

VISIONS FOR NORTHOLT

Floating Community Room, Venue grants

Application Form, August 2023

Contact Details	
Lead contact name:	
Name of organisation:	
Description of organisation: <i>(Max. 150 words)</i>	
Type of applicant:	<input type="checkbox"/> Voluntary and community organisation <input type="checkbox"/> Constituted group or club <input type="checkbox"/> Registered charity <input type="checkbox"/> Charitable incorporated organisation <input type="checkbox"/> Not-for-profit company <input type="checkbox"/> Community interest company <input type="checkbox"/> School <input type="checkbox"/> Community benefit society <input type="checkbox"/> Other <i>(please describe)</i>
Contact address:	
Telephone/mobile number:	
Email:	
Provide copies of three months bank statements and a set of your latest audited accounts:	<input type="checkbox"/> I have attached this information to my application
Provide copies of your organisations governing document or constitution:	<input type="checkbox"/> I have attached this information to my application

Floating Community Rooms

Confirm you have signed-up to become a Floating Community Room (email your request to visionsfornortholt@ealing.gov.uk) and agree to the following:

- Be featured on an online platform, including booking information
- Host and maintain a notice board advertising Floating Community Room activity (provided and installed at no cost in agreement with the operator)
- Display signage/ branding showing they are a Floating Community Room (provided and installed at no cost in agreement with the operator)

Yes

No

If your application is successful, confirm you agree to the following:

- To make your venue available for potential community bookings for a minimum of 6 hours a week for a minimum of 35 weeks over a 12-month period.
- Hire charges for these bookings must be reasonable, representative of the space available and comparable to similar spaces nearby.

Yes

No

Confirm your proposed hire charges:

Set out anticipated restrictions on use of your venue. For example, this could relate to opening times and the types of activities you can or cannot host. It is important to ensure that any new activities do not negatively impact your existing offer.

(Max 250 words)

Project Proposal

Venue name and address:

Project description:
(Max. 350 words)

Which of the fund objectives will your event address?
(Tick as many as applicable)

- Make existing venues more accessible to a diverse range of community members
- Make existing venues more flexible to host a range of different activities
- Improve the environmental performance of existing venues and reduce running costs
- Support the local economy, by sourcing materials and labour locally
- Support skills and training, by involving local volunteers or employing local people
- Contribute to a long-term vision and sustainable business plan for the venue, beyond the 12-month programme

Describe how your proposal will address these objectives:
(Max 500 words)

You may wish to attach supporting documents, including drawings and photos to your submission. The total submission must not exceed 15MB.

I have attached supporting documents.

List all files attached below.

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Ownership

Applicant is:	<input type="checkbox"/> Site Owner <input type="checkbox"/> Site Occupier If site occupier, confirm the length of your lease or license, including any break clauses.
Have you been in contact with the site owner and received their permission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide any further information related to ownership of the site: <i>(Max. 250 words)</i>	

Deliverability (for construction works only)

What is the current status of your project:	<input type="checkbox"/> Feasibility design <input type="checkbox"/> Detailed design <input type="checkbox"/> Statutory approvals submitted (if required) <input type="checkbox"/> Statutory approvals secured (if required) <input type="checkbox"/> Quotes obtained
Provide any further information related to the current status: <i>(Max. 250 words)</i>	
Provide any further information related to statutory approvals, for example, what approvals you anticipate requiring and whether you have sought guidance on this. <i>(Max. 250 words)</i>	
Who will project manage the works? <i>(Max. 250 words)</i>	
How will you ensure the outputs are of a good design quality? <i>(Tick as many as applicable)</i>	<input type="checkbox"/> I have received technical support with this application from the architect provided through the grants programme

	<input type="checkbox"/> I have received technical support with this application from an alternative architect or designer <input type="checkbox"/> I intend to commission my own architect or designer and have accounted for this in the cost breakdown. <input type="checkbox"/> Other (<i>please describe</i>)
How will you ensure value for money?	<input type="checkbox"/> I intend to seek a minimum of 3 quotes for any construction works <input type="checkbox"/> Other (<i>please describe</i>)

Costs	
Item	Amount (£)
Staff costs	
Volunteer costs	
Construction costs	
Design team and survey costs (e.g. architect)	
Other (please specify)	
Total	

Funding	
Item	Amount (£)
Floating Community Room Activity Grant (amount applied for)	
Other grant funding	
Fundraising	
In-kind contributions	
Crowdfunding	
Other (please specify)	

Key Milestones

Outline the anticipated key milestones, when you expect them to occur and amounts of funding associated to them. Construction work must be delivered within 6-months of the grant offer being issued. The final 15% of grant funding will be awarded once the final monitoring forms have been submitted and validated.

Milestone description	When this will take place (MM/ YY)	Budget Forecast

Risk Assessment

Tell us 3 key risks related to your event and how these will be mitigated.

Risk description	Potential impact (tick as applicable)	Likelihood (tick as applicable)	Mitigation
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	

Is there anything else you want to tell us?

*Use this space to tell us more about you and why this funding is important to you. This is an optional question.
(Max 300 words)*

Terms and Conditions

1. All organisations receiving a grant from Ealing Council must have a UK-based bank or building society account in the name of their organisation as shown on their governing document.
2. The grant applied for must be used by the end of the financial year in which the allocation was made unless otherwise agreed.
3. The funding must be used only for the purpose specified in the application. The applicant will be responsible for the expenditure of the monies allocated. Organisations are expected to retain all records/receipts of any expenditure as these may be requested by the council.
4. If for any reason the project cannot be delivered, or the organisation ceases to exist, you must notify the Council and if so requested, return any unspent grant.
5. Ealing Council accepts no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any funded project.
6. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must receive the appropriate Disclosure and Barring Service (DBS) clearance to ensure they are suitable to do so.
7. Organisations receiving funding awards will be required provide a short monitoring form to report back on delivery of their project/activity and outcomes achieved.
8. Contact details of organisations receiving funding will be added to the Ealing Council database as appropriate.
9. Successful organisations must acknowledge our funding support in any promotional activities and publicity material.

Declaration

By signing the box below, I agree to the following:

- I am authorised to make the application on behalf of the above organisation.
- I give permission for Ealing Council to record the details of my organisation and to correspond with the key contact as detailed in the application.
- I certify that the information contained in this application is correct and that any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withholding any information, could make my application invalid.
- I will inform Ealing Council if the information in the application changes in any way.
- I have read, understood and will comply with the Small Grants Terms and Conditions.
- I will be responsible for meeting all statutory regulations. This includes but is not limited to health and safety e.g. Construction Design and Management Regulations 2015; protecting children, young people, and vulnerable adults; securing statutory approval; and maintaining relevant licenses and insurances.

Organisation/group name:	
Signed:	
Name:	
Position:	
Date:	