**Community Grant Fund –**

**Holiday Activities Fund 2021**

**Explore Christmas 21**

**Application Form**

Our Ref:



If you need help completing this form or want to check anything please call Sharon on 01642 729309

**Please make sure to read the guidance fully before completing this form.**

Middlesbrough Council is processing grants for the Holiday Activities and Food Programme for Middlesbrough and Redcar & Cleveland – applications may be shared with Redcar & Cleveland Borough Council colleagues as part of the assessment process and ongoing work around tackling poverty. They are also shared with The Junction for booking and monitoring purposes.

1. **ORGANISATION DETAILS**

1.1 Details of the organisation that will take the lead in this application and the delivery of the club/s

|  |  |
| --- | --- |
| Name of the lead organisation |  |
| Address & Post Code |  |
| Contact name |  |
| Daytime contact number |  |
| Email address |  |
| Organisation status and Charity/CiC/Company number |  |
| Role in Project & previous experience |  |

**If this is a partnership bid please provide the details below for each partner**

1.2 Please provide the details of any other organisations that will participate in the delivery of the club/s

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
| Organisation status |  |
| Role in project & previous experience |  |

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
| Organisation status |  |
| Role in project & previous experience |  |

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
| Organisation status |  |
| Role in project & previous experience |  |

**2.0 ABOUT THE PROPOSED CLUB/S**

2.1 Please provide a detailed time, including dates/times/location/activity/number of places. Include plans for inclement weather.

(Plus deliverer if this is a partnership bid.)

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| --- |
|  |

2.2 Please describe the provision that will be made for the safeguarding of the children that attend

|  |
| --- |
|   |

2.3 Please provide menu details for each individual day of club (this can include breakfast or light meal on arrival/main meal/drinks/snacks throughout the session)

|  |
| --- |
| This can either be listed here or added as an attachment. |

2.4 What is your back up plan if Government Guidelines on face to face provision changes?

|  |
| --- |
|  |

**3.0 BREAKDOWN OF EXPENDITURE**

|  |  |
| --- | --- |
| **Budget Heading** | **£** |
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|  |  |
|  **Total** | **£**  |

64.0 **SUPPORTING DOCUMENTS AND INFORMATION**

Please indicate which of the following policies/procedures are in place? **Please tick as appropriate.**

**Only enclose these documents with your application if you have not submitted these to Middlesbrough**

**Council in the last year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** |  **YES** |  **NO** |  **Enclosed Document?** |
| Constitution/ CIC Articles – or a set of rules which demonstrate charitable /benevolent or philanthropic purposes |  |  |  |
| Public/Employee Liability Insurance Certificate |  |  |  |
| Do you have a financial/accounting system in place? (A group bankaccount) Please send a recent statement. |  |  |  |
| Equality & Diversity policy |  |  |  |
| Health & Safety policy |  |  |  |
| Risk Assessments |  |  |  |
| Child Protection policy |  |  |  |
| Do all staff/volunteers who require them have DBS certificates?  |  |  |  |
| Staff/Volunteer Supervision & Support policy |  |  |  |
| Staff/Volunteer Training & Development Policy |  |  |  |
| Volunteer policy |  |  |  |
| Disciplinary Procedure |  |  |  |
| Do you have an Evaluation & Monitoring procedure in place? |  |  |  |

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**DECLARATION**

I confirm that the statements supporting this application are correct.

|  |  |
| --- | --- |
| Signed: | Date:  |

|  |
| --- |
| Position in the organisation/group  |

**Please return the completed application form and supporting documentation by email to:**

**Sharon\_barker@middlesbrough.gov.uk**