

ROCHDALE TOWNSHIP FUND 2019/20 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF
RP/05/19

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 Lantern making workshops

SECTION 2 - APPLICANT DETAILS

a) Name of organisation Vintage Worx Community Development Trust

b) Type of organisation

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

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

Vintage Worx CDT is a not for profit social enterprise run entirely by volunteers. The organisation is based within disused buildings in Falinge Park Rochdale.

The aims of the organisation are to:

- Reduce isolation
- Increase skill levels
- Advance toward sustainable employment
- Improve health and wellbeing
- Support social entrepreneurship
- Promote arts, culture and heritage
- Promote community action and development

The team at Vintage deliver a wide range of bespoke programs in line with the aims of the organisation including job clubs, training courses, personal development projects and support services to local residents. Services are available to all but predominantly service users are from the Falinge, Spotland and North Central wards. We also run 12 community events on the park each year with different themes and activities and operate a community café which offers work experience opportunities to young people of the borough. This year we are delivering workshops for the over 50's which include, Upcycling, Freeform Crafting, Knitting, Crochet and card-making, Healthy Walks, a monthly Park Run, employment and training support, Community group support, Start-Up advice for Social and Community Enterprises. Support sessions for funding applications, Gardening, group and ESOL classes.

We are also supporting the Carers Craft group and the Princes Trust.

d) Contact name Tracie Powers /Vicky Lomax

e) Contact telephone [REDACTED]

f) Contact address and postcode Falinge Park, Falinge Road, Rochdale

g) Email address [REDACTED]

h) Web address	
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SECTION 3 – ORGANISATION FINANCES

a) Have you applied for or received a Township grant before?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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b) If you have answered yes to question a), please give details below
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2017 /18 - £6849 – wonderful Parks Project
 2017/18 - £5200 New Doors for buildings in Falinge Park
 2018/2019 – £1400 Fitness Worx

c) Does more than 50% of your annual base budget/income come from Rochdale Council?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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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)
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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?
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We are organising a series of lantern making workshops in preparation for the Festival of Light Parade in Falinge Park on the evening of November 29th 2019.

The workshops will be facilitated for local schools and community groups to create lanterns that can be displayed and used in the parade as a way of celebrating the community.

These workshops will be used to engage the community and raise awareness of the event being held in Falinge Park.

Workshops will be held at various local schools and the park.
 These workshops will entail children working with their families to create the lanterns, encouraging parental involvement and building stronger community ties between residents and local services and community groups.

As well as workshops facilitated within schools, we will be hosting lantern making workshops in the park to encourage different members of the community to come forward and celebrate the diversity we have within the town.
 Attendees will gain new skills in Willow craft, design, planning and team working.

This will be a fantastic opportunity for the community to come together and celebrate the successes of its schools and groups. It will bring a sense of pride to local tenants and give the community the chance to get involved in an event that is local to them. They will then be able to take a shared ownership of the project as the different elements come together in the parade.

Project start date	September 4th 2019	Project completion date	November 29 th 2019
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SECTION 5 – PROJECT FINANCES

a) Cost of project	£3600
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b) Amount of grant required	£3600
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c) Amount from other sources	£
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d) Details of other funding

Funder	What they may fund	Dates of funding decisions

e) Breakdown of proposed expenditure relating to the amount of grant required (Enclose quotations, cost estimates or extracts from catalogues. At least two quotations will be required for any items to be funded that will cost £1,000 or more to demonstrate value for money. Costs for items to include VAT only if your organisation cannot claim VAT back from HM Revenue and Customs).

Expenditure item	Cost
Lantern Making Workshops sessions divided between school and community sessions x 36 @ £100 per session	£3600
TOTAL	£3600

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	Tracie Powers	Full name	Matthew Lee
Position	Director	Position	Director
Date	03.06.19	Date	03.06.19

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

JAMBOREE ARTS

Date: 10/06/2019

Invoice No: 332

INVOICE TO:

INVOICE FROM:

Tracie Powers
Vintage Worx
Falinge Park
Falinge Road
Rochdale
OL12 6JE

Vicky Lomax



Lantern Making Workshops

For Falinge Park Festival of Light

Spotland Primary workshops(@ £100 per session) (3 making sessions each for 4 classes)	£ 1,200
Falinge High School (3 making sessions each for 4 classes)	£ 1,200
1 st Rochdale Scouts x 4 workshops	£ 400
Open Community workshops at Falinge Park (Saturdays leading upto event, 11am – 4pm) @ £200 per session	£ 600
Planning and preparation (designing lanterns, contacting and <u>planning all sessions with groups</u>)	£ 200
Total Cost:	£ 3,600

Please make cheques payable to Jamboree Arts
Or payment by BACS:

