



TRANSFORM YOUR SPACE (5) APPLICATION FORM

Please fill in this form to provide us with details of your project, guidance notes are given in grey (*Please remove these notes when completing the form*). You are asked to give as much detail as you can, the more information we have, the easier it is for us to assess it against the application criteria and to make recommendations to our selection panel. Incomplete applications will not be considered.

Where you are required to give answers in tables, please do add more rows where necessary.

Transform Your Space offers up to 50% match-funding, up to £10,000, towards your project to transform an underused or blighted public space, whether outdoor or indoor, or to use a space in a different way, to become a safe and vibrant place that can be used by more or all; and shows how you are working, particularly with people aged 16-24 in the local community, to build a safe, thriving, and attractive place which helps people to get out and about, and keep them active and independent, across the generations.

The form can be completed electronically or by hand and submitted by post or email to:

Email: dosomethinggood@ealing.gov.uk

Address: Community Management Team, Perceval house, 14-16 Uxbridge Road, Ealing, W52HL

If you have any difficulties filling in this form; would like support filling in this form or have any further questions about the Transform Your Space fund then please do not hesitate to contact the Community Management team via email at mywardmatters@ealing.gov.uk or (telephone) 020 8825 6426 / 020 8825 5818/ 020 8825 8021.

The deadline for submission of this form is midnight Sunday 16 February 2020.

You may prefer to submit your application as a 2 mins video that you send to dosomethinggood@ealing.gov.uk or by running a crowdfunding campaign on [Ealing Connects](#)

1. YOUR DETAILS	
Your name:	Please give the name of the person completing this form.
The name of the group:	Please give the name of the group leading the project. If you do not currently have a name, work together to come up with something that best describes you as a group. What is the size of your group?
Type of Group:	Please give a description of your group. For example, are you a formal tenant and residents association; an informal group of residents; a 'friends of' group; a charity or CIC, or another formally or informally recognised group? Do you have a constitution already in place, if so please provide a copy of your governance documents.
Your contact address: Post code:	Please give the contact address of the person completing this form. We will assume this is the lead person.
Your telephone no:	Please give us the best telephone number to contact you on to discuss this application – this can be a mobile or a landline.
Your email address:	If you do not have an email address then please make sure you have given us a telephone number instead.
Please provide information about your financial records (only if your project cost exceeds £4000):	The last set of audited accounts and any explanation for restricted funds. We would also want to understand the nature and associated financial risks of any relationships with other branches or parent organisations. If you are a new group/organisation and you do not have a set of audited accounts, then please provide a scanned copy of your last bank statement.
Your group's bank account details - the name of the account, the bank's name and address, sort code and account number:	If you do not have a bank account at the time of application please provide details as soon as you can.

2. YOUR PROJECT IDEA

Project Name:

What will you call your project?

The address of your project site / the location of your project:

Please try to give as many details as possible, including a post code. If you have a recent photograph then please enclose this as well.

Post code:

Landowner/Planning Permissions

Please tell us what permissions you need to complete your project, and confirm you have secured those in principle.

What category does your project relate to: Please select at least one (you can choose more than one), please circle or highlight the ones relevant.

Sport & Play

Park & Gardens

Arts & Culture

Buildings

Food & Farming

Streets & Infrastructure

What is your project idea? *Tell us as much as you can about what you are planning to do. Use the Transform Your Space toolkit on www.dosomethinggood.org.uk to help you.*

Some ideas might include:

- A tired shopping parade that wants to attract more custom
- Friends of parks wanting to provide more opportunities for use
- Blighted hotspots for asb/fly tipping or crime to become safe and easier to maintain or increase footfall; see ward priority improvement plans 2018-22 published www.ealing.gov.uk/wardforum
- Creation of edible community gardens, developing thriving community allotments
- Generation of community libraries

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Would you say your project does any of these, and if so, how? (Future Ealing Priorities)

Helps Ealing have the smallest environmental footprint possible	Helps the economy grow by creating jobs & opportunities for residents to reduce poverty and increase incomes	Helps create strong community that promotes diversity with inequality and discrimination reduced	Helps the borough feel safe and clean where people want to live	Helps people be physically and mentally healthy, active and independent	Helps children and young people to grow up safe from harm and fulfil their potential
Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how

Why do you want to carry out your project? *Is there a specific need you are trying to address - please explain this in detail. Use the Transform Your Space toolkit on www.dosomethinggood.org.uk to help you.*

Will your project provide volunteering opportunities during project design, project delivery and once your project has completed? *Tell us about how you will recruit and keep your volunteers motivated, how you will keep the community involved in your project and how it will be open to all sections of the community (people of all abilities, ethnicities and ages)?*

How will you communicate your plan to local people, who and what channels of communication are you going to use? *Tell us about how you are going to market/ publicise/spread the word about the project, activities and events and tell us what you can about how you will make sure nobody is excluded from taking part.*

Share your plans on how to keep your project sustainable. Explain your plans for the first year and your longer term three-year plan.

For example, do you have a group of people committed to maintaining the space for a long time? What are your aspiration for three years from now and how do you intend to deliver them? Will you access funding from other sources for future years? Please provide information on how you would find funding for the minimum of three years. Do you intend to collaborate with other groups to sustain activity? Do you have an income generation plan detailing plans to generate revenues for future investment? Have you considered investing in apprenticeships or development and accredited training of volunteers?

Will you be prepared to provide an impact report in the format specified by the council, showing what you have delivered and what you have learned?

How will you ensure the project is delivered, report progress, manage risks?

This is the chance to set out your governance arrangements, how decisions will be taken, progress reports, contingency arrangements and risk management.

Ealing Council will require you to provide monthly updates on the numbers of people involved in your project as volunteers, or participants, including those aged 16-24 years

If you have public liability insurance please send us a copy at dosomethinggood@ealing.gov.uk?

Not sure what this means and why you may need it, please take a look [here](#)

3. PROJECT PLAN: Please provide a project plan, setting out the key activities and tasks for your project and when they will take place. You may also wish to add comments if you feel these are helpful to understand your project.

Activity/Task	Date	Comments
<i>e.g. Recruiting volunteers</i>	<i>March – July 2020</i>	<i>Use FB Page/Do Something Good/ local social media</i>
<i>e.g. Arrange delivery of borrowed and purchased tools/machinery</i>	<i>June 2020</i>	
<i>e.g. Guidance from LBE Parks team on planting scheme</i>	<i>June 2020</i>	
<i>e.g. Agree designed planting scheme with group</i>	<i>July 2020</i>	
<i>e.g. Digging out area for new plant beds</i>	<i>Sep 2020</i>	<i>To be carried out by volunteer team</i>
<i>e.g. Tree planting</i>	<i>Oct 19-Dec 20</i>	<i>To be carried out by volunteer team</i>

4. PROJECT COSTS: Explain what the project cost will be used for, providing information on how this money will be spent?

Description/Item	Quantity and unit cost	Amount (£)
<i>e.g. Timber for raised beds</i>	<i>4 stacks @£50 each</i>	<i>200</i>
<i>e.g. Seeds for wildflowers</i>	<i>10 packs @£5 per pack</i>	<i>50</i>
<i>e.g. Website development</i>	<i>Developer time 20 hours @£20/hr</i>	<i>400</i>
<i>e.g. Container to host equipment</i>	<i>1 @£1,000</i>	<i>1000</i>
<i>e.g. Mulch for planting trees</i>		<i>150</i>
<i>e.g. Skips for removal of litter</i>	<i>4 x £100 for 5 days</i>	<i>400</i>
<i>e.g. Gardening equipment</i>	<i>10 x 65</i>	<i>650</i>
<i>e.g. 25 Trees</i>	<i>25 x estimated unit value £10 per tree</i>	<i>250</i>
<i>Total Project Cost:</i>		<i>3,100</i>
<i>Match Fund Target (50% up to a max of £10,000)</i>		<i>1,550</i>

5. FUND RAISING/MATCH FUNDING: Funding and in-kind support: The maximum amount you can receive from the Transform Your Space fund is £10,000, or no more than 50% of the total cost of your project. You will need to let us know about any funding already raised for this project and how you will fund the total cost of the project

Match Fund Target	£1,550
Name of Organisation / Fund	Amount of funding secured/bid for Resources secure as in-kind support
<i>e.g. Heathrow Community Fund</i>	<i>Secured: £750</i>
<i>e.g. Trees for cities (25 trees)</i>	<i>Secured in kind: £250</i>
<i>e.g. Greener City Fund</i>	<i>Bid for £550 – Expect response end of January 2020</i>
	<i>Total Value: £1550</i>

6. SAFEGUARDING AND QUALITY ASSURANCE

Does your organisation work with vulnerable people e.g. children and young people, older people, people with disabilities or mental health issues, etc?)	Yes	
	No	

If you work with vulnerable people, please confirm what safeguarding measures you have in place. The Community Management Team may ask proof of these before considering your application

Disclosure and barring Service checks for all staff and volunteers working with vulnerable people	
Children/vulnerable adult policies and procedures in place	
Safeguarding policy or other measures in place (please provide details)	

7. DECLARATION

Once the form has been completed, the lead person (the person completing this application form) should sign in the box below and include the date to confirm agreement to the following:

- All information provided in the form is correct to the best of your knowledge.
- The project has been published at www.dosomethinggood.org.uk under 'Got A Project?'
- The information provided in the form will be used to assess your application by Ealing Council and other organisations and individuals who are assisting in the assessment process.
- Ealing Council may hold information from the form on its databases for statistical purposes.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution Ealing Council may publish information about you relating to the activity funded, including the amount of the grant and the activity it was for.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will require you to comply fully with the Council's Conditions of Transform Your Space Funding and use all funding monies only for the purposes specified in the Funding Conditions.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will require you to provide an impact report in the format specified by the council.

If you are completing this electronically, please just type your name into the signature box.

Signed:	
Date:	

CONDITIONS OF TRANSFORM YOUR SPACE FUNDING

SCHEDULE 1

Definitions:

- 1.1 Funding means such monies as may be approved for payment to the recipient from the Transform Your Space fund;
- 1.2 Application Form means the Council's Transform Your Space application form submitted to the Community Management Team;
- 1.3 Community Management Co-ordinator means the officer(s) appointed by the Council to co-ordinate the Transform Your Space fund and has responsibility for monitoring the purpose (i.e. activities) of the funding.
- 1.4 Excluded Services means that funding will not be given if the organisation is a political party, has the nature of a political party or is engaging in campaigning for a party-political purpose or cause, or is proposing to use the funding primarily for the furtherance or propagation of a religious faith;

The Recipient shall:

- 2.1 Use the Funding wholly and exclusively for the purpose(s) set out in the Application Form completed by the Recipient, unless some other or contrary purpose is specified Appendix 1 below and subject to any special conditions specified in the same Appendix or outlined in the Funding Agreement.
- 2.2 Keep proper and up to date records indicating how the Funding and any past assistance from other funding bodies have been used; provide the Community Management Co-ordinator with such periodic progress reports and other information as may be required by the latter and forthwith keep the Community Management Co-ordinator fully informed at all times of all matters relating to the need for and use of the funding and all parts of it; and to notify the Community Management Co-ordinator in writing immediately there is any material change affecting finances or activities or other factors stated in the Recipient's Application Form;
- 2.3 Accept that payment of Funding is subject to the Council receiving and assessing a revised budget authorised by the Recipient's management committee which conforms with a format prescribed beforehand by the Council and that, thereafter, if the Recipient wishes to substantially revise its budget, the recipient must obtain the written agreement of the Community Management Co-ordinator before doing so;
- 2.4 Take all reasonable steps to seek and obtain from sources other than the Council, Funding for the recipient's activities and keep the Community Management Co-ordinator informed of any such funding; if alternative funding is obtained for activities which are the subject of this funding, the Funding or such part thereof as may be specified by the Council shall forthwith either not be paid by the Council or, if already paid, shall become repayable on demand;

2.5 Accept that payment of Funding shall only be made in respect of actual costs properly incurred by the Recipient (i.e. those costs included in the Recipient's revised budget); the level and purpose of funds accumulated from other sources is taken into account when deciding, at any time, on the level of funding to be given to the Recipient (the Council's current policy on balances/reserves/accumulated funds is as follows: certain reserve funds or balances will be disregarded if they are being retained for specific purposes and for use within a given timescale; a level of "working balances" up to 25% of the estimated expenditure will also be disregarded with the added provision that balances of less than £200 will be disregarded and no amount of less than £50 clawed back); the Council may be prepared to agree to funds being retained for other purposes in exceptional and appropriate cases; otherwise any unspent balance of funding will be subject to repayment to the Council. Payment of Funding or such part thereof shall not be made, where in the opinion of the Community Management Co-ordinator, in consultation with the Head of Finance of the Place Directorate, the Recipient is able to and should reasonably meet the costs from other funds then available to the recipient;

2.6 Accept that payment of the Funding to the Recipient is limited to the amount and for the period specified referred to above and does not imply any commitment or agreement to fund the recipient more than that amount or for any further period or otherwise;

2.7 Have a formal constitution with clearly identified aims and objectives and inform the Community Management Co-ordinator in writing immediately there is any change made to it (subject to this not applying where the recipient is a person rather than an organisation); as soon as practicable submit to the Community Management Co-ordinator minutes of the most recent Annual General Meeting;

2.8 Satisfy the Community Management Co-ordinator that it is able to operate on a viable basis, has adequate expertise to carry out and manage the activities for which the funding is given, and has the ability to meet any appropriate statutory requirements relating to staff and premises in which the activity is provided, and the activity itself;

2.9 Comply with all statutory requirements and all relevant rules, regulations and orders pertaining to its operation and all matters associated therewith;

2.10 Not undertake, support or promote any activity or organisation intended to provide or engage in excluded services;

2.11 Agree that:

(a) if the Recipient is dissolved, wound up, disbanded or otherwise ceases to operate (whether the subject of formal proceedings or not) the Funding, or such part thereof as may be specified by the Council, shall forthwith become repayable on demand;

(b) if the Recipient ceases to operate for the purposes in respect of which the Funding was paid, the Funding, or such part thereof as may be specified by the Council, shall forthwith become repayable on demand;

(c) if it appears to the Council that the Recipient has failed to carry out the undertaking set out herein or any part thereof, pay to the Council the amount of the Funding, provided that no sum shall be repayable unless the Council has first served on the Recipient a demand specifying the amount which is repayable, the breach of the

condition or other ground giving rise to the demand; such demand shall be sent to the Recipient at the address specified for the purpose in the Information Form and in the absence of evidence to the contrary shall be deemed to have been received on the day following dispatch by ordinary first class post;

2.12 Accept that where a Funding is made for the purchase of a piece of equipment or furniture, payment of Funding could be subject to receipt of invoices properly certified and where the funding level is for £1,000 or above, the Recipient should not dispose of the same within 3 years from the date of purchase without the written consent of the Council; and on disposal of the equipment or furniture within 3 years of the date of purchase repay to the Council forthwith on demand such part of the Funding as the Council may determine provided that such sum shall not exceed the sum which the Community Management Co-ordinator considers to be equivalent to the market value of the piece of equipment or furniture;

2.13 Accept that where Funding is made for building works or the purchase of property, not dispose or part with possession of the premises or any part thereof or any interest therein within 10 years of the date of purchase, or 10 years if conversion, without the written consent of the Council: and on disposal of the premises or part thereof or of any interest therein with the Council's consent, repay to the Council forthwith on demand such part of the funding as the Council may determine; where a Funding is made for building works, carry out the works to the Place Directorate's satisfaction and complete them within a period to be determined by the Place Directorate; where Funding is made for building works or the purchase of property, keep the premises insured against loss or damage with a reputable insurer or underwriter in an amount equivalent to the full reinstatement value of the premises and professional fees (see detailed Conditions for Capital Funding);

2.14 Take out any necessary insurance to provide for any risks, which may occur, e.g. losses arising from fraud, thefts or fire or additional expenditure due to professional negligence, employer's liability or third party damages and produce evidence of such insurance if required to do so: the Council cannot be held liable for any such losses;

2.15 Acknowledge the support of the Council, where appropriate, in all printed materials (for example annual reports, accounts, advertisements);

2.16 Accept that where Funding is made for transport costs or a vehicle, this funding is conditional upon the sharing or pooling of these resources: Ealing Community Transport would be able to advise informally on these issues;

2.17 Accept that no part of the Funding money may be used for meeting the cost of compensation or redundancy payments for any workers, whose activities are terminated, unless the Council has given its prior approval in writing;

2.18 Accept that the London Borough of Ealing is a multi racial and multi cultural Borough; the Recipient should seek to eliminate all forms of discrimination, both as an employer and a provider of services; activities should be undertaken with due regard to the Equalities Act 2010, the most recent equalities needs assessment and the principles contained in the Council's equality objectives 2016-20 ; failure to demonstrate compliance with the above may result in termination of Funding;

2.19 If an employer, undertake to follow good employment practice, including positively encouraging membership of an appropriate Trade Union.