisation as detailed in this bid.*

*Please attach the bank statement to this document or cut and paste an image of the statement here.*

* 1. **Please give a brief overview of the work your organisation delivers**. Please state your organisation’s key aims and activities*.*(Maximum 500 words).

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## SECTION 2: ABOUT THE PROJECT

* 1. **Project Title**

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* 1. **Please tell us how much you are applying for:**

*(If you are applying for less than £250 or more than £20,000 please contact the SEAT Programme Manager prior to making an application)*

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* 1. **Have you applied for/received any funds from other sources (please also include ‘in-kind’ support)**

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* 1. **When will your project start and finish?**

*(Note: all projects funded by this scheme must be completed by 31st March 2020)*

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* 1. **Summary of your project:**

Please tell us about the specific activities / programmes of work that this grant will allow your organisation to deliver. *(Maximum 2000 words).*

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* 1. **How many people do you expect to take part of benefit from your project?** (Maximum 500 words).

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* 1. **If successful you will be required to include ForwardMotion branding in any marketing or promotions of the project. How will you publicise and market your project? (**Maximum 250 words**)**

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1. **SECTION 3: MEETING THE CRITERIA**
	1. **Please demonstrate how your project will deliver against the fund criteria.**

*It is not expected that your project will be able to contribute to all of the key priorities. However, to be eligible for funding we would expect you to be able to demonstrate activities for at least one of the following:-*

1. Engaging and supporting job seekers and benefit claimants to use active travel as a means to access employment, skills development, interviews or training
2. Engaging and supporting employers to promote and develop active travel as a way of their employees accessing work.
3. Providing and promoting active travel advice to employees, volunteers or students (16yrs+)
4. Cycle training and cycle maintenance training and support to employees, volunteers or students (16yrs+)
5. Developing, promoting and recruiting to volunteering opportunities that promote active travel and supporting and training volunteers within those opportunities
6. Providing and supporting apprenticeship opportunities within the active travel sector
7. Providing and promoting services and interventions for adults and young people (16+) to encourage use of active travel including cycling, walking, buses, trains or alternative active and sustainable travel modes

*(Maximum 1000 words)*

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* 1. **Where will your project take place?** (Maximum 500 words).

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* 1. **How can you demonstrate that the project will be well managed and run efficiently and effectively?** (Maximum 1000 words).

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* 1. **Please tell us the anticipated outputs and outcomes of your project**.

*You should include details of how your project will deliver the SEAT criteria. Please see guidance notes for further information if needed* (Maximum 1000 words).

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* 1. **Explain how you will monitor the outputs, evaluate your project and what measures will be used to determine its planned outcomes and success.** (please see guidance notes for further information - Maximum 1000 words).

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1. **SECTION 4: EQUALITY AND DIVERSITY**

Southend on Sea Borough Council is the accountable authority for the Forward Motion/South Essex Active Travel Programme. Southend on Sea Borough Council is committed to positively advancing equality, fostering good relations between different groups and tackling discrimination.

When submitting applications organisations and projects are asked to demonstrate how they will help advance the following Public Sector Equality Duty (Equality Act 2010) aims:

**Eliminating discrimination, harassment and victimisation,** *i.e. projects that aim to tackle prejudice and stigma*

**Advancing equality of opportunity,** *i.e. projects that aim to give relevant groups or communities the opportunity to participate in activities that tackle disadvantage*

**Fostering good relations,** *i.e. projects that bring relevant groups and communities together to share commonalities and promote community cohesion and inclusion*

The relevant groups and communities under the Equality Act 2010 are:

* Age
* Disability
* Gender reassignment
* Pregnancy and maternity
* Race – this includes ethnic or national origins, colour or nationality
* Sex
* Sexual orientation
* Religion or belief – this includes lack of belief
* Marriage and civil partnership

For further information on the Public Sector Equality Duty please use the following link: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/>

**Please state how your programme of work will consider the above:** (Maximum 500 words).

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## SECTION 5: BUDGET

* 1. Have you applied for, or do you intend to apply for other funds towards this project? *If yes, please give details and the anticipated timescale for securing the funding. Remember to include partners' financial or ‘in-kind’ support in the budget statement.*

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* 1. Have you received financial support from Southend on Sea Borough Council, Essex County Council or Thurrock Council for any project in the last two years? *If yes, please give brief details.*

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* 1. **The budget.** *Remember to include financial or ‘in-kind’ support from partners.*

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| **Expenditure** | **Description** | **Amount £s** |
| Staffing (employees) |  |  |
| Volunteers |  |  |
| Transport/Travel |  |  |
| Materials/Equipment |  |  |
| Promotion |  |  |
| Third Parties (other organisations) |  |  |
| Other (please specify) |  |  |
| **TOTAL** |  |  |
| **Income** | **Description** | **Amount £s** |
| ForwardMotion/South Essex Active Travel Small Grants Scheme request. How much are you applying for?  |  |  |
| Grants from other local authorities:  |  |  |
| Grants from other public bodies: (*National Lottery, Arts Council, Heritage Lottery Fund, SHARE etc)* |  |  |
| Trusts and foundations |  |  |
| Sponsorship, private sector funding |  |  |
| Donations, friends subscriptions, other private income |  |  |
| Earned Income: *(ticket sales, merchandising sales etc)* |  |  |
| Earned Income: other *(please specify)* |  |  |
| Support ‘in kind’ |  |  |
| Other *(please specify)* |  |  |
| **TOTAL** |  |  |

Check that the total income is the same as the total expenditure. Remember to include any ‘in-kind’ support as **both** income and expenditure. **Your totals should add up to same amount.**

1. **SECTION 6: SAFETY ISSUES, PARTICIPANTS AND BENEFICIARIES**
	1. **What are the safety issues relating to your project?** *If you intend to work with children or vulnerable adults, how will they be kept safe? Please tick those boxes where you have the following in place. If you are in the process of confirming them, please make this clear in the relevant box below:*

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| --- | --- | --- | --- |
| Public Liability Insurance |  | Risk Assessment |  |
| Children and Vulnerable Adults protection policy and procedures  |  | Disclosure & Barring Service checks for anyone working with children and vulnerable adults |  |
| Equality and Diversity policy and procedures  |  | Temporary Event Notice |  |
| Premises Licence  |  | Road Closure application |  |
| Event Permit |  | Event Management Plan |  |

* 1. **Project participants and beneficiaries**

*Who would you say will benefit most from the project you are planning? Is your activity particularly relevant to any of the following groups of people? Please tick all relevant boxes.*

***Groups of people***

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| Adults (16 to 24 years) |  | People with disabilities |  |
| Adults (25 to 44 years) |  | Young people with Special Educational Needs |  |
| Adults (45 to 64 years) |  | People with learning difficulties |  |
| Adults (65+ years) |  | People on a low income |  |
| All age ranges |  | Unemployed people |  |
| Students |  | People at risk of offending |  |
| Volunteers |  | Other (please specify) |  |

**Ethnic origins**

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| --- | --- |
| **Asian or Asian British** |  |
| Indian |  | White and Black Caribbean |  |
| Pakistani |  | White and Black African |  |
| Bangladeshi |  | White and Asian |  |
| Any other Asian background |  | Other Mixed background |  |
|  |  |  |  |
| **Chinese or other ethnic group** | **Black or Black British** |
| Chinese |  | Caribbean |  |
| Any other ethnic group |  | African |  |
|  |  | Other Black background |  |
| **White** |  |  |
| British  |  |  |  |
| Irish |  |  |  |
| Any other White background |  |  |  |

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1. **SECTION 7: DISCLOSURE OF INFORMATION**

Data Protection

Southend-on-Sea Borough Council is the Data Controller for the information collected on this form. The information collected will be used to assess the eligibility of your organisation to receive an In-Year Grant. The information relating to the grant award will be shared with the Department of Place, the Department of People, Portfolio Holders, members of the Grants Assessment Panel, officers and Members from Essex County Council and Thurrock Council and it may be shared within the organisation for mapping purposes. The information in this form will be kept in line with organisational retention schedules. You have the right to request a copy of information held about you by Southend-on-Sea Borough Council, and you also have additional rights under data protection regulations which can be found on our organisational privacy statement on our website (<http://www.southend.gov.uk/privacynotice>*)*. Council has a Data Protection Officer who can be contacted via: dataprotection@southend.gov.uk and you also have the right to independent advice or to lodge a complaint about how we have handled your information. To do this you can contact the Information Commissioners Office (ICO) by visiting www.ico.org.uk or emailing casework@ico.org.uk.

## SECTION 8: DECLARATION

## *This section should be completed by the main contact and the Chair, or another member of the management of the organisation.*

I/We certify that the information provided in this form, and all supporting documents, is true and accurate to the best of my knowledge and belief:

Name: …………………………………………………Position: …………………….

Signature: ………………………………………………Date: …………………………

Name: ……………………………………………………Position: …………………….

Signature: ………………………………………………Date: …………………………

* 1. **Where did you hear about the ForwardMotion/South Essex Active Travel Small Grants Scheme?**

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## SECTION 9: APPLICATION CHECKLIST

If you have any queries or need help about any aspect of the application process, please contact us at info@forwardmotionsouthessex.co.uk **before** you complete your application.

Before submitting please check that you have done the following:

* Have you answered all the relevant questions on the form?
* Has the application form been signed?
* Have you kept a copy of the application form for your own records?
* Have you completed the monitoring form?
* Enclosed any relevant organisational policies (i.e. Equality & Diversity, Equal Opportunities)?
* Enclosed your Public Liability Insurance certificate?
* Enclosed evidence of your organisation’s bank account?

**Enclosures:** You can include any other supporting information that you think will be helpful (please keep this proportionate to your application)

Please return this application form and the monitoring form to:

Info@forwardmotionsouthessex.co.uk

Or post to

Ashley Dalton

South Essex Active Travel Programme Manager

SEAT GRANTS

Southend on Sea Borough Council

Civic Centre

Victoria Avenue

Southend on Sea

Essex SS2 6ER

**ForwardMotion/South Essex Active Travel Small Grants Monitoring Form**

To be eligible for consideration this Monitoring Form must be returned with your Application Form. The following questions are designed to aid statistical analysis. The information you provide will be treated as confidential and will not be used in any part of the assessment process.

**To be completed if you are applying on behalf of an organisation**

Please give the number of management/committee members who consider themselves to be from the following ethnic groups:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** |  |  | **Mixed** |  |
| British  |  |  | White and Black Caribbean |  |
| Irish |  |  | White and Black African |  |
| Any other White background |  |  | White and Asian |  |
|  |  |  | Other Mixed background |  |
| **Asian or Asian British** |  |  |  |  |
| Indian |  |  | **Black or Black British** |  |
| Pakistani |  |  | Caribbean |  |
| Bangladeshi |  |  | African |  |
| Any other Asian background |  |  | Other Black background |  |
|  |  |  |  |  |
| **Chinese or other ethnic group** |  |  |  |  |
| Chinese |  |  |

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| Prefer not to say  |  |

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| Any other ethnic group  |  |  |  |  |

Please give the number of management/committee members whoconsider themselves to have a disability? \_\_\_\_\_\_\_\_