

**Wandsworth Local Fund Application Form**

**Please refer to the accompanying guidance notes when completing this application form**

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| **APPLICANT: If an individual is applying, they must have a constituted organisation that they can work in partnership with.** | | | | | | | | | | | | | | | |
| **1** | Name of project | | | |  | | | | | | | | | | |
| **2** | Name of organisation(s) | | | |  | | | | | | | | | | |
| Name of individual applying and affiliated constituted organisation | | | | Individual | | | | | | | | | | |
| Organisation | | | | | | | | | | |
| **3** | What is the Legal Status of the organisation? | | | |  | Registered Charity | | | | | | Registered Charity No. | | | |
|  | Company limited by guarantee | | | | | | Company Number | | | |
|  | Voluntary Organisation | | | | | | Other (please specify) | | | |
| **4** | Your Address | | | |  | | | | | | | | | | |
| **5** | Your Telephone number | | | |  | | | | | | | | | | |
| **6** | Your Email address | | | |  | | | | | | | | | | |
| **ABOUT YOUR PROJECT** | | | | | | | | | | | | | | | |
| **7** | Geographical area(s) covered.  Please tick which neighbourhood area the scheme falls within  To see the boundaries and understand which neighbourhood your project falls within please click [here](file:///S:\Chief%20Executive\Policy\Community%20Engagement%20&%20Inclusion\Community%20Infrastructure%20Levy\Community%20Infrastructure%20Levy\Wandsworth%20Local%20Fund\Boundary%20maps\new%20borough%20boundaries.pdf)  Address: please identify the geographical location and scope of the works | | | Neighbourhood area  Putney  Wandsworth  Balham  Tooting  Battersea  *Nine Elms neighbourhood is not currently open to applications.*  Location: ………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………………. | | | | | | | | | | | |
| **8** | Describe your project:   * Outline your work programme with activities and dates * What are the main outcomes? * What experience do you have in delivering projects like this? Please give examples and/or qualifications. | | | *Please aim for 500 words* | | | | | | | | | | | |
| **9** | How does your project address the impact of more people living in or visiting your local area as a result of increased development? | | |  | | | | | | | | | | | |
| **EVIDENCE** | | | | | | | | | | | | | | | |
| **10** | What evidence have you collected to demonstrate the importance of this project?  Who are the main beneficiaries?  *EG Friends of Groups, User groups* | | |  | | | | | | | | | | | |
| **11** | Key stakeholders  Who has been consulted with regards to this project and how has this been done?  *Third parties, local groups, users, residents,*  *Note that* ***Ward Councillors must be consulted*** *for all applications coming forwards in their area.* | | |  | | | | | | | | | | | |
| **12** | *In 2018 the Council consulted residents on which priorities they would like the WLF to be spent on. Please refer to the Information Pack* [HERE](file:///\\richmond\data\Chief%20Executive\Policy\Community%20Engagement%20&%20Inclusion\Community%20Infrastructure%20Levy\Community%20Infrastructure%20Levy\Wandsworth%20Local%20Fund\Documents\Wandsworth%20Local%20Fund%20Information%20Pack%20-%20June%202018.docx) *to see which priorities were selected.*  Which neighbourhood priority does your application meet and how will your project contribute to the priority/priorities identified? | | | Priority   * Improvement of public spaces including protecting biodiversity * Improving community safety * Street improvements such as the redesign pavements, up lighting, tree planting, cycling facilities and street furniture * Investing in sports and leisure facilities * Improving traffic and parking   How will your project contribute? | | | | | | | | | | | |
| **13** | What is the estimated start and finish date for the project?  Month / Year  Please identify the key stages and “milestones” in running this project.  \*delivery capacity of services involved must be considered at this stage | | | Start: Finish:  Milestones: | | | | | | | | | | | |
| **14** | Identify and describe any risks / uncertainties and describe how you will mitigate against them | | | | | | | | | | | | | | |
| Risk description  *EXAMPLE: Support not forth coming from user groups / local residents* | | | Likely impact of risk H/M/L  *H* | | | Probability of risk H/M/L  *M* | | | Identify relevant risk management / mitigation measures  *We have already conducted consultations and established the level of support and need for this project* | | | | | |
| **Equality Impact** | | | | | | | | | | | | | | | |
| **15** | Will your project have positive impacts on individuals with a protected characteristic?  If yes, please say which group(s) and how?  *Please find a list of protected characteristics here:* <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics> | | | **Yes**  **No**  Which group(s):  How: | | | | | | | | | | | |
| **16** | Can you think of any unintended negative impacts your project may have on individuals with a protected characteristic? Yes / No  If yes, please say which group(s) and how it might be managed | | | **Yes**  **No**  Which group(s):  Management plan: | | | | | | | | | | | |
| **Governance** | | | | | | | | | | | | | | | |
| **17** | Please give details of the person who will be responsible for receiving any monies awarded | | | Name / Role: | | | | | | | | | | | |
| Email: | | | | | | | | | | | |
| Phone: | | | | | | | | | | | |
| **18** | Who will manage and be involved in the delivery of your project? | | |  | | | | | | | | | | | |
| **19** | Does your project require permission from a third party and if so has this been obtained? | | |  | | | | | | | | | | | |
| **20** | Have you spoken to the appropriate Council officer about your project? | | | Name: | | | | | | | | | | | |
| Role: | | | | | | | | | | | |
| **21** | Endorsement from two Councillors from the cluster areas is required to support the project  *This may be in the form of a signature or an email pledging support* | | | | | | | | | | | | | | |
| Name | Ward | | | | | | | Signature | | | | | Date | |
|  |  | | | | | | |  | | | | |  | |
|  |  | | | | | | |  | | | | |  | |
| **Finances** (If you are an individual please ask your organisational partner to complete this section) | | | | | | | | | | | | | | | |
| **22** | Which other funders have you applied to and what was their response? | | Funder | | | | | | | | Outcome | | | | |
| **23** | Please state the date of your most recent audited accounts or management accounts | |  | | | | | | | | | | | | |
| **24** | Please state your income and expenditure for your last financial year | | Income: £  Expenditure: £ | | | | | | | | | | | | |
| **25** | How much is your project going to cost and how much do you need from the Wandsworth Local Fund?  Please provide a breakdown of costs in the budget table below and **include the cost to your organisation in delivering the project**  **If your project concerns build works then we will require a full breakdown of costings from a contractor if you wish to deliver externally, or from the Design Services team if the Council will be delivering the works.**  *You will need to sign a Funding Level Agreement for any grant awarded externally from the Council* | | | | | | | | | | | | | | |
| **Expenditure Item**  *Examples – to be deleted* | | | | **Cost of Item** | | | | **Match funding including other grants & fundraising (cash)** | | | | | **Match funding (in-kind)**  See guidance notes for help on calculating this | | **Amount requested from the Wandsworth Local Fund** |
| *Kitchen units* | | | | *£100* | | | | *£20* | | | | | *£0* | | *£80* |
| *Installation of lights* | | | | *£2500* | | | | *£0* | | | | | *£500* | | *£2000* |
|  | | | |  | | | |  | | | | |  | |  |
|  | | | |  | | | |  | | | | |  | |  |
|  | | | |  | | | |  | | | | |  | |  |
| **Total** | | | | *£2600* | | | | *£20* | | | | | *£500* | | *£2080* |
| **26** | If we can only part-fund your project, what are your spending priorities?  *If you do not answer this, we will assume that the project cannot go ahead without the full funding and it will not be considered for part funding.* | | |  | | | | | | | | | | | |
| **27** | Please identify any on-going costs, including maintenance, and who will be liable for these costs | | |  | | | | | | | | | | | |
| **28** | Does your organisation have a bank account in the name of the organisation / project with two separate signatories? | | | **Yes**  **No** | | | | | | | | | | | |
| **29** | If applicable: please describe any conditions around match-funding which need to be adhered to  *IE timescales, restrictions, capital or revenue funding.* | | |  | | | | | | | | | | | |
| **30** | **Agreement:**  I confirm that this information is correct, and I enclose the following documents:  A copy of my organisations audited accounts (no more than 12 months old)/ income and expenditure sheet for the past 12 months (if I do not have audited accounts). [tick box]  A safeguarding policy/ statement outlining how children, young people and vulnerable adults will be kept safe [tick box]  A copy of the organisation’s constitution  Signature ……………………………………………… Date ……………………………………..  You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application. | | | | | | | | | | | | | | |

Please contact us at [wlf@wandsworth.gov.uk​](mailto:wlf@wandsworth.gov.uk). for:

* Any questions or queries
* A hard copy of the application form and supporting documents
* A larger print version of all documents

**NEXT STEPS**

**Please return completed form**

**Electronically to:**

[WLF@wandsworth.gov.uk](mailto:WLF@wandsworth.gov.uk) Please mark the subject line as *Wandsworth Local Fund Application* followed by the ward/neighbourhood area.

Example Wandsworth Local Fund – Battersea Neighbourhood

\*If returning via email, please ensure your cover email is copied to the Councillors supporting this proposal as listed in point 19 above.

**Or via post to:**

FAO Community Engagement Team, Room 162 1st Floor, The Town Hall, Wandsworth High St, London, SW18 2PU.

If posting, please follow up with a call or email to ensure that your application has been received. You are responsible for ensuring your application reaches the team.

**Key Contacts:**

\*If you have not received acknowledgment via email that we have received your application within 48 hours, please email/call the contacts below.

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| Rajiv Bhattacharjee | Community Engagement Manager | [Rajiv.Bhattacharjee@richmondandwandsworth.gov.uk](mailto:Rajiv.Bhattacharjee@richmondandwandsworth.gov.uk)  0208 831 6202 |
| Matt Maher | Head of Community and Partnerships | [Matthew.Maher@richmondandwandsworth.gov.uk](mailto:Matthew.Maher@richmondandwandsworth.gov.uk)  0208 891 7794 |