



KEIGHLEY TOWN COUNCIL

Community Development Grants

Expressions of Interests Form (2017-2018)

Please submit completed applications to:

The Town Clerk
Keighley Town Council
Keighley Civic Centre
North Street
Keighley
BD21 3RZ

Name of Organisation: _____

Bradford District Area: _____

Keighley Town Council Area: _____

Reference Number: CDG_____ (Office Use Only)

Community Development Grants – Applicant Details

Name of organisation	
Name of contact	
Position of contact	
Telephone of contact	
Email of contact	
Best method and time for making contact	
Alternative contact	

Deadline for Expressions of Interest

Sunday 02 April 2017

SECTION 1 – USE OF COMMUNITY DEVELOPMENT GRANT

1.1 What would your organisation like to deliver?	
	(please tick)
a) Generic Community Development work based largely within the setting of a specified community centre (but not managing the centre)	
b) Generic Community Development work that is not tied to a specific centre	
c) Delivery of a specific project that deploys a community development approaches to engage communities in finding a local led solution to a specific issue.	

1.2 Are there particular groups you would focus on?	
For example:	(tick)
Older people	
Women	
New Communities	
LGBT	
Low income groups	
Disabled people	
Others (please state below)	

1.3 Which Areas of the Keighley Town Council parish does your organisation want to be considered for? <i>(Please complete separate forms for each Area)</i>	
Area	(tick)
Keighley Central	
<ul style="list-style-type: none"> Highfield Knowle Park Lawkholme and Showfield Town Ward Utley and Spring Gardens 	
Keighley East	
<ul style="list-style-type: none"> Long Lee & Parkwood Morton & Sandbeds Riddlesden and Stockbridge Woodhouse & Hainworth 	
Keighley West	
<ul style="list-style-type: none"> Bogthorn & Exley Head Bracken Bank & Ingrow Fell Lane & Westburn Guardhouse Laycock & Braithwaite Oakworth 	

1.4 Which of the following themes do you intend to deliver projects on?	
	(tick)
Develop projects with positive impacts on the local environment, including promoting recycling	
Increase neighbourliness	
Develop a dementia friendly community	
Reduce social isolation and loneliness	
Increase the sense of community safety, reducing anti social behaviour and road safety	
Intergeneration work	
Improving mental and physical health	
Community cohesion work	
Other (please state below)	

1.5 How would the work that you undertake using the Community Development grant contribute to reducing inequalities?

1.6 Could the work you undertake using the Community Development Grant reduce the demand on existing services? If so which services and how? (e.g. social care, mental health services, waste and street cleansing).

1.7 Can you give an example of a project that your organisation has been involved in that has led to a sustainable solution to a local issue?

1.8 Is there anything else you would like us to consider in support of your expression of interest?

SECTION 2 – ABOUT YOUR ORGANISATION

2.1 Indicate with a tick✓ documents you could supply (if requested at a later date).	
Are you a Bradford District based Voluntary Organisation?	
Has your organisation got a constitution (Memorandum & Articles of Association)?	
Has your organisation got an Equal Opportunities Policy?	
Do you have a Health & Safety Policy?	
Do you have last Full Years Accounts available?	
Can you give a full budget forecast for your Organisation, not just for the CD Work for 2015-16 and 2016-17?	
Can you provide Names & Addresses of all the local Management Committee (including where applicable roles and responsibilities)?	
Can you provide Sample Contracts of Employment, Terms & Conditions (where employing staff)?	
Have you got Public/Employers Liability Insurance (where employing staff please supply photocopy of certificate)?	
Do you have a Discipline & Grievance Procedure (where employing staff)?	
Do you have a Complaints Procedure?	
Do you have a Safeguarding policy?	
Should have or be prepared to work towards a recognised quality system	
Should hold a 'volunteers policy' or confirm (in writing) a willingness to adopt Bradford's Policy Statement of 'Good Practice in Working with Volunteers'.	

2.2 What experience does your organisation have of supervising Community Development staff? Please describe briefly the experience and skills of the person who would have supervisory responsibility?

SECTION 3 – RESOURCES AND BUDGETS

3.1 How much grant funding would you require to deliver the proposed Community Development support in your proposed Areas	
Grant Funding Requirement	
Area	2017-2018
Keighley Central	
<ul style="list-style-type: none"> Highfield Knowle Park Lawkholme & Showfield Town Ward Utley & Spring Gardens 	
Total Required	£
Keighley East	
<ul style="list-style-type: none"> Long Lee & Parkwood Morton & Sandbeds Riddlesden & Stockbridge Woodhouse & Hainworth 	
Total Required	£
Keighley West	
<ul style="list-style-type: none"> Bogthron & Exley Head Brack Bank & Ingrow Fell Lane & Westburn Guardhouse Laycock & Braithwaite Oakworth 	
Total Required	£
**Please also complete the enclosed form 'CD Expressions of Interest financial pro forma' – at the end of the form	
We may need to ask you for further details later, so please keep hold of any calculations you may make	

3.4 If the community development grant is not to be used to contribute towards the cost of employing a community development worker, what will the grant be used to pay for?

SECTION 4 – MONITORING AND PERFORMANCE

4.1 With reference to Section 4 of the guidance, please explain how your internal management systems work and how the organisation will monitor the Community Development work and ensure delivery is achieved, (e.g. *will there be regular supervision of worker/s and input / monitoring by a management committee?*)?

SECTION 5 – FUTURE SELF-SUSTAINABILITY

5.1 Please could you demonstrate how the community development work you are planning will be self-sustained in future years

SECTION 6 – CD SUBMISSION – FINANCE PRO FORMA

Name of organisation:

DESCRIPTION	2017-18
Direct frontline staffing costs (inc. NI etc.)	£0.00
Direct Management and Admin. Costs (inc. NI etc.)	£0.00
Direct running costs of the project/service	£0.00
Indirect Management and Admin costs (inc. NI etc.)	£0.00
Premises costs/ office accom.	£0.00
Other (please specify)	£0.00
Total	£0.00

Explanation of above categories

Direct frontline staffing costs (inc. NI etc.)

This should only include all the costs of staff providing a direct frontline service in the delivery of commissioned service.

Direct Management and Admin. Costs (inc. NI etc.)

This should only include all the costs of staff that give direct support to the commissioned service you intend to deliver (e.g. supervisor of frontline staff)

Direct running costs of the project/service

For example recruitment and training of staff, equipment and other consumerables for the delivery of the service

Indirect Management and Admin costs (inc. NI etc.)

This should include all the costs of management and support staff that are not involved in the direct delivery of the service

Section 7 – Grant conditions - To be completed by the organisation requesting funding

- Keighley Town Council expects organisations to make every effort to be self-supporting and a repeated application may be asked for evidence of this.
- Applicants MUST provide all documentation or information requested by the Council by the agreed date. Failure to do so will delay the Council’s decision and may void the application.
- On receipt of an award the applicant agrees to the following publicity:

Acknowledge KTC as funder/partner in media	Y/N
Display KTC logo on publicity material and /or items provided	Y/N
Agree to any reasonable joint publicity KTC may require	Y/N
Provide article for KTC magazine	Y/N
Give permission for use of photographs in media	Y/N
KTC may use in own publicity/press release etc (agreed details)	Y/N
- The recipient must provide Keighley Town Council quarterly monitoring reports and statements of community development work undertaken.
- The recipient MUST agree to feedback to the Council on a six monthly basis via a presentation at agreed date.
- The grant conditions is not an exhaustive list and the Council may review the grant funding at it’s discretion.

DECLARATION & SIGNATURES

This submission should be signed by 2 people authorised by the management committee.

Signature (1)

Name in BLOCK CAPITALS

Position in Group

Signature (2)

Name in BLOCK CAPITALS

Position in Group

Date of submission: _____

Section 8 – Criteria and conditions checklist of organisations receiving funding
This section is to be completed by Keighley Town Council

Criteria & Conditions Checklist	Yes or No (tick) if applicable
Organisation is registered with the Diva database	
Bradford District based Voluntary Sector Organisations	
Meeting eligibility criteria / all paperwork in order (see criteria in section two)	
Have a good track record delivering Community Development work, including if currently grant funded providing satisfactory evidence of performance	
The completion of any forms requested by the date specified in the timetable, and provision of all financial information requested	
Agreement to work with the Town Council around developing quality and evaluation systems for their work	
Agreement to provide appropriate monitoring information about the support you provide during the duration of the funding period	
The Community Development work should be set within the context of existing Ward Plans. Has the organisation agreed to implement any further priorities identified by the Town Council (if any)	
Agreement of regular, suggested quarterly, reporting of the community development work carried out by each organisation to the special committee (refer to timetable)	
Does the Community development work relate to priorities within the existing ward plans. Has the organisation identified the needs within their wards and provided reasons?	
Has the Development Worker provided a 3 month plan for the work ahead (The plan is to be used to measure performance of the work carried out)	
Has the organisation agreed to a presentation and performance review to full Council	
Grant payments to be made six monthly based on satisfactory delivery of agreed community development work carried out within the first six months	

Please submit completed applications to:

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Keighley
BD21 3RZ

Telephone: 01535 618252 or Email: townclerk@keighley.gov.uk