

## Community Investment Fund - Small Ideas Fund £500 to £2,000

### Application Form

Name of your group/organisation:

Contact Address  
(Including postcode):

Main Contact Name & Position:

Tel:

Email:

Website:

### 1. About your group/organisation

Please answer all of the below

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Are you or your group based within Staffordshire?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Will your project only provide a service to residents in Stoke-on-Trent?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your organisation have a registered bank account with two signatories who are not related and don't live at the same address? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Will you or your organisation be able provide a minimum 20% community match contribution?  | <input type="checkbox"/> | <input type="checkbox"/> |

**What kind of Community Organisation are you classed as?**

Community Interest Company (Ltd by Guarantee)

Registered Charity

Other

If other please specify:

**Are you a registered charity?**

Yes  Charity No:  No

**Are you a registered community interest company?**

Yes  Company No:  No

**Do you have a constitution or set of rules?**

Yes  No  (if yes please attach a copy)

What is your average annual turnover?

What grants, donations over £500.00, did your group receive in the last twelve months?

Does your group have a written policy covering Safeguarding?

Yes  No  (If yes, please attached a copy)

Are you or any member of your organisation/committee connected or directly related to any Elected Member or Officer of Stoke-on-Trent City Council?

Yes  No

If so who and in what capacity?

**2. About your project:**

**Name of the project:**

**Describe the project that you are asking us to contribute towards: maximum 300 words**

**Why is your project needed? (Maximum 200 words)**

**Are there similar projects already available? How does your project differ?  
(Maximum 150 words)**

**What is the change or difference your project is going to make?**

Tick the outcome that reflects the most change or difference your project will make. Your project must meet at least one of the outcomes to be considered for an investment, but do not tick all the boxes.

**Supporting families to fulfil their potential:** Play and learn activities for families with children under 5

**Thriving places and communities:** Investing in strong, thriving communities and sustainable local economies

**Strong communities where people live their lives well:** Building strong community networks and prevent loneliness

**Tell us how your project will meet the main priority area you have ticked above  
(maximum 300 words)**

**How does your project intend to be self-sufficient after the funding has finished?**

(Maximum 200 words)



**How much will your project cost?**

<b>Item or Activity</b>	<b>Total Cost</b>	<b>Amount requested from CIF</b>
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

**List all of the broad items that make up your project. Include everything you will need for the project, even if you are not asking us to fund it. Give the total cost of each item or activity. Please check that you have added up the totals correctly.**

**Please specify what items you are asking to be funded via the investment fund.**

**How much of an investment are you bidding for?**

<b>Total cost of your project (100%)</b>	<b>£</b>
<b>How much you are applying for from us (80% of your project)</b>	<b>£</b>
<b>How much you will contribute as community match (20% of your project)</b>	<b>£</b>

**Briefly, how do you intend to provide the community match contribution?**

You can write up to a maximum 150 words

	<b>Before submitting your application, please ensure that your proposal evidences the following criteria:</b>	<b>Please tick</b>	<b>Office Use only</b>
Eligibility	Be a not for profit organisation that is based in Staffordshire.		
	Not already be in receipt of monies from the council for the provision of a service or project suggested in the bid, unless the proposal clearly evidences sustainability and increases outcomes for the residents of the city		
	Have a bank account that has two signatories who are not related nor live in the same address		
	Demonstrate how the idea or project addresses community issues		
	Offer provision for the residents of Stoke-on-Trent		
Proposed Idea	Meets one or more of the priorities		
	Your idea is new and innovative		
Community Involvement	Demonstrates who will benefit from the project		
	Addresses a current need or gap within the City		
	Demonstrates which area of the city the proposal will impact upon		
Outcomes to be delivered	Evidences what difference the project will make?		
Project Resources	Evidences a community match e.g. volunteer time/match funding		
	Plans for delivery		
Sustainability	Demonstrates plans for sustainability		
	Evidence of plans for income generation (if necessary)		
	Offers a return on investment		
Collaboration	Partnership working with third sector organisations		

**Please attach the following with your completed application.**

- Your governing document (this could be your constitution or Memorandum and Articles of Association)
- Your most recent set of annual accounts (or breakdown of income and expenditure).
- A recent bank statement (dated within the last 3 months. This must match the details provided earlier)
- A copy of your Child Safeguarding policy (if you require one)
- A copy of your Vulnerable Adults policy (if you require one)
- Verification that you either have (or will) have Public Liability Insurance covering £10million
- A copy of lease or permission from landlord to carry out works as referred to in your application

Please submit your application to [local.matters@stoke.gov.uk](mailto:local.matters@stoke.gov.uk) please mark the subject box with the name of your organisation.

**Data Protection**

At Stoke-on-Trent City Council we take your privacy seriously and will only keep and use your personal information for reasons law requires or allows us to. We are a data controller for the personal information we hold about you in relation to the Community Investment Fund. In order to comply with data protection legislation we must be sure you understand how we use this information.

We will use the information you give us during assessment and during the life of your Stronger Together Community Investment Fund (if awarded) to administer and analyse the Community Investment Fund and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring the Community Investment Fund and evaluating the Fund's processes and impacts.

These organisations may include universities, external evaluators, partners of the Council and other groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in the Community Investment Fund. We have a duty to protect public funds and for that reason we may also share information with government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any Investment we award to you and fraud is identified, we will provide details to the police and fraud prevention agencies, to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Data protection law provides you with certain rights, however not all of these rights will be available to you in all situations. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have under data protection law is given below:

- You can ask to see the information that we hold about you.
- You can ask what is being done with the information that we hold about you.
- You can ask to have some data that we hold about you deleted.
- You can ask us to review a decision made about you by a computer, and ask for a new decision to be made without a computer.
- You can ask us to stop processing data that we hold about you, but only in limited circumstances, such as processing for research, historical or direct marketing reasons.
- You can ask us to make changes to inaccurate data.
- You can ask us to move your information somewhere else.
- You can ask us to restrict or limit what we do with your data, for example if you believe that data we hold is inaccurate, or you believe the processing is unlawful.

## **Freedom of Information**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, Stronger Together Community Investment Fund applicants. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

If you wish to contact us in relation to any of your information rights, please contact the Information Rights Team at [foi@stoke.gov.uk](mailto:foi@stoke.gov.uk) or Information Rights Team, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH or you can complete the online form on the City Council's website:

<http://feedback.stoke.gov.uk/RespondCustomer/MainMenu.aspx>

Alternatively the Information Rights Team can be contacted on the following numbers 01782 233732 or 235965.

If you wish to complain about how your personal information has been handled by Stoke-on-Trent City Council then please contact the Information Rights Team in the first instance using the details above. If you are not satisfied then you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or you can visit their website at [www.ico.org.uk](http://www.ico.org.uk).

You can find details of how we handle your personal information by visiting [www.stoke.gov.uk/dataprotection](http://www.stoke.gov.uk/dataprotection).

For any general enquiries you can contact the council by 'phone on 01782 234234, via email to [enquiries@stoke.gov.uk](mailto:enquiries@stoke.gov.uk) or by writing to us at Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.