

ROCHDALE TOWNSHIP FUND 2019/20 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF

RP/06/19

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: Real Change Rochdale

SECTION 2 - APPLICANT DETAILS

a) Name of organisation: The Sanctuary Trust

The Real Change partnership includes; Rochdale Housing Initiative, Angies Angels, Bondbaord, Brentwood day centre, Riverside Housing, RBH

b) Type of organisation

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

The Sanctuary Trust is a not for profit registered charitable company working with homeless people in Greater Manchester and North Wales. The Trust opened in 1991, over the years the Sanctuary Trust have successfully implemented:

- Day Centre – open access to people struggling in poverty in Rochdale MBC
- 13 bedded men's abstinent accommodation
- 16&17 year olds emergency overnight accommodation
- Floating support services
- Impact project
- Crisis Project
- Reintegration Project
- ARC Communities in North Wales
- Sanctuary trust Emergency Provision 18+
- Peer led support programme (pass it on scheme)

Mission Statement

The Sanctuary Trust is a practical expression of God's love, providing support and encouragement for people who are homeless or seeking to take control of their lives through addressing drug, alcohol or other, homeless-related problems.

Aims & Objectives

- To help people to take their full place in society and live independently.

To give vulnerable people opportunity to improve the quality of life by providing a stable environment which enables them to take greater responsibility for their lives.

d) Contact name	Mr John Wigley
e) Contact telephone	[REDACTED]
f) Contact address and postcode	Office 7 Champness Hall, Drake street Rochdale .
g) Email address	[REDACTED]
h) Web address	http://www.sanctuarytrust.org.uk/

SECTION 3 – ORGANISATION FINANCES

a) Have you applied for or received a Township grant before?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) If you have answered yes to question a), please give details below		
N/a		
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)		
N/a		

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?

Real Change Rochdale aims to raise funds from business and the public to support people in their local area experiencing homelessness. It uses funds generated to pay for items which directly help people to get off the streets or avoid homelessness: things like a deposit for a home, a training course, or clothes for a job interview.

The Real Change model is straightforward in its approach:

1. Local Action Group established to oversee campaign
2. Public fundraising campaign within Borough of Rochdale
3. Applications for support made via partners including Bondbaord, Angies Angels, RBH, Brentwood day Centre, Whag, Riverside, RBH, stepping stones and others.
4. Grants under £100 provided immediately. Over £100 approved by independent panel. Independent panel members consist of persons with lived experience of homelessness and professionals.
5. Money distributed via local partner agency who will immediate offer support to Rough sleepers move off the streets, or avoid ending up there. Processing applications to the fund **quickly, effectively and transparently is integral** to the success and trustworthiness of the Project.

We are hoping to procure funding to help the partnership employ a fundraiser for the Real Change. So far we have only 3 registered Real Change Champions, these are; Rochdale Sixth form college, Brownhill School and Kirkult Community Church. The Champions have done some excellent work fundraising, we feel with more Champions on Board we can raise enough money to help meet the needs of those experiencing homelessness in the Borough of Rochdale .

We are looking to employ a fundraiser for 4hours per week for a period of 6 months. This person will be tasked with visiting Schools, faith based groups and local businesses in Rochdale primarily to raise awareness of the Project. We expect, as a direct result of this investment into the Real Change, we will achieve an additional 7 Project Champions. With a total of 10 Real Change Champions on board, each Champion independently fundraising for the Real change Rochdale, we believe we will have created a steady flow of funds that will sustain this Project for many years to come.

Project start date

August 2019

Project completion date

February 2020

SECTION 5 – PROJECT FINANCES

a) Cost of project		£1,417
b) Amount of grant required		£1,417
c) Amount from other sources		£0
d) Details of other funding		
Funder	What they may fund	Dates of funding decisions
<p>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).</p>		
Expenditure item	Cost	

SANCTUARY TRUST
busget for 6 month
fundraiser.xls

BUDGET

2019=-20

Links

Code	29-May-19	Budget	
<u>INCOME</u>			
T45			
00	Service Contracts	1,417	
-	TOTAL INCOME	1,417	1,417
<u>EXPENDITURE</u>			
<u>T81 Ch Act Cost</u>			
T81			
05	Sundry Shop Exp	0	
T81			
10	Staff Training & Welfare	0	
T81			
20	Volunteer exps	0	
T83			
00	Provisions	100	
T83			
10	Recreation & Leisure	0	
T83			
20	Client Welfare	0	
T83			
30	Personal Development	0	
T84			
00	Vehicle Costs	0	
T84			
50	Travel & Subsistance	0	
T85			
00	Heat & Light	0	
T85			
20	Property Rent Payable	0	
T85			
30	Council Tax & NNDR	0	
T85			
40	Water Rates / Meter	0	
T85			
50	Repair & Renewal	0	
T85			
60	Internal Decorations	0	
T85			
70	CCTV & Security	0	
T85			
80	Cleaning, Test & Disposals	0	
T86			
00	Telephone, Fax & IT	0	
T86			
20	Stationery, Post & Print	0	
T86			
30	Computer Maint & Software	0	
T87			
00	Equip Expenced	0	
T88			
00	Sundry Expenses	0	
T89			
00	Bank Charges	0	
-	Sub Total	100	
<u>OVERHEADS</u>			
T91			
00	Insurance	14	Overheads



T92				
00	HR & H/S	11		
T93				
00	Audit & Accountancy	8		
T94				
00	Legal & Professional	0		
T95				
01	Operational Overheads	18		
T95				
02	Management Fees	0	Salary	
T95				
03	Property Rent - Internal	0		
	Sub Total	<u>51</u>		
B96		3.6%		
00	<u>COST OF PAYROLL</u>			
T96				
10	Wages & Salaries - Gross	1,087		
T96				
20	Employers NI	150		
T96			Salary	
30	Comp Pen	28		
T96				
40	Direct Supervision Contribution	0		
	Sub Total	<u>1,266</u>		
	Project Checks			
	PROJECT COST	<u>1,417</u>		
	SURPLUS / DEFICIT	<u>-0</u>		
			TOTAL	1,417

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 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	JOHN WIGLEY	Full name	VIDA SLATER
Position	NW AREA MANAGER	Position	Trustee / Acting Treasurer
Date	14 / 06 / 19.	Date	14 / 6 / 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