

# Nottingham Together Grants



**Nottingham  
City Council**



## Small Grants Application Form £200 - £1,000

### 1. ABOUT YOUR GROUP

Name of organisation	11 TECH 18		
Name of activity/project	Project NEWS (North, East, West & South together)		
Name of main contact	Angela Lewis		
Position in group	Chief Executive Officer		
Home Phone		Best way to contact you	
Mobile Phone	07491412003	Best time to contact you	(9:00-5:00)
Email	eleventecheighteen@outlook.com		
Address for correspondence	Glenys Mann 8 Felstead Road Bilborough Nottingham. NG8 4LY		

*The name of your group as written in your governing document*

*The main contact should be someone who can talk about your application, in case we need you to explain something*

### What type of group or organisation are you?

Voluntary organisation / community group with constitution / formal rules	<input type="checkbox"/>		
Registered Charity	<input checked="" type="checkbox"/>	Charity Registration no.	1106298
Company Ltd by Guarantee	<input type="checkbox"/>	Reference no.	
Community Interest Company	<input type="checkbox"/>	Reference no.	
Industrial & Provident Society	<input type="checkbox"/>	Reference no.	
Other (Please specify)			
When was your organisation set up?	April 2003		
Which areas or neighbourhoods of Nottingham does your group work in?	Citywide		

### 2. ABOUT YOUR PROJECT / ACTIVITY

#### What type of Project / Activity are you applying for funding for?

Event	<input checked="" type="checkbox"/>	Series of events	<input type="checkbox"/>
Programme of activities	<input type="checkbox"/>	Other	<input type="checkbox"/>

*Tick all that apply*

**Why do you think your Project / Activity is needed?**

11Tech18 is presently working with a number of the New and Emerging communities providing capacity building support to the groups and through our conversations with them there is a common thread that some groups of people need assistance in order to integrate better with the local community.

The communities groups which we are working with is quite interested in putting on an activity that can bring about positive change and integration between the different communities in Nottingham to explore ways to bridge the divide between two or more cultures, Build trust and mutual understanding with communities via the event.

*How do you know people need your project/activity*

**What do you want to use our funding to do?**

Who will benefit: The communities that we are engaging, African, Hungarian, Bulgarian, Romanian, Sudanese, the wider local community, the volunteers and the venue via publicity.

What we will do: 11 TECH 18 hopes to deliver an event that will bring about integration and a better understanding of the different cultures at the event via: Sporting Completion, Food, Talent Extravaganza, Stalls and Children activities.

Where and when it will take place:

11 TECH 18 is looking to host the event at the King Edward Park, Carlton Rd, Nottingham NG3 2AR on 14th July 2018.

*Who will benefit, what you will do, where and when it will take place*

**How will you know whether your Project / Activity has made a difference?**

This event will bring new communities together, and have a social and cultural impact, and the possibility of reducing crime and anti-social behaviour. This will also encourage more local people to participate as volunteers in community life.

The event will show a community that is more cohesive, tolerant and inclusive and value diversity leading to more sustainable communities with local pride and a sense of place. This event can also address the respect and appreciation of the difference in cultures which can lead to a reduction in the fear of crime.

*What difference will this make to your community*

**What different groups of people will your Project / Activity bring together and how?**

What we hope to achieve is for people of the local community to come together through common interests and to also get to know/experience different cultures in an informal and fun way. We hope to achieve this through team activities, such as football, talent, children activities, offering food from different Cultures and stalls.

11 TECH 18 is hoping to bring together people from the following communities: African, Caribbean, Hungarian, Bulgarian, Romanian, Sudanese and British. This event will comprise of football competitions, talent competitions, children activities and a taste of the communities via food. We will also aim to have some stalls present which will be of interest to the communities. This will be done via leaflets, posters and radio interviews.

*Tell us how your Project / Activity encourages different people to understand each other and promotes cohesion in Nottingham*

**Where will your Project / Activity take place?**

King Edward Park, Carlton Rd, Nottingham NG3 2AR

**When will your Project / Activity take place?**

Saturday 14<sup>th</sup> July 2018

### 3. ABOUT YOUR BUDGET

£ 2,000.00

£1,000.00
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Yes ☐

<p><b>If yes, where else have you applied?</b></p> <p>Councillors of the area where the participants reside. St. Ann`s and Sneinton, Bulwell and Hyson Green.</p>
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☐ NO

List what items you are requesting funding for

Item	Amount
Football Pitch	£55.00
Equipment	£300.00
Food	£600.00
Trophies	£120.00
Entertainment	£110.00
Promotional Materials	£95.00
Volunteer Expenses/Delivery of items	£270.00
Administration and DBS checks	£200.00
Marquee	£250.00
<b>Total</b>	<b>£2000.00</b>

*You must provide quotes or evidence for individual items that you will buy with our funding that cost more than £250*

#### 4. SUPPORT YOU HAVE RECEIVED

<p><b>City Council Officers</b></p> <p>Shamila Majid Community Engagement Officer- Nottingham Together</p>
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Others

*Please tell us  
about any help  
or support you  
have received*

## 5. GRANT AGREEMENT

**By submitting this application, the Organisation acknowledges that any grant is subject to the following conditions:**

1. The grant must be spent in accordance with the request as approved by Nottingham City Council (NCC) within 12 months of the date of payment.
2. The monitoring form (in respect of all expenditure from this grant) must be submitted to NCC within 12 months of the date of payment, or 4 weeks after the end of the funded activity (whichever is the sooner).
3. Any unspent grants money must be repaid to NCC.
4. The Organisation must follow financial procedures if set out by NCC.
5. The Organisation must maintain a properly constituted management committee or equivalent. This management committee must meet regularly and ensure that these meetings are adequately publicised.
6. If the grant is awarded as a contribution towards salary of a worker, the Organisation must ensure that appropriate written terms and conditions of employment are in place and that a recognised recruitment and selection procedure is followed.
7. The Organisation must ensure that any individuals interacting with children and young people and/or vulnerable adults have a DBS (Disclosure and Barring Service) check in place and that no concerns have been raised from that check.
8. The Organisation must ensure that it has suitable Safeguarding procedures in place with an appointed Safeguarding Officer or Safeguarding Lead within the Organisation.
9. The Organisation must take reasonable steps to ensure that good equality and diversity practices are followed in relation to their management, volunteers, service delivery and employment practices.
10. If the grant is used to pay the wages of employees or sessional workers the Organisation is responsible for ensuring that these payments comply with the relevant Inland Revenue regulations.
11. The Organisation must undertake suitable and sufficient risk assessment for their project, seeking professional guidance where appropriate from a competent person.
12. The Organisation must comply with, and maintain throughout the period of NCC funding, all legal requirements and duties relevant to work with children.
13. The Organisation is expected to observe the principles of NCC's Green Charter, a copy of which can be obtained from NCC.
14. If the Organisation disbands any items of equipment or furniture purchased with the grant must be returned to NCC.
15. The Organisation must maintain a record of all expenditure from the grant and these records must be made available for inspection by NCC if requested.
16. The Organisation must submit details of other funding received if requested to do so by NCC.
17. Payment of this grant does not constitute any guarantee or commitment to provide further grant aid in subsequent years.
18. If any of the conditions specified above are not fulfilled NCC may withhold any or the entire grant and may also require all or part of the grant to be repaid.
19. The information contained in your application form may be shared with appropriate agencies such as other Funding Bodies and statutory agencies, by submitting your application form and signing the grant agreement you are giving your consent to Nottingham City Council holding and sharing this data.

Name Angela Lewis Date 14<sup>th</sup> May 2018

Role in group Chief Executive Officer

## APPENDIX 1 – CHECKLIST

To be considered for funding we must ensure your organisation is eligible to receive funding from the City Council.

### YOU MUST INCLUDE THE FOLLOWING;

TICK

#### A Governing Document such as

Constitution  
Memorandum & Articles of Association  
Rules

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#### Most recent annual accounts

We expect these to be ready within 6 months of your end of year. If you do not produce examined accounts you should provide an income and expenditure sheet for the 12 months that make up your financial year.

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#### Equalities and Diversity Policy

This should be on a level appropriate to your organisation. If you are a small community group it might be a statement in your governing document, if you are a large organisation it should be a full policy.

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#### Safeguarding Children Policy – dependent on activity

If your funding request involves working with children and young people, **you must submit** a Safeguarding Policy. We will not support any requests for this activity without this. We understand the style of document will depend on the size of your organisation.

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#### Disclosure and Barring Service Checks – dependent on activity

If your funding request involves working with children, young or vulnerable people then all individuals that interact with these groups during your activity require DBS checks, copies of these should be included with this application.

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#### Vulnerable Adults Policy – dependent on activity

Vulnerable Adults could be people with disabilities / older people etc. We understand the style of document will depend on the size of your organisation and that many traditional or longer established smaller groups may not have this policy.

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#### Financial quotations (See Section 4)

It is a financial requirement that all single items over £250 are supported by further information, this could be a quote from a company, but could also be a page taken from or copied from a catalogue, a printed webpage etc.

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### YOU SHOULD ALSO CHECK THAT;

TICK

#### All questions have been fully answered

Each question is included for a purpose and should be answered. Applications where questions are not answered and have '**Please see attached**' will not be accepted.

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#### The Grant Agreement has been ticked by a named officer from your group

This demonstrates your organisation agrees to abide by the rules for receiving grant aid from Nottingham City Council. Un-ticked applications will not be accepted.

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#### You have taken a copy of your application for your records

We will usually ring you to discuss your request, please ensure you keep a copy so you can talk about your application with us.

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## APPENDIX 2 – EQUALITIES MONITORING

**We do not use this information to help us decide whether we want to fund your Project / Activity.** We want to know who is benefitting from our funding so that we can ensure we reach as many people in Nottingham as possible and to identify where there are gaps in support. You must complete the table to show us what groups of people your Project / Activity will help. **Please tick all that apply.**

<b>Ethnic origin of beneficiaries</b>		Are most of your beneficiaries	Are some of your beneficiaries
White	British		✓
	Irish		✓
	Eastern and Central European		✓
	Other White		✓
Asian / Asian British	Indian		✓
	Pakistani		✓
	Bangladeshi		✓
	Chinese		✓
	Other Asian		✓
Black / Black British	Black Caribbean		✓
	Black African		✓
	Other Black		✓
Mixed / Dual Heritage	White & Black Caribbean		✓
	White & Black African		✓
	White & Asian		✓
	Other (please specify)		✓
Gypsy, Roma or Traveller			✓
Other Racial Group (please specify)			✓

<b>Age of Beneficiaries</b>	Are most of your beneficiaries	Are some of your beneficiaries
Under 5 years		✓
5 – 13 years		✓
14 – 19 years		✓
Young adults 20 – 25 years		✓
Adults 26 – 50 years		✓
Older people over 50 years		✓

<b>Types of Beneficiaries</b>	Are most of your beneficiaries	Are some of your beneficiaries
Men / Boys		✓
Women / Girls		✓
People who have a physical, learning or mental disability		✓
Lesbian, Gay & Bisexual		✓
People whose gender is different to that assigned at birth		✓
Families		✓
Lone Parents		✓
People on a low income		✓
Refugees & Asylum Seekers		✓
Long term unemployed		✓
Migrant workers		✓
Young people not in education, employment or training		✓
Ex offenders		

Homeless people		
People with alcohol / drug addiction issues		

### APPENDIX 3 – BANK DETAILS

Grants are paid by BACS Transfer, direct in to your organisation bank account. Please ensure the details you give below are correct or payment of your grant may be affected.

If another organisation is holding your grant for you, please include a letter from them agreeing to do this.

We cannot pay grants into the bank accounts of individuals.

Name of Organisation  
(as reads on your Constitution)

11 TECH 18

Name of Bank

Lloyds Bank

Bank Address

12-16 Lower Parliament Street  
Nottingham  
NG1 3DA

Account **NAME** to be credited

11 TECH 18

Account **NUMBER** to be credited

0

4

3

2

4

6

8

2

Bank Sort Code

3

0

9

6

1

8

**Please return your completed application form to:**



Safer, cleaner, ambitious  
**Nottingham**  
A city we're all proud of

**Nottingham Together  
Nottingham City Council  
Byron House  
Maid Marion Way  
Nottingham  
NG1 6HS**