

2024 Community Grant Application Form



Thankyou for showing an interest in applying for the **FUEL** community funding, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer currently in Wiltshire.

Please ensure you have familiarised yourself with the **FUEL community funding information pack** before proceeding with the application form. Please complete **all** questions below.

All completed applications should be submitted by **31 May 2024** to **fuelprogramme@wiltshire.gov.uk**

■ Service Type

Service you will offer:

New Provision

Bolt-on Provision

New Provision

For organisations to provide holiday activity in their local community when holiday provision is not normally part of the provision offered by them.

Bolt-on Provision

For organisations who already offer holiday provision but want to extend their reach and remit to meet the set criteria and to enable free access to provision for eligible participants.

■ Organisation information

Organisation name

Type of organisation

Registered address

Town

County

Phone Number

Postcode

■ Primary contact details

In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.

Full Name

Contact position

Telephone number

Email address



■ Secondary contact details

Full Name

Contact position

Telephone number

Email address

■ Delivery Area

In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), the age of your target audience, the projected number of individuals/beneficiaries who will benefit from your delivery and specific details of the provision you intend to offer. Please also include if you are working in partnership with another organisation to deliver the FUEL camp.

**Please select the primary delivery location your application relates to. If your application is for more than one delivery location, please detail this in the outline of your proposal below.*

Please note that priority will be given to provision that meets the needs of young people living in Salisbury, Chippenham, Trowbridge and Melksham. We are particularly interested to work with organisations that can deliver activities for young people living in areas of deprivation.

Delivery area

Name of venue

Venue address

Town

Postcode

■ Delivery Provision

Participant age range

Proposed dates and number of days

Predicted number of daily places that will be allocated to young people eligible for benefit related Free School Meals

Please indicate how many other young people you anticipate will benefit from the activity

Please confirm that all young people accessing the project who are eligible for benefit related Free School Meals will be able to do so **free of charge**.

I confirm that all children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.



■ Provision Overview

Please provide an outline of your proposal. Please also include details of how you have involved young people to develop your proposal.

■ Enriching activities

Please provide details of fun and enriching activities you will offer that will provide young people with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences



■ Physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the **Physical Activity Guidelines** and how you will staff this aspect of your provision. This is particularly important if physical activity is not the primary focus of your project.

■ Healthy eating and lifestyle

Please detail how you will incorporate healthy eating and lifestyle into your activities

■ *A key aspect of this programme is improving healthy eating and lifestyle. Wiltshire Council works with commissioned providers who can support with this aspect of the programme. Please confirm that if successful with your application, you will work with us to ensure that you can confidently support this aspect of the programme.*



■ Engaging the target audience

Community funding is intended to benefit young people in Wiltshire who are in school years 7 - 11 and eligible for benefit related Free School Meals. Please tell us how you intend to ensure that engaging the target audience is successful. You may wish to include evidence of past experience or feedback from young people.

■ Food Provision

The FUEL programme is intended to ensure that young people participating in activities have access to nutritious meals on each day of activity. Please detail how you intend to ensure that the **standards** are met and that young people who are eligible to access this aspect free of charge do not feel stigmatised.

If your activity will be run during the hours of 10am to 2pm, Monday to Thursday in the weeks commencing 29 July, Wiltshire Council can support with food provision. Please let us know in this section if you would like us to support with food provision.

If you intend to provide food please indicate how you will provide food and meet the required standards for food handling and provision.



■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.

■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.

All staff working on the project for which you are seeking funding have undertaken safeguarding training.

Please provide the name of the staff member responsible for safeguarding

All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application.

Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.

Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.

■ Public liability insurance details

Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.

Policy number

Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.

■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy



■ Signposting and referrals

Please provide details of how you will signpost or refer participants to other services and support that would benefit the young people who attend the programme.

■ Breakdown costs

Please provide a breakdown of the anticipated costs and detail of spend for delivering the project for which you are applying for funding.

Funding detail

Staffing costs	£ <input type="text"/>	<input type="text"/>
Activity costs	£ <input type="text"/>	<input type="text"/>
Administrative/Operational costs	£ <input type="text"/>	<input type="text"/>
Other costs	£ <input type="text"/>	<input type="text"/>
Total amount of funding required:	£ <input type="text"/>	

■ Declaration

- I confirm that I have the authorisation to submit this application on behalf of my organisation*
- I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.*
- By submitting this form, I agree to the requirements outlined in the information pack.*
- I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.*

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk. Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.