

ROCHDALE TOWNSHIP FUND 2020/21 APPLICATION FORM



ROCHDALE
BOROUGH COUNCIL

REF
RP/02/21

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 Development and Learning Support

SECTION 2 - APPLICANT DETAILS

a) Name of organisation Al-Abbas Institute

b) Type of organisation

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

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

We are a voluntary social enterprise community group set up about 10 years ago to serve and support the Rochdale communities.

Our aims are dedicated to:

- The ethical, moral, social and spiritual development of children and young adults to be law-abiding citizens of the United Kingdom.
- Educating and empowering children and young people to avoid all types of criminal and anti-social behavior, and all forms of exploitation.
- Providing education that adheres, incorporates and promotes British Values.
- Helping and supporting those who are the most vulnerable members of our society.
- Seeking to create a healthy and safe educational environment that is nurturing, empowering, loving, and positive where students can grow, develop, and maximize their potential.
- Treating everyone with respect, integrity and honesty.

Our objectives are to:

- Provide classes/workshops to deliver essential educational, personal, social, developmental and health related input to children, and young people as well as their parents.
- Provide seminars to parents to provide advice and support on education related matters, and services available.
- Undertake outreach work to support the most vulnerable members of our society.

Our activities include providing and delivering:

- Classes/workshops to deliver education and learning for children, and young people.
- Advice, guidance and support on education matters services available for BAME communities, and parents.
- Health and mental health well-being support in the context of education for BAME children, young people, and their parents.
- Essential provisions for the elderly and the vulnerable in our community by carrying this duty for them.

| | |
|---------------------------------|------------|
| d) Contact name | Zafar Khan |
| e) Contact telephone | [REDACTED] |
| f) Contact address and postcode | [REDACTED] |
| g) Email address | [REDACTED] |
| h) Web address | N/A |

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 | | |
| [REDACTED] | | |
| 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) | | |
| [REDACTED] | | |

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 BAME communities, in general, have disproportionately suffered during the Covid-19 pandemic and this is also the case for the BAME communities in Rochdale. They face barriers in opportunities for education and employment, and during the pandemic, these have been exacerbated. We are based in the centre of Rochdale which is the most deprived area in Rochdale where we would like to support BAME children and young people, and their parents by delivering the following:

- 5 classes/workshops per week to deliver core curriculum subjects as well as input on avoiding criminal and anti-social behavior, and all forms of crime and exploitation for children, and young people.
- 2 seminars per week to provide advice, guidance and support on education matters services available for BAME communities and parents.
- 1 seminar per week to provide advice on health and mental health well-being support in the context of education for BAME children, young people and their parents.

These classes/workshops will provide children and young people with essential educational input as well as advice, guidance and support to avoid crime, anti-social behaviors and all forms of exploitation. The seminars will provide much needed support for parents so that they can better support their children's education.

These classes/workshops/seminars will take place w/c 02 August 2021 to 27 May 2022 for period of 43 weeks. There will 8 hours delivered each week for 43 weeks, which is a total of 344 hours. The cost per hour will be £10 (this is a reduced rate for us from the facilitators) and so the total cost for this part of the project will be £3440.00.

All facilitators are fully DBS checked and fully qualified teachers, and facilitators.

| | | | |
|---------------------------|-------------------|--------------------------------|--------------|
| Project start date | 01 September 2021 | Project completion date | 29 June 2022 |
|---------------------------|-------------------|--------------------------------|--------------|

SECTION 5 – PROJECT FINANCES

| | | |
|---|--|---|
| a) Cost of project | | £6880.00 |
| b) Amount of grant required | | £4880.00 |
| c) Amount from other sources | | £2000.00 |
| d) Details of other funding | | |
| Funder | What they may fund | Dates of funding decisions |
| The remaining £2000 has been pledged by 4 local businesses. | They have each pledged £500 for the overall costs of running the centre. | They have already agreed these donations. |
| e) Breakdown of proposed expenditure relating to the amount of grant required (Enclose quotations, cost estimates or extracts from websites/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 | |
| Fully qualified facilitators and teachers to deliver the classes/workshops/seminars for subjects/input as described above. | £10 per hour for 8 hours per week for 43 weeks = £3440.00 | |
| To purchase 5 laptops for the learners to be able to use during their classes/workshops to support their learning. Each laptop will cost £288.00. | £1440.00. | |
| TOTAL | | £4880.00. |

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: | |
| 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 websites/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 | Zafar Khan | Full name | Mazhar Iqbal Khan |
| Position | Chairperson | Position | Secretary |
| Date | 14/06/21 | Date | 14/06/21 |

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 websites/catalogues

We will return incomplete application forms.

Please send your completed application form with supporting documentation to the Rochdale Township Office Email: rochdale.township@rochdale.gov.uk and sharron.worrall@rochdale.gov.uk

QUOTATION

DATE: 09 JULY 2021

TO:

Al-Abbas Institute
Moore Street,
Rochdale.
OL16 1QN.

FROM:

Raza Iqbal Khan

████████████████████

██████

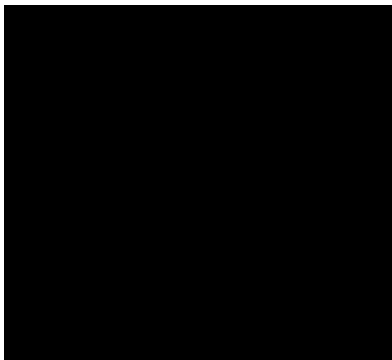
Account number: ██████████

Sort code: ████████

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|---------------|--|--------------|-----------|
| 129 | Science and PSHE workshops. 3 x 1 hour workshops every week from 02 August 2021 to 27 May 2022 for 43 weeks. | £10 per hour | £1,290.00 |
| TOTAL: | | | £1,290.00 |

Thank you.

R. Khan



Tel: [Redacted]
Email: [Redacted]

Quotation

| | |
|------------------------------|--|
| Organisation Name & Address: | Al-Abbas Institute, Moore Street, Rochdale. Lancs. OL16 1QN. |
| Quotation No: | 01AAI |
| Quotation Date: | 20/06/2021 |
| Order No: | 01 |

| Description of work | Dates & Cost |
|---|---------------------|
| Purchase of 5 x Laptops + installed all software as per requirements. Cost of each laptop £288. | Total cost = £1440. |
| Total Payable: | £1440.00 |

Cheques to be made payable to: [Redacted]

Or:

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]