

ROCHDALE TOWNSHIP FUNDS 2015/16 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF

RP/13/15

Please read the **Terms & Conditions** and **Guidance for Applicants**. If you need advice or support to complete your application form, please contact Rochdale Township Office.

SECTION 1 – NAME OF PROJECT

Name of project IT Classes and Advice Service

SECTION 2 - APPLICANT DETAILS

a) Name of organisation Spotland Community Association

b) Type of organisation

| | | | | | | |
|-------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------|---------------------------------------------|---------------------------------------------|-----------------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Voluntary/ community | <input checked="" type="checkbox"/> Registered charity | <input type="checkbox"/> Sports/ leisure club | <input type="checkbox"/> Limited company | <input type="checkbox"/> Private company | <input type="checkbox"/> Social enterprise | <input type="checkbox"/> Other type |
|-------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------|---------------------------------------------|---------------------------------------------|-----------------------------------------------|----------------------------------------|

c) Aims and objectives of your organisation and activities or services it provides

Spotland Community Centre has been established over 25 years, becoming a registered charity in 1996. The main aims and objectives of the charity are to work with disadvantaged and deprived communities of Rochdale, providing support, advice and guidance around welfare rights and benefits, education and training- development of skills and knowledge, development of health and wellbeing, and overall improving the quality of life, living with confident, choices and awareness in their local community and neighbourhoods.

We currently run, ICT classes, Sewing classes, An Advice Surgery, Immigration Advice Surgery, Exercise classe, a community reading room, youth club activites, womens art group, a Jobs Club, which are all free of service for local community members to access and take part in.

We run a free Healthy Hearts project funded through CCG nhs funding.

We are open to all, the whole community, children and young people, men, women, elderly people, people with disabilities, people from white, black and ethnic minority backgrounds and asylum seeker refugee communities access the community centre and use our facilites.

d) Contact name Sam Khan

e) Contact telephone 01706 354151

f) Contact address and postcode 92-96 Spotland Road, Rochdale, OL12 6PJ

g) Email address Saima-spotlandmanager@live.co.uk

h) Web address

| | |
|-----------------------|--|
| h) Web address | |
|-----------------------|--|

SECTION 3 – ORGANISATION FINANCES

| | | |
|---------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| a) Have you applied for or received a Township grant before? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---------------------------------------------------------------------|-----------------------------------------|-----------------------------|

| |
|------------------------------------------------------------------------------|
| b) If you have answered yes to question a), please give details below |
| £6,000 – boiler refurbishment grant / electrical trips |

| | | |
|--------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|
| c) Does more than 50% of your annual base budget/income come from Rochdale Council? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|--------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If yes, detail below the amounts received and Council Services providing budget/income to your organisation (a copy of your application will be forwarded to your relevant Link Officer for their comments) |
| |

SECTION 4 – ABOUT THE PROJECT AND JUSTIFICATION

Details of the proposed project and what benefits will this project bring for participants, organisation, group or wider community?

Our I.T. project and the Advice Service are 2 of our core services. These are both very much needed projects that the local people are dependent on from our centre. This is best illustrated by the regular numbers we have for both projects and the waiting lists for these services. Both are at the risk of closure due to external funding coming to an end and the loss of rental income from a group which was occupying offices at our centre.

This has heavily impacted on staff hours which have been reduced dramatically. Currently we are delivering 3 days on a voluntary basis. However this is not sustainable and will come to an end unless funding is secured immediately.

IT Class Project

IT classes have been delivered for the last 5 years. The classes are much needed as 95% of the service users are from black minority ethnic groups with limited ICT skills and academic education. The classes compliment the weekly Jobs club. People attending struggle to use online methods, the tutor provides intensive one to one support. The tutors enhance IT skills and help local people to secure employment.

The participants develop skills, confidence, basic IT skills and tools/methods to enable them to carry out basic daily tasks which are required by most organizational and authorities. These include health services, DVLA, pensions, online banking, paying online bills and much more.

A large number of people are dependent on other family members, their younger children or grandchildren and friends to support them with IT tasks at home. Attending our weekly IT classes will make them independent and self sufficient.

We currently have an attendance of approx 20 people a week but due to minimum part time staffing and limited resources we cannot develop this provision

Advice Service

An advice surgery service has always been offered since the establishment of the centre. This is to help with every day basic requirements, form filling, welfare advice, fines, housing issues to name some examples. Advocating on behalf of local people who have multiple barriers – these include: language, culture, education, awareness. 95% of service users are from ethnic minority backgrounds and we have a high number of 50+ people using the advice service. This much needed service is currently being delivered with minimum funding and through the help of volunteers. This is not sustainable and there is a huge need for a trained and experienced member of staff who can offer structured surgery sessions on a regular basis and meet the big demand from the community. We have increasing numbers of people attending this service and we are struggling to meet the demand and need for welfare benefits and advice. From records we have over 12 people who are seen weekly with 45 minute appointments and up to a further 20 people who walk through the door without appointments and needing general help with queries.

Admin Support – to support both projects administration and clients.

Project Management – monitoring / evaluation, support supervision of staff and volunteers, intervening with difficult situations, cases, service users, training and development of staff and volunteers.

| SECTION 5 – PROJECT FINANCES | | |
|-------------------------------------|---------------------------|-----------------------------------|
| a) Cost of project | | £ 9,900 |
| b) Amount of grant required | | £ 9,900 |
| c) Amount from other sources | | £0 |
| d) Details of other funding | | |
| Funder | What they may fund | Dates of funding decisions |

| Expenditure item | Cost |
|-----------------------------------------------------------|------------------|
| ICT Class tutor - £9.00 x 5hrs a wk x 4 wks x 12 mths | £2,160.00 |
| Advice Worker - £36 x 3 sessions a week x 4 wks x 12 mths | £5,184.00 |
| Admin Support - £8.00 x 4hrs x 4 wks x 12 mths | £1,536.00 |
| Projects Management & Support £85 x 12 mths | £1,020.00 |
| TOTAL | £9,900.00 |

SECTION 6 – SUPPORTING DOCUMENTATION

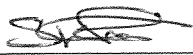
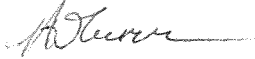
Please supply the following documents when you submit your application. IF YOU DO NOT SUPPLY THESE DOCUMENTS, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION. Please tick the boxes to confirm which documents you have attached to this application.

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| a) Annual accounts and bank statement(s) | <input checked="" type="checkbox"/> |
| b) Constitution/governing document | <input checked="" type="checkbox"/> |
| c) If your project works with children and young people under 18 years old or vulnerable adults, please confirm your organisation has the following in place: | |
| Child protection policies and procedures | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A |
| Disclosure and Barring Service (DBS) checked staff and volunteers | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A |
| d) Quotes/estimates/extracts from catalogues for proposed expenditure | <input checked="" type="checkbox"/> |

SECTION 7 - DECLARATION

We, the undersigned agree to:

- Abide by Rochdale Township Fund's Terms and Conditions.
- No expenditure being incurred on this project prior to the grant decision being given.
- Certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- Use funds, if granted, only as specified in this application, unless receiving authorisation from Rochdale Township Office to make changes.
- Send the invoices/receipts for all payments made with this grant along with the completed Project Evaluation Form to the Rochdale Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Rochdale Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Rochdale Township Office immediately if either signatory leaves the organisation or can no longer fulfil their responsibilities, or someone else takes over responsibility for the

| grant on behalf of the organisation. | | | |
|--------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Contact Person | | Organisation Chair or Treasurer (Different from Contact Person) | |
| Signature |  | Signature |  |
| Full name | Sam Khan | Full name | Harry Turner |
| Position | Centre Manager | Position | Acting Chair person |
| Date | 04/11/2015 | Date | 04/11/2015 |

Before you send your application to us, please check that you have:

- answered all the relevant questions and
- enclosed all the information requested:
 - Annual accounts
 - Bank statement(s)
 - BACS form
 - Constitution/governing document
 - Quotations/cost estimates/extracts from catalogues

We will return incomplete application forms.

Please send your completed application form to:
 Rochdale Township Office, Number One Riverside, Smith Street, Rochdale OL16 1XU
 Tel: 01706 924802
 Email: rochdale.township@rochdale.gov.uk