

# Community Grant Application Form



Thank you for showing an interest in applying for the **FUEL** community grant fund, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer currently in Wiltshire.

Please ensure you have familiarised yourself with the [FUEL community grant information pack](#) before proceeding with the application form. Please complete **all** questions below.

Email completed applications should be submitted by **Noon, Monday 20 June** to: [fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)

## ■ Grant type

What type of grant are you applying for :

Pot A

**Pot A: Stand Alone Provision (up to £10,000)**

*For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.*

Pot B

**Pot B: Bolt-on Provision (up to £2,000)**

*For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.*

## ■ Organisation information

Organisation name :

Type of organisation :

Registered address :

Town :

County :

Phone Number :

Postcode :

## ■ Primary contact details

*In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.*

Full Name :

Contact position :

Telephone number :

Email address :



## ■ Secondary contact details

Full Name :

Contact position :

Telephone number :

Email address :

## ■ Delivery area

*In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), the age of your target audience, the projected number of individuals/beneficiaries who will benefit from your delivery and specific details of the provision you intend to offer. Please also include if you are working in partnership another organisation to deliver the FUEL camp.*

*\*If delivery due to be in multiple locations, please select the primary delivery location your application relates to. Please details the different locations in the outline of your proposal below.*

*Please note that ten core FUEL camps have been commissioned by Wiltshire Council in Amesbury, Calne, Chippenham, Devizes, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury. Any delivery relating to these areas must highlight how it will add value to this core offer and enable the programme to reach eligible participants that the core offer is unlikely to engage.*

*Priority is likely to be given to applications delivering in locations outside of the ten areas where core FUEL camps are expected to take place and those who are delivering in areas of deprivation.*

Delivery area :

Name of venue :

Venue address\* :

Town :

Postcode :

## ■ Delivery provision

Target audience :

Predicted number of individual participants throughout ALL 4 weeks :

Please confirm that all children accessing the project for which you are seeking funding will be able to do so **free of charge**. For organisations applying to Pot B, this excludes children who are attending your existing provision. Applicant organisations **will not need to provide food** for participants and instead this will be sourced by Wiltshire Council and delivered to delivery venues on each day of the programme.

Due to this applicant organisations are required to ensure delivery takes place for **4 weeks** (from **1 August to 25 August**), 4 days a week (**Monday-Thursday**) for at least 4 hours a day (recommended 10am-2pm).

*I confirm that all children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.*



## ■ Delivery provision overview

Please provide an outline of your proposal, using the essential and desirable criteria listed in the FUEL community grant information pack as a guide. (500 word limit)

## ■ Details of enriching activities

Please provide details of fun and enriching activities you will offer, that will provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. (500 word limit)



## ■ Details of physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the [Physical Activity Guidelines](#) and how you will staff this aspect of your provision with suitably qualified staff. This is particularly important if sport is not the primary focus of your project. (500 word limit)

## ■ Details of healthy eating

Please detail how you will incorporate healthy eating and nutrition messages and activities within your delivery. (500 word limit)



A key aspect of this programme is improving participants knowledge relating to healthy eating and nutrition. It is Wiltshire Council's has commissioned a supplier to provide related support, resources and/or training to organisations who are successful with their funding application to enable them to deliver this aspect of the programme.

*Please confirm that if successful, relevant staff from your organisation will attend training/hand out resources/use the tools provided by Wiltshire Council's commissioned nutritional provider*

## ■ Engaging the target audience

Please tell us how you intend to promote your project, ensuring that it engages the target audience of this funding (Children and young people who are residents of Wiltshire and who are eligible for benefits related free school meals)? What processes will you put in place to ensure this audience access your offer rather than children who are not eligible? (300 word limit)

**For organisations applying for Pot B**, as your organisation intends to use this funding to add additional places for children who receive free school meals to additional provision, please detail how you will ensure that children accessing these additional places will not be stigmatised or differentiated from the other children attending your programme. This will be particularly important when distributing food provision provided through the FUEL programme. (300 word limit)



## ■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

**Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.**

## ■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

*All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.*

*All staff working on the project for which you are seeking funding have undertaken safeguarding training.*

Please provide the name of the staff member responsible for safeguarding :

*All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application.*

*Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.*

*Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.*

## ■ Public liability insurance details

*Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.*

Policy number :

**Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.**

## ■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy



Is your organisation OFSTED registered?

If your organisation is OFSTED registered, please provide your OFSTED number

Where appropriate, providers must be compliant with the [Ofsted requirements](#) for working with children.

## ■ Signposting and referral details

Please provide details of how you will signpost or refer participants to other services and support that would benefit the children who attend the programme and their families, for example citizens advice, healthcare practitioners, family support or children services or housing support officers.

## ■ Breakdown costs

Please provide a breakdown of the anticipated costs and detail of spend for delivering the project for which you are applying for funding:

	Amount	Funding detail
<b>Staffing costs</b>	£	
<b>Activity costs</b>	£	
<b>Administrative/Operational costs</b>	£	
<b>Other costs</b>	£	
<b>Total amount of funding required:</b>	£	

## ■ Declaration

*I confirm that I have the authorisation to submit this application on behalf of my organisation.*

*I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.*

*By submitting this form, you agree to the **Terms and Conditions** that can be found in [FUEL community grant information pack](#)*

*I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.*

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk). Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.