**Medium and Small Community Cohesion and Hate Crime Application Form 2025/26**

1. **About your organisation/group**
   1. Organisation details

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| --- | --- |
| Organisation name: |  |
| Project/ Activity name: |  |
| Main contact name: |  |
| Position in group: |  |
| Best contact method: |  |
| Best time to contact: |  |
| Phone / Mobile number: |  |
| Email address: |  |
| Correspondence address: |  |
| Organisation address (If different): |  |
| Number of employed staff: |  |

* 1. Organisation Type

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| --- | --- | --- |
| **Organisation type** | **Tick if applicable**  283,376 Correct Symbol Royalty-Free ... | **Registration/ Reference number** |
| Voluntary Organisation |  |  |
| Community Group with Constitution |  |  |
| Registered Charity |  |  |
| Company LTD by Guarantee |  |  |
| Community Interest Company |  |  |
| Industrial & Provident Society |  |  |
| Other (Please specify) |  |  |

* 1. Organisation History

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| **Organisation History** |  |
| Year established |  |
| Nottingham wards in which you work |  |

1.4 Name and address of your Chair, Treasurer and Secretary

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|  | **Name** | **Address** |
| Chair |  |  |
| Treasurer |  |  |
| Secretary |  |  |

1. **Your plan and impact**
   1. Which wards in Nottingham city do you plan to work in/work with people from?

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| * 1. How many people will benefit from this project / activity? |  |

2.3 Which communities (e.g. communities of place, religion, ethnicity, disability, sexual orientation, interest etc.) will you engage with to improve community cohesion and develop strong and positive relationships? (max 300 words)

2.4 Please provide details of the events or activities you are proposing to deliver using this grant funding and refer to at least one of the following: (max 600 words) (scored 1 to 5)

* Rebuild social trust and promote cohesion between communities
* Increase equity and inclusion
* Increase community engagement, participation, and a sense of belonging
* Increase volunteering, mentoring and allyship opportunities
* Increase and promote positive relationships between people from different backgrounds
* Increase safety and respect for individuals and communities
* Challenge and reduce prejudice, discrimination, stereotypes and myths
* Build partnerships with the aim to work collectively on projects

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2.5 Please describe the impact this project will make i.e. what is the difference this project will make to the lives of the people you will work with? (max 200 words) (scored 0 to 5)

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2.6 Please describe your organisation’s track record of successfully managing similar projects, including which groups and communities you have worked with in the past, how many people you have supported and the difference your work made. (max 500 words) (scored 0 to 5)

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2.7 What risks do you envisage and what will you do to mitigate against them? (max 500 words) (for £7,500 applications only)

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1. **Budget**

3.1 Please complete the table below regarding the funding you are looking for.

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| **Total Project Cost:** |  |
| **Amount Requested from City Council:** |  |
| **Other Funding sources (if any):** |  |
| **Does your organisation have its own bank account? (Yes or no)** |  |
| **Number of signatories required for payments:** |  |

3.2 If other funding is used, please tell us where from below (e.g., Charitable trusts, private sponsorships, lottery funding, European funding)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of funder** | **Amount applied for** | **Purpose of funding** | **Status** (Successful / Pending) |
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3.3 Referring to the grant criteria, please give a detailed breakdown of how ALL the funding will be spent, including what you intend to buy with other Funders grants. If you are requesting funding for several items, please list them in order of priority. Show how costs have been calculated (e.g. for staff costs indicate cost per session or hour).

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| --- | --- | --- |
| **Item** | **Amount from this grant** | **Amount from other funder** |
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| **TOTALS:** |  |  |

1. **Support received**

4.1 Have you received any support in completing this application? (Yes or No). If yes, please tell us who has supported you.

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| --- | --- | --- |
| **NAME** | **ORGANISATION** | **SUPPORT RECEIVED** |
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4.2 Have you talked to anyone else about this application? (Yes or No) If yes please tell us who you have talked to.

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1. **References**

Please give the names and contact details of two people we can contact to gather references about the work of your organisation.

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| **Reference One** | **Reference Two** |
| Name: | Name: |
| Organisation: | Organisation: |
| Email: | Email: |
| Telephone: | Telephone: |

1. **Grant agreement**

By submitting this application, the Organisation acknowledges that any grant is subject to the following conditions:

1. The grant must be spent in accordance with the request as approved by Nottingham City Council (NCC) within 24 months of the date of payment.
2. Any unspent grants money must be repaid to NCC.
3. The Organisation must follow the financial procedures set out by NCC.
4. The Organisation must maintain a properly constituted management committee or equivalent. This management committee must meet regularly and ensure that these meetings are adequately publicised.
5. If the grant is awarded as a contribution towards salary of a worker, the Organisation must ensure that appropriate written terms and conditions of employment are in place and that a recognised recruitment and selection procedure is followed.
6. If the grant is used to pay the wages of employees or sessional workers, the Organisation is responsible for ensuring that these payments comply with the relevant Inland Revenue regulations.
7. The Organisation must take reasonable steps to ensure that good equality and diversity practices are followed in relation to their management, volunteers, service delivery and employment practices.
8. The Organisation must undertake suitable and sufficient risk assessments for their activities, seeking professional guidance where appropriate from a competent person.
9. The Organisation must comply with, and maintain throughout the period of NCC funding, all legal requirements, and duties relevant to working with children.
10. The Organisation, if working with children and young people must pledge to our Youth Charter and attend the compulsory training, see [Our Youth Work Strategy | Violence Reduction Unit](https://www.nottsvrp.co.uk/our-youth-work-strategy) for more details
11. The Organisation is expected to observe the principles of NCC’s Carbon Neutral Charter, see [Carbon Neutral Nottingham 2028  - Nottingham City Council](https://www.nottinghamcity.gov.uk/your-council/about-the-council/carbon-neutral-nottingham-2028/)
12. If the Organisation disbands any items of equipment or furniture purchased with the grant must be returned to NCC.
13. The Organisation must maintain a record of all expenditure from the grant and these records must be made available for inspection by NCC if requested.
14. The Organisation must submit details of other funding received if requested to do so by NCC.
15. Payment of this grant does not constitute any guarantee or commitment to provide further grant aid in subsequent years.
16. If any of the conditions specified above are not fulfilled NCC may withhold any or the entire grant and may also require all or part of the grant to be repaid.
17. Provide quarterly monitoring reports as outlined in the Impact Monitoring document
18. The impact monitoring form (in respect of all expenditure from this grant) must be submitted to NCC within 24 months of the date of payment, or 4 weeks after the end of the funded activity (whichever is the sooner).

By signing, you agree to comply with the conditions above.

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| **Name** | **Role** | **Signature** | **Date** |
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**Appendix 1 checklist**

To be considered for this grant we must ensure your organisation is eligible to receive funding from Nottingham City Council. To do this we look at your supporting documents which tell us how your organisation is managed.

**Ensure you provide the following documents:**

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| --- | --- | --- |
| **Documents needed** | **Description** | **Tick** 283,376 Correct Symbol Royalty-Free ... |
| **Governing Document** | Constitution  Memorandum & Articles of Association  Rules  Dissolution clause/asset lock in place |  |
| **A bank or building society account in the group’s name** | With at least two unrelated signatories |  |
| **Most Recent Annual Accounts** | We expect these to be ready within 6 months of your end of year. If you do not produce examined accounts, you should provide an income and expenditure sheet for the 12 months that make up your financial year. |  |
| **Equalities and Diversity Policy** | This should be on a level appropriate to your organisation. If you are a small community group it might be a statement in your governing document, if you are a large organisation, it should be a full policy. |  |
| **Safeguarding Children Policy – dependent on activity** | If your funding request involves working with children and young people, you must submit a Safeguarding Policy. We will not support any requests for this grant without this. We understand the style of document will depend on the size of your organisation. |  |
| **Vulnerable Adults Policy – dependent on activity** | Vulnerable Adults could be people with disabilities / older people etc. We understand the style of document will depend on the size of your organisation and that many traditional or longer established smaller groups may not have this policy. |  |
| **Workplace Health and Safety** | Proportional and relevant to the activities |  |
| **Modern Slavery Statement** | Proportional and relevant to the activities |  |
| **Privacy statement** | Proportional and relevant to the activities |  |
| **Pledged to VRU Youth Charter** | Youth Charter, if working with children and young people must pledge to our Charter and attend the compulsory training, see [Our Youth Work Strategy | Violence Reduction Unit](https://www.nottsvrp.co.uk/our-youth-work-strategy) for more details |  |
| **Financial quotations/Job description (See Section 3)** | It is a financial requirement that all single items over £250 are supported by further information, this could be a quote from a company, a job description if you intend to employ staff but could also be a page taken from or copied from a catalogue, or a screen shot of a webpage etc. |  |
| **Registered as a supplier** | In order to receive purchase orders and payments from Nottingham City Council, you need to register as a Supplier using the [NCC Supplier Registration Link](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feism.fa.em2.oraclecloud.com%2FfscmUI%2Fredwood%2Fsupplier-registration%2Fregister-supplier%2Fregister-supplier-verification%3Fid%3DQcqN16dbOPE7Rmt%252FPLcHmCx3NV30YOP0jMkFjkEcoRpHi%252BZKFUT89VtRy3n%252B%252Bc4Z&data=05%7C02%7CFinanceHelpDesk%40nottinghamcity.gov.uk%7C66c9401add494315767c08dd6af757f8%7Caa3611bd13ac47ac820700fb9ea44ede%7C0%7C0%7C638784332775195209%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Cd7tH1fMU1D2Jl28whVk5o38OsC3mtNRP%2BPYDoxLh9Q%3D&reserved=0) |  |
|  |  |  |
| **All questions have been fully answered** | Each question is included for a purpose and should be answered. Applications where questions are not answered and have ‘Please see attached’ will not be accepted. |  |
| **The Grant Agreement (section 5) has been signed by a named officer from your organisation** | This demonstrates your organisation agrees to abide by the conditions for receiving grant aid from Nottingham City Council. |  |
| **You have taken a copy of your application for your records** | We may contact you to discuss your request, please ensure you keep a copy so you can talk about your application with us. |  |

**Appendix 2 Payment details**

In order to receive purchase orders and payments from Nottingham City Council, you need to register as a Supplier using the [NCC Supplier Registration Link](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feism.fa.em2.oraclecloud.com%2FfscmUI%2Fredwood%2Fsupplier-registration%2Fregister-supplier%2Fregister-supplier-verification%3Fid%3DQcqN16dbOPE7Rmt%252FPLcHmCx3NV30YOP0jMkFjkEcoRpHi%252BZKFUT89VtRy3n%252B%252Bc4Z&data=05%7C02%7CFinanceHelpDesk%40nottinghamcity.gov.uk%7C66c9401add494315767c08dd6af757f8%7Caa3611bd13ac47ac820700fb9ea44ede%7C0%7C0%7C638784332775195209%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Cd7tH1fMU1D2Jl28whVk5o38OsC3mtNRP%2BPYDoxLh9Q%3D&reserved=0).

We ask all applicants to complete this up front as this process can run alongside the decision-making process, reducing delays in payment if your application is successful.

Please note, that as part of the registration process, our shared services partner, East Midlands Shared Services will contact you to verify the bank details provided therein.

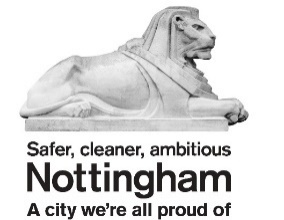
East Midlands Shared Services (EMSS) will also contact you to advise whether your submission for registration is successful or not. Please let us know once you have been contacted by EMSS with the result of your submission.

As part of the registration process, we also encourage you to register for the Supplier Portal. In doing so, you will gain access to view the live status of purchase orders, invoices and payments, as well as make changes to your supplier account directly, for example, updating bank account details or adding new addresses.

The information you provide will be held on our system and used for contacting you and when issuing purchase orders and remittance advice.

There is [Supplier guidance](http://emss.org.uk/suppliers/) on the EMSS website to help you complete the Supplier registration form.

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**Please return your completed application form by email to:**

Community.cohesion@nottinghamcity.gov.uk