

# ROCHDALE TOWNSHIP FUND 2019/20 APPLICATION FORM



**ROCHDALE**  
BOROUGH COUNCIL

**REF**  
RP/14/19

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 "GOING DIGITAL"

## 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 Association (SCA) is a registered charity which works with disadvantaged & deprived communities of Rochdale - providing support, advice & guidance around welfare rights/benefits, education & training and social inclusion activities to improve the overall quality of life. The charity started back in 1996 and has continued ever since. We work with all age groups and minority groups delivering projects and services throughout the area. Our focus is to bring communities together and breakdown cultural barriers.

The groups we work with have increased over the years now covering refugees/asylum seekers, lone parents, people who have married into the UK and have come over as a spouse, young offenders, ex-substance users, BME community and domestic violence victims. We have always tried to create an open-door policy for all and have always focused on eliminating multiple barriers and help individuals cope with high levels of deprivation and unemployment in the area. Accessing mainstream services is a huge problem for some of our service users often leading to further problems and hardships. Our focus remains to help with targeted, 1-2-1 support for all.

d) Contact name Asghar Ali

e) Contact telephone [REDACTED]

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

g) Email address [REDACTED]

h) Web address www.spotlandcommunitycentre.co.uk

**SECTION 3 – ORGANISATION FINANCES****a) Have you applied for or received a Township grant before?** **Yes** **No****b) If you have answered yes to question a), please give details below**

M/25/18 Get fit sessions – Awarded £320  
M/21/18 Walking for health – Awarded £320  
£6,000 – boiler refurbishment grant / electrical trips – August 2015  
W/31/15 Spotland Community Centre Security – Awarded £1210.00  
W/27/15 Benefits & Welfare Advice Service – Awarded £4992.00  
M/37/15 Social Media Online Project – Awarded £3264.00  
M/32/14 Healthier YOU Project – Awarded £1360.00  
M/31/14 Spotland Community Association Newsletter/Prospectus – Awarded £660.00  
M/75/11 Sewing Classes - Awarded £700.00  
M/74/11 Cookery & Arts – Awarded £300.00  
M/71/11 Cooker - Awarded £550.00

**c) Does more than 50% of your annual base budget/income come from Rochdale Council?** **Yes** **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?**

The main aim of the project;

- To create a more Digitally Inclusive society
- Not only to provide Basic ICT support to local service users but to make them aware and up to speed with Social Media and its benefits
- Increase ICT literacy
- A more confident community around ICT
- How to learn English (for non English speakers) online
- Helping people access mainstream services in a friendly, comfortable and non-threatening environment
- Increasing Job Opportunities
- Social Media pitfalls – negative aspects/online dangers
- Encourage the development of mutual understanding – initiatives which begin the process of developing friendships
- Regular interactions bringing people together and encouraging families and individuals to come together to share life – building flourishing and sustainable friendships and relationships.
- Classes will be tailored to clients needs
- The sessions will run on a weekly basis (2hrs per week) for 6 months at Spotland Community Association
- Classes will focus on social media, emailing, Facebook, Twitter, dangers of online services, online banking, how to pay bills, apply for jobs online etc...
- Build a strong network for the community where they can access ICT training and go on further to look for Training & Employment.

**Project start date**

06/01/2020

**Project completion date**

06/07/2020

**SECTION 5 – PROJECT FINANCES**

a) Cost of project £1,800.00

b) Amount of grant required £1,800.00

c) Amount from other sources £0

**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
Tutor Fees: £20.00per hour x 2hrs per session per week x 24 weeks	£960.00
£10.00 admin. fee per session x 24 weeks	£240.00
£10.00 per hour room hire (48 hours)	£480.00
Refreshments 6 months = £120.00	£120.00
<b>TOTAL</b>	<b>£1,800.00</b>

## 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
Disclosure and Barring Service (DBS) checked staff and volunteers	<input type="checkbox"/> Yes <input checked="" 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	Asghar Ali	Full name	Abdul Ghaffar
Position	Manager	Position	Treasurer
Date	09/10/2019	Date	09/10/2019

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.

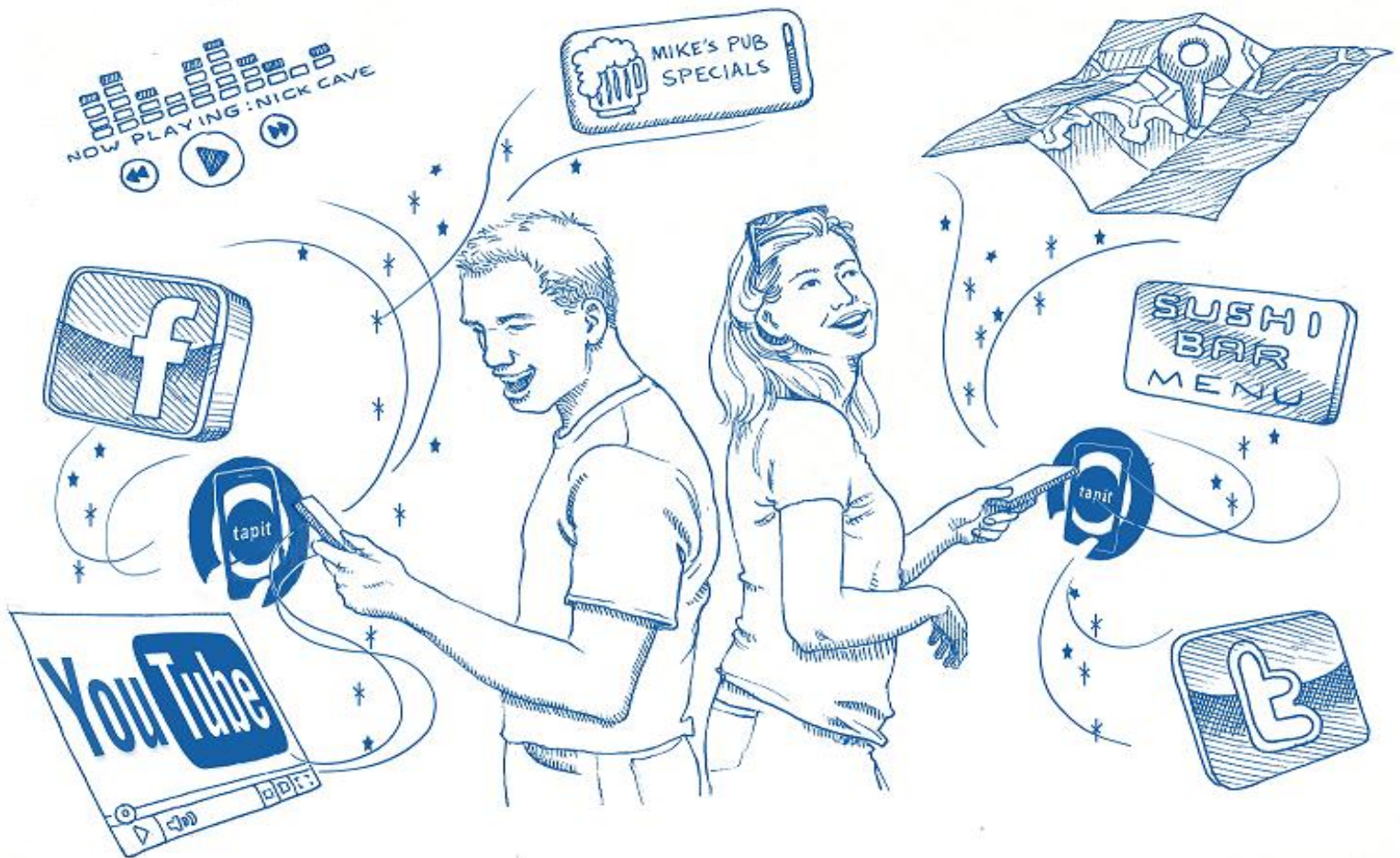
Please send your completed application form to:

Rochdale Township Office, Number One Riverside, Smith Street, Rochdale OL16 1XU

Tel: 01706 924802

Email: rochdale.township@rochdale.gov.uk

# Going Digital



## QUOTE

FAO: SPOTLAND COMMUNITY ASSOCIATION 92-96 SPOTLAND ROAD, ROCHDALE OL12 6PJ 01706 354 151

Course Duration: 6 months

Hourly Rate: £20.00

Per month: £160.00

Total: £960.00

*Wajid Mahmood*

**T**  
*Goingdigital@hotmail.com*