**Application Form - Part 1**

**Women and Girls Empowerment Fund**

**Medium Grants (grants of £1,001 to £5,000)**

Please refer to the question-by-question support completing this application form.

**Contact information**

**a) Lead Contact – for this project**

|  |  |
| --- | --- |
| Name: |  |
| Tel Number: |  |
| Mobile Number: |  |
| Email address: |  |
| Address line 1 |  |
| Address line 2 |  |
| Town / City |  | Postcode: |  |

**b) Secondary Contact**

|  |  |
| --- | --- |
| Name: |  |
| Tel Number: |  |
| Mobile Number: |  |
| Email address: |  |
| Address line 1 |  |
| Address line 2 |  |
| Town / City |  | Postcode: |  |

Unincorporated Associations (community/voluntary groups): both contacts should be members of your management committee

Organisations: at least one contact must be a board member or senior member of staff

**About your organisation**

|  |  |
| --- | --- |
| **1)** Organisation name: |  |
| **2)** Address line 1 |  |
| **2)** Address line 2 |  |
| **2)** Town or City |  | Postcode: |  |
| **3)** What is your organisation’s annual turnover?  | £ |
| **4)** How is your organisation constituted? (s*ee guidance notes for details)* |
|  |
| **5)** Organisation numbers *(if applicable):* |  |
| **6)** Website and social media URLs: Facebook, Twitter, Instagram, LinkedIn… |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Paying the Living Wage** | **Yes** | **No** | **N/A** |
| **7) If you employ staff,** do you pay all your staff at the Living Wage Foundation’s minimum rate of **£12.60/hour**? |  |  |  |
| **8) If you employ staff,** is your organisation accredited with the LW Foundation as a Living Wage Employer? |  |  |  |
| **9) If you answered No, to qu. 8,** are you interested in Salford CVS paying your first year’s LWF accreditation fees? |  |  |  |

**Your organisation’s policies, procedures and insurance**

|  |  |
| --- | --- |
| **10) Please tell us which policies you have in place:** | *Please* *check (X)* |
| a) Health and Safety policy |  |
| b) Equality/Diversity Statement or Policy |  |
| c) Volunteer Policy *(if applicable to these activities)* |  |
| d) Public Liability Insurance |  |
| e) Risk assessments |  |
| f) Safeguarding Adults policy *(if applicable to these activities)* |  |
| g) Safeguarding Children policy *(if applicable to these activities)* |  |

**Project summary**

|  |  |
| --- | --- |
| **11) Project Name:** |  |

|  |
| --- |
| **12)** Please summarise your **project idea** in 140 characters max  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **13)** Approx **start date?** |  | **Finish date?** |  |

See guidance notes for when activities may start and finish

|  |
| --- |
| **14)** Which **areas of Salford** will your activities target? *Please check (X) any that apply* |
| Barton & Winton |  |  | Pendlebury & Clifton |  |
| Blackfriars & Trinity |  |  | Pendleton & Charlestown |  |
| Boothstown & Ellenbrook |  |  | Quays |  |
| Broughton |  |  | Swinton & Wardley |  |
| Cadishead & Lower Irlam |  |  | Swinton Park |  |
| Claremont |  |  | Walkden North |  |
| Eccles |  |  | Walkden South |  |
| Higher Irlam & Peel Green |  |  | Weaste & Seedley |  |
| Kersal & Broughton Park |  |  | Worsley & Westwood Park |  |
| Little Hulton |  |  |  |  |
| Ordsall |  |  | **OR CITY-WIDE** |  |

See guidance notes for map showing Salford’s ward boundaries

|  |
| --- |
| **15)** Please provide a **full postcode** below that best identifies the location of your proposed activities. If this isn’t possible, please give details below.*We’d like to highlight all our funded projects on a web-based map.* |
|  |

**Now complete Part 2 of the Application Form**

**Application Form - Part 2**

**Women and Girls Empowerment Fund - Medium**

Refer to the question-by-question guidance notes for support completing this application form.

**About your Board/Management Committee, Leadership Team and track record**

|  |
| --- |
| **16)** Please describe the extent to which **women are represented** within your group or organisation. Include numbers.  |
| **Board / Management Committee / Equivalent** |
|  |
| **Leadership Team – if applicable**  |
|  |
| **Other (e.g. volunteers) – if applicable** |
|  |

|  |  |
| --- | --- |
| **17)** Briefly describe your group or organisation’s **track record** working with women and girls **(200 words max)** | **5 Points** |
|  |

**About your project**

|  |
| --- |
| **18)** Please select the one **priority (A-C)** your project is most focused on addressing. *Please check (X)* |
| **A) Women and poverty** |  |
| **B) Women’s safety** |  |
| **C) Women’s voice and participation** |  |

|  |
| --- |
| **19)** Is this a **new, existing, or expanded** project? *Please check one option (X)*  |
| **New** |  |
| **Existing** |  |
| **Expanded** |  |

|  |
| --- |
| **20)** Briefly **describe** **the women and girls** you wish to reach through the project, including anything they have in common. *For example, they might have shared life experiences, challenges, or interests.*  |
|  |

|  |  |
| --- | --- |
| **21)** Approximately **how many** **activities** e.g. sessions or events will take place with the grant? |  |

|  |  |
| --- | --- |
| **22)** Approximately **how many** women and girls will directly benefit from the grant? |  |

|  |  |
| --- | --- |
| **23)** Please providethe **practical details** of the project,including:* What you plan to do
* Where and when activities will take place
* Who will run the project – including any involvement of women & girls
* How it will be promoted **(400 words max)**
 | **10 points** |
|  |

|  |  |
| --- | --- |
| **24)** What **difference** will the project to make to the lives of women and girls? **(200 words max)** | **10 points** |
|  |

|  |  |
| --- | --- |
| **25)** What **specific changes** (outcomes) do you expect to see as a result of the project, and how will these be measured or assessed? | **5 points** |
| **Outcome 1** | **How measured or assessed**  |
| *E.g. improved confidence or self-esteem* | *Surveys, observation, feedback forms* |
| **Outcome 2** | **How measured or assessed**  |
|  |  |
| **Outcome 3** | **How measured or assessed**  |
|  |  |
| **Outcome 4** | **How measured or assessed**  |
|  |  |

|  |  |
| --- | --- |
| **26) Added social value.** What other social, environmental or economic benefits will be delivered through the project?**(150 words max)** | **5 Points** |
|  |

**About the money**

|  |  |
| --- | --- |
| **27)** Please give details of your project budget | **10 Points** |
|  Description of item | Breakdown of calculations | Item cost | Amount requested |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
| **Total cost of project**  | £ |  |
| **Total amount requested from this fund:** *(£1,001 to £5,000 max)* | £ |
| **If applicable, where is the rest of the money coming from?** |
| **Source of funding** | **Amount** | **Funding Secured?** |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| **Please retain all financial records.****Salford CVS reserves the right to audit your project expenditure.** |

**Please enclose:**

|  |  |
| --- | --- |
| **Supporting documents required by Salford CVS** | **Attached?**Yes or No |
| * **Scan or photo of a recent bank statement or paying-in slip**
* *(if not submitted previously in the last 6 months)*
 |  |
| * **Safeguarding Children policy** *(if applicable to project activities)*
 |  |
| * **Safeguarding Adults policy** *(if applicable to project activities)*
 |  |

**Declaration**

I have read and understood the [**Terms & Conditions**](https://salfordcvsltd.sharepoint.com/sites/GrantsDocuments/Shared%20Documents/Admin%20and%20Processes/Terms%20and%20conditions/SCVS_TandCs_Grants_and_Investments.pdf)of grant aid & confirm to adhere to these conditions if our application is successful. I am authorised to submit this funding application by this organisation.

|  |  |
| --- | --- |
| Name (signature **not** req): |  |
| Role in organisation: |  |
| Date: |  |

Please submit this document in Word format to **grants@salfordcvs.co.uk** by **12:00pm (midday) on Monday 17th November**

The Women and Girls Empowerment Fund is supported by Salford City Council.

