# **Adapt & Innovate Grant Funding 2020/21**

# **Application Short-Form**

### COMPLETING YOUR APPLICATION FORM

Please ensure you read the Adapt and Innovate Guidance Notes supplied with this form carefully and follow the guidance for completing the sections of the form. It is important you complete the application alongside the guidance, as it outlines how the application is assessed and what you should aim to cover in your responses.

[Adapt & Innovate Grant Application guidance notes](https://kcsocialcouncil.sharepoint.com/Documents/HEALTH/Self-Care%20INNOVATION%20Fund%20Sept%202017%20-%20March%202019/New%20grants%20fund%20proposal%20June%202020/Adapt%20%26%20Innovate%20Grant%20Application%20guidance%20notes.odt?web=1)

Please type your answers directly in the boxes provided which will expand as you type. Several boxes include guidance for word counts; 1500 words should be sufficient to complete the form.

When you save this document, please enter the name of your organisation in the document file name. Applications will be accepted on a rolling basis and the final deadline for submissions is 30th November 2020. Please refer to the instructions at the end of this form on how to submit your application.

**If you need any support in completing your application, please contact** **michael@kcsc.org.uk****.**

## **Section A: About your Organisation**

### Name of Organisation:

### Contact Information

|  |  |
| --- | --- |
| **Address** |  |
| **Main Contact Person** |  |
| **Phone Number** |  |
| **Email** |  |
| **Website** |  |
| **UK Bank where account held** **Account Name/Address** |  |
| **Organisation Start Date** |  |

### Is your organisation ….. (please tick all that apply)

|  |  |  |
| --- | --- | --- |
|  |  | **Number (where applicable)** |
| **A charitable company limited by guarantee** |  |  |
| **A charitable incorporated organisation** |  |  |
| **A social enterprise with a legal structure** |  |  |
| **Appropriately covered for all relevant liabilities?** |  | (Please list liability cover): |

#

# **Please provide your organisation’s annual financial turnover**

#  **(please write N/A if your organisation is less than a year old):**

###  Is your organisation part of a larger regional/national organisation?

#  **☐ Yes ☐ No**

#

### Please describe the main purpose/aims of your organisation below (100 words):

### Engagement: Please describe your experience of and approach to engaging and involving people in the development of the service (300 words):

## **Section B: The Project**

### Your Plans: Please describe how you would use this funding to create innovative and sustainable change within your organisation (300 words)

(refer to the Guidance document for advice about what to include here)

### Target Group: Please describe who the project aims to support and how it will help them? (250 words)

### Previous Experience: What experience have you had delivering grant funded projects in the past? (400 words)

1. **Monitoring and Evaluation: Please provide an outline of how you propose to monitor and evaluate your service (200 words)**
2. **Service Flexibility: Please describe how your organisation will operate flexibly in response to changing Covid-19 restrictions (300 Words):**

### Do all relevant staff and volunteers who will be working directly or indirectly with service users have a valid enhanced Disclosure and Barring Services check in place?

 ☐ Yes ☐ No

### If no, please note you will need to undertake this check

### for those delivering the project, before the project starts.

### Please check the box to confirm you agree to do this. ☐

## **Section C: Funding**

### Prior Funding: Has your organisation received funding from Kensington & Chelsea Social Council or direct from the West London Clinical Commissioning Group before?

 ☐ Yes ☐ No

### Other Funding Sources: Will any elements of this project be funded from sources other than this grant?

 ☐ Yes ☐ No

### If yes, please provide details below

### Please provide a brief breakdown of the costs of your project:

 - Edit the text to specify a different cost type if needed or this can be sent as an attachment

|  |  |
| --- | --- |
| **E.g. Space hire:** | £ |
| **e.g. Expenses:** | £ |
| **e.g. Staffing:** | £ |
| **e.g. Equipment:** | £ |
| **e.g. Printing:** | £ |
| **Other:** | £ |
| **Total:** | £ |

## **Section D: Declaration**

### By signing this form, you are confirming:

* You will share the following documents with us to support our governance and assurance processes. Documents with an \* must be submitted as part of the initial application:
	+ Copies of financial record keeping and expenditure
	+ A set of rules or a constitution outlining your governance arrangements\*
	+ Safeguarding: Child Protection or Vulnerable Adult Policies\*
	+ Data Protection/GDPR/Information Governance Policies\*
	+ A completed conflict of interests declaration prior to the project beginning
	+ Enhanced Disclosure and Barring Service certificates for staff/volunteers working on the project/working directly/indirectly with service users
	+ The names and contact information of your organisation’s information governance lead and Caldicott Guardian (where applicable)
* You are authorised to make an application on behalf of the above organisation
* The information contained in this application is correct
* That if any of the above information changes, you will inform hayley@kcsc.org.uk/michael@kcsc.org.uk as soon as is practicable
* You will provide updates on your project as required

For the purposes of processing your application, we need your consent to use the data you have supplied to fulfill our contractual obligations. Please note that without your consent we will not be able to proceed with your application.

Please tick the box to indicate you consent to your data being used for this: **I Consent** ☐

|  |  |  |
| --- | --- | --- |
| Print Name | Signature | Date |
|  |  |  |

### Please send your completed application, along with the required attachments to michael@kcsc.org.uk, and include your organisation name and ‘Adapt & Innovate Grant Fund’ in the subject header.