

Wealden District Council Service Level Agreement Application 2022 - 2025

About this form

Please save this form to your own computer first and then you can type directly into it and save your answers. You must have the latest version of Adobe Reader installed. Download it free from: <http://get.adobe.com/uk/reader/> (Please ensure that you have opened the editable version of the document from your saved files and that you regularly save the document to avoid losing work). You must not change any of the questions or alter any part of the form except your answers. If you have printed this form to complete it, please write clearly in black ink or type. NB: You MUST read the separate Guidance Notes before completing this form. You must only use the latest version of Adobe Reader to fill out this form. Do not use Preview or any other application.

If you have any questions after fully reading the Guidance Notes and Application form, please contact Michelle Namurach, Partnerships and Funding Support Officer (01323) 443520 or email communitygrants@wealden.gov.uk

Scored** answers have character limits – if you need additional space, you may continue onto the 4 additional text boxes at the end of this document, with each answer clearly marked with the Question number. You need to click in the box on the last sheet when to continue typing when the character limit has been reached (the character limit includes spaces).

Please do not include anything outside of this form as answers to questions.

Data Protection Statement Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. Our Privacy Policy sets out how we collect, use and securely hold your data. If you want more information on how a particular Council service uses your personal data, please view our Privacy Policy and privacy notices on our website using the following link

<http://wealden.gov.uk/privacypolicy>

If you have problems with the format of this form, please contact the Partnerships and Funding Support Officer by emailing communitygrants@wealden.gov.uk or telephone (01323) 443520. If you, or somebody you know, would like the information contained in this document in large print, Braille, tape/ CD or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk

Application Checklist:

You must be able to answer Yes to all of Part One to Apply

Part One

Yes No

Is your group a voluntary or community organisation? (including a registered charity or CIC)

Does your group have its own bank account, which requires two people (who are not related in any way or cohabiting) to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying.

Does it have at least three members on its governing body or board of directors?

Will the funding definitely be spent between April 2022 and March 2025?

You must be able to answer No to all of Part Two to Apply
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Part Two

Yes No

Does your application include:

Fundraising activities, volunteer recruitment or marketing costs

Activities promoting religious or political beliefs

Name of group/organisation

Name of main contact for this application

(This MUST be a member of your group, and someone who can be contacted during normal daytime office hours).

Address for correspondence, including full postcode

Email

Website

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Do you receive funding or support from any other department within Wealden District Council?
(If yes, please give details below)

When are you planning for your project to take place?

(Remember you will not know if your grant has been approved until the end of March 2021 and all monies must be spent by March 2024).

Start Date (Mth/Yr)

End Date (Mth/Yr)

Does your organisation work with children or vulnerable adults? If your answer is yes, have you got Vulnerable Adult and/or Child Protection Policies and Procedures in place to protect their safety? (If you are awarded the grant, you must make these policies available for inspection by the Council upon request).

YES

NO

Not Applicable

Do you have public liability insurance?

Yes

No

Not Applicable

Please tick all the parishes which will benefit:

All parishes	Framfield	Maresfield
Alciston	Frant	Mayfield & Five Ashes
Alfriston	Hadlow Down	Ninfield
Arlington	Hailsham	Pevensey
Berwick	Hartfield	Polegate
Buxted	Heathfield & Waldron	Rotherfield
Chalvington with Ripe	Hellingly	Selmeston
Chiddingly	Herstmonceux	Uckfield
Crowborough	Hooe	Wadhurst
Cuckmere Valley	Horam	Warbleton
Danehill	Isfield	Wartling
East Dean & Friston	Laughton	Westham
East Hoathly	Little Horsted	Willingdon & Jevington
Fletching	Long Man	Withyham
Forest Row		

Please estimate the number of volunteers who will be involved

Please estimate the number of people who will benefit NOT including volunteers

What are the ages of most of the people who will benefit? (Please tick all boxes that apply)

All ages	0-5 yrs	6-11yrs	12-18 yrs	19-25yrs	26-60yrs	61+ yrs
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About your request for funding

Please answer all questions fully with as much detail as possible – the ones marked with ** will be scored.
See Scoring Guidance section for details.

A1 What activities will take place if you receive a grant?**

B1 How do you know people in your community want this project?**

C1. How will you monitor and measure the success of your project, and the difference grant funding has made? ** (This might be in the form of attendance numbers, surveys, feedback from participants, press coverage etc)

Wealden District Council –Corporate Plan

Tick the box(es), which best reflect how your project will help to achieve the District Council aims.

Wealden Corporate Plan Priorities

Improve access to essential services for communities

Ensure that Wealden is Carbon Zero by 2050 at the latest

Protect and enhance Wealden's unique natural environment and heritage

Work with partners to regenerate our diverse market towns, creating jobs and attracting investment

Support our local businesses, tourism sector and entrepreneurs to achieve a locally sustainable economy

Promote a better quality of life for Wealden through activities that improve health, resilience and well-being

Ensure development meets future needs, with associated investment in infrastructure

Generate ongoing sources of income to reinvest in local priorities and optimise funding from external sources

Please scroll down to the next page to tell us how your project meets these themes

D1. Tell us how your project will help you meet the themes you have ticked**
Please include as much detail as possible.

E1 About the grant you are requesting**

(please see example in the scoring section of the Guidance Notes)

Please give a detailed, itemised list of actual costs for the project relating to the grant you are requesting. These are costs you will have to pay out:

Item or Activity:	Cost of Item:	Amount Requested from us:
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total SLA Year 1	£	£
Total SLA Year 2 (must be the same as year 1)	£	£
Total SLA Year 3 (must be the same as year 1)	£	£
Total for the 3 year Service Level Agreement	£ Box A	£ Box B

Cash Match Funding Source:	Confirmed or Decision Date:	Amount:
		£
		£
		£
		£
		£
(This must be the difference between the amount you are requesting and the total of your Actual Costs i.e. Box A – Box B in the table above) Total		£ Box C
In-Kind Match Funding Source:		
		£
		£
		£
		£
Total Match Funding, including in kind funding – This will be Box C + the in-kind funding detailed below it and must not be less than the total amount you are requesting from us		£

F1. Outcomes ** Please list up to 5 different outcomes that will result from your project

Financial Information

If you are awarded a grant, we will ask for the account details of your organisation. How many people have to sign each cheque and withdrawal from your bank/building society account?

We will only pay grants into an account which requires at least two signatories (who are not related in any way or cohabiting) on each cheque and withdrawal

Please list all the people who are authorised to sign cheques and make withdrawals on this account

Name	Position in the Group

First Signatory Your signature/agreement as the **Main Contact** on this form –

NB: Your Main Contact and Contract Signatory must be separate members of your organisation whom you reasonably expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if either leaves your organisation for any reason.

I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate. I understand that supporting information may be requested at any stage of the application process.

Signed

Date

Please enter the email address from which the form was submitted
as consent if it was completed electronically

Second Signatory - Contract – requires additional signatory

(This section MUST be completed and signed by a person duly authorised to do so on behalf of the organisation making this application. This may be for instance your Chairperson, Vice Chairperson, Secretary or Treasurer. They should not be the main contact for the application.)

I confirm that the organisation named in this application has authorised me to sign this agreement on their behalf. I certify that the information given in this application is true and accurate and I confirm that the enclosures are current, accurate and adopted or approved by the organisation. I confirm that if this application is successful, in full or part, the organisation will comply with the terms and conditions that follow. I understand that this is an agreement between the organisation and Wealden District Council ('the Council').

We ("the organisation") understand and agree that:

Use, Purpose and Payment of Grant:

1. We shall use the grant for the purposes set out in this application only ('the Project') and in accordance with these terms and conditions and any further conditions contained in the Council's offer letter. The offer letter will explain if the Council want the organisation to alter any part of this application or impose upon us any separate conditions of grant.
2. We shall not make any significant change to what we use the grant for or how we spend it without the Council's prior written consent.
3. We shall not, at any time, sell or dispose of any equipment or other assets purchased with a grant without the Council's prior written agreement. If we sell or dispose of the equipment or assets, with or without the Council's permission, we may be required by the Council to pay them a share of the proceeds of sale in direct proportion to the share of the project cost originally met by the Council.
4. The grant from the Council cannot be used to pay for expenditure incurred or committed prior to the date of the offer letter.
5. We shall not apply for duplicate funding for the Project which the Council is funding under this agreement. If we obtain funding from another source we will inform the Council immediately. We understand that we may need to repay all or part of the grant in these circumstances.
6. The grant must be spent or committed within the financial year (1st April-31st March) for which it is awarded ('the Grant Period').
7. If we do not spend the entire grant by the end of the Grant Period, we shall promptly return any unspent monies to the Council.
8. We understand the grant will not be increased in the event of any overspend.

9. We shall promptly repay to the Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes, but is not limited to, situations where either an incorrect sum of money has been paid or where grant monies have been paid in error before all conditions attaching to the grant have been complied with by the organisation.

Acknowledgment and Publicity:

10. We shall acknowledge the Council's grant in our annual report, our Chairperson's or Secretary's report at our AGM, the accounts which will cover the period of the grant, and in any publicity materials we produce about the work supported by the grant. We will supply copies of these documents to the Council on request.
11. The Council may use our name and the name of our project in its own publicity materials and we will inform the Council of situations where confidentiality is a particular issue.

Monitoring and Reporting:

12. We shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objective of the Project are being met and that this agreement is being adhered to.
13. We shall keep the Council informed of the Project's progress and we shall complete and return all necessary documentation required as part of the grants process including the quarterly monitoring reports.
14. We understand that monitoring visits by the Council may take place throughout the Grant Period and we are happy for an officer of the Council to undertake a monitoring visit if required.
15. We shall not change our constitution as regards its purposes, payment to members of the governing body, distribution of assets or admission of members without the Council's prior written consent.
16. We shall promptly inform the Council of any changes to our Bank or Building Society account.
17. We shall comply with any relevant legislation affecting the way we carry out our Project.

Accounts and Records:

18. We shall keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. We will make these available to the Council on request. We understand that this does not release us from our statutory obligations to keep our records for longer periods.

Withholding, Suspending and Repayment of Grant:

19. On awarding a grant, the Council's intention is that the grant will be paid to the Organisation in full. However, without prejudice to the Council's other rights and remedies, the Council may at its sole discretion withhold or suspend payment of a grant and/or require repayment of all or part of the grant in the following circumstances:
 - a) the Organisation uses the grant for purposes other than those for which they have been awarded;
 - b) the Organisation fails to comply with any of the terms and conditions set out in this Agreement;

- c) the Organisation obtains duplicate funding from a third party for the Project;
- d) the Organisation provides the Council with incorrect or misleading information or completes the application form or supporting documentation dishonestly;
- e) any member of the governing body, employee or volunteer of the Organisation has:
 - (i) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project; or
 - (ii) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute; or
- f) the Organisation ceases to operate for any reason, is dissolved, insolvent, or put into administration, receivership or liquidation (sequestration), or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or is unable to pay its debts as they fall due.

21. If the Organisation is dissolved we shall propose a solution relating to the disposal of equipment or assets to the Council subject to their consent.

Title First Name Last Name

Occupation

Position in Group

Address

Postcode

Phone Number

Email address

Signed

Date

NB: AS STATED ABOVE, THIS MUST **NOT** BE THE MAIN CONTACT FOR THE APPLICATION.

If the form is submitted electronically, please enter the email address of the person who has agreed to sign it so that we can confirm the application and contract with them if necessary

Part or all of the information you provide us with will be held on computer. The completed signature box is treated as confirmation that all people whose personal information is given in the application form have given their consent that this may be used for the purposes of assessment, decision making and grant management.

Final checklist

Please tick off this checklist to make sure you are sending us everything we need in order to process your application
All questions are answered fully and correctly
You have taken and kept a copy of this Application form for your reference
This form has been signed/email address consensually given by the two separate signatories required (the Main Contact must NOT sign it twice)
A copy of your constitution or set of rules, dated and signed as adopted by your group
A copy of a Bank or Building Society statement (not more than three months old) OR A copy of the page(s) in your passbook which show(s) your group's name, account number and current balance (do not send original statements or the passbook)
A copy of your most recent Annual Accounts, dated and signed as approved OR If you are a new group, a copy of your estimated income and expenditure budget for the first year.
Copies of any quotations or notes you have used to work out your costs*.
You have ensured that any hard copies you have submitted as part of your application are not stapled or bound in any way

If you have ticked all the boxes, your application should now be complete.

We welcome your feedback, please let us know if you have had any difficulties in completing this form and improvements we could make.

Please send the completed form and all of the supporting documents by email to communitygrants@wealden.gov.uk

If you believe it will cause you any difficulty completing any part of the form or providing all the information electronically please contact Michelle Namurach michelle.namurach@wealden.gov.uk or on 01323 443520

The closing date for applications is 30th November 2021.

Additional information

Please use this space for any additional information you wish to add. Please ensure you include the question number to which the information relates. (Information included in covering letters or outside of this application form will **not** be considered as part of the assessment process)

You need to click in the box on the next sheet to continue typing when the character limit has been reached (the character limit includes spaces)

You need to click in the box on the next sheet to continue typing when the character limit has been reached (the character limit includes spaces)

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You need to click in the box on the next sheet to continue typing when the character limit has been reached(the character limit includes spaces)

