

Guidance for completing the Good Neighbour Fund application form

PLEASE READ THIS GUIDANCE BEFORE COMPLETING THE APPLICATION FORM

During the cold and icy weather, many people who are otherwise fairly independent become isolated. Perhaps they are elderly and frightened of falling; perhaps they have limited mobility made even more difficult by dangerous pavements or snow on the ground; maybe their family or other carers cannot get to them in bad weather. The impact of this enforced isolation can be deterioration in health, both mental and physical. The purpose of this grant is to reduce this impact by offering practical support.

A maximum of **£300.00** will be given to successful applicants. **Preference will be given to new groups who've not received Good Neighbour funding before but we will also welcome new initiatives from groups who've received funding in the past. Deadline date for applications is Friday 1 November.**

What we will fund:

- Volunteer driver expenses to take people to hospital/doctors' appointments and shopping.
- Equipment – shovels, salt, grit to help people move around in the bad weather
- Any other initiatives that protect older and vulnerable adults in the winter months, this could include staying warm and healthy events

What we won't fund:

- Winter clothing, no capital items or social meals out e.g. Christmas lunch

1. About your organisation

- 1.1 Please tell us the name of the organisation which is applying for the grant and which will be responsible for the activity or project. The person named in this section should be the main point of contact for this application. It needs to be someone who has been closely involved in developing the activity or service. If they have no official job title, then please state briefly their role in the organisation
- 1.2 Your constitution or governing document should identify your organisation's legal form. If you do not know the legal status of your organisation, it is probably a voluntary association. To apply for grant funding you will need a governing document or constitution, which sets out the aims of your organisation and how it operates. This should include information about meetings of the governing body, how decisions are taken and financial procedures. If you need help with drawing up a constitution, let us know. If your organisation has been set up for wholly charitable purposes and your annual income is over £5,000, you normally need to be registered with the Charity Commission.

1.3 Please tell us how you would describe your organisation. The voluntary and community sector is very diverse. A small, locally based organisation with few paid staff may wish to describe itself as a community group. A relatively large organisation, with a number of paid employees, may prefer to describe itself as a voluntary organisation. If a significant proportion of your income comes from selling goods and services, you may wish to describe yourself as a social enterprise. Please tick all that apply.

2. Contact Details of your management committee / trustee board.

Please provide the names and addresses of your Chair, Secretary and Treasurer.

3. More about your organisation

3.1 Please provide us with brief details on the types of services or activities that your organisation currently provides.

3.2 Please tell us who will be involved in this project i.e. group members, existing volunteers, staff.

3.3 Please tell us about the activities that you will deliver for this project. Please also indicate any limitations that may apply e.g. times when the project will not be available.

3.4 Please tell us in which areas of Derby you will deliver this project.

Abbey	Chaddesden	Mickleover
Allestree	Chellaston	Normanton
Alvaston	Darley	Oakwood
Arboretum	Derwent	Sinfin
Blagreaves	Littleover	Spondon
Boulton	Mackworth	

3.5 Please tell us whether you currently have these policies and procedures in place. If you do not currently have these policies and procedures this will not necessarily disqualify your application. However, depending on the nature of services you provide, you may be required to develop these policies as a condition of grant funding.

3.6 You will not necessarily need all of these insurance policies, but please tell us which ones you currently have in place.

4. Bank or Building Society Account Information

If you are awarded a grant, we will only be able to pay the grant into your organisation's bank account. If your organisation does not have a bank account, you can easily arrange for one to be set up at any bank or building society. Cheques and withdrawals must be signed by at least two people authorised in your constitution.

5. What will the grant be used for?

- 5.1 You need to describe as clearly as possible what the grant will be used for e.g. purchase of equipment, volunteer expenses etc.

6. How much funding do you require?

You need to provide detailed information of how you will spend the funding, the maximum allocation is **£300.00**.

7. Declaration about the information in this application form

Please ensure that this declaration has been signed by the Contact Person applying for the grant and one member of your Management Committee.

8. Checklist

You must enclose a copy of all the documents listed. If you are a new or very small organisation and you do not have annual accounts, we may be able to accept other evidence, such as:

- Income and expenses sheet
- a copy of your most recent management accounts
- a copy of your most recent bank statements.

You can get support from Derby Community Accountancy Services who help voluntary groups with project finances. They can give you help with book keeping, budgeting and producing end of year financial reports. They also have a payroll service.

Contact Mark Newey, Community Accountancy Service, Room 12, Babington Lodge, Green Lane, Derby, DE1 1RY

Telephone - 01332 364784

Fax - 01332 200538

Community Action Derby can help you with policies, such as equal opportunities, volunteer development, training plans and health and safety. Contact them at 4 Charnwood Street, Derby, or telephone 01332 346266, Fax 01332 205069 or e-mail enquiries@communityactionderby.org.uk Minicom users can contact them on 01332 341576.

Please return your completed application and supporting information to:

Liz Gumbley
Stay Warm and Healthy in Derby
Community Action Derby,
4 Charnwood Street
Derby,
DE1 2GT

E-mail: liz.gumbley@communityactionderby.org.uk

Telephone: 01332 227738