

# ROCHDALE TOWNSHIP FUND 2021/22 APPLICATION FORM



**ROCHDALE**  
BOROUGH COUNCIL

**REF**  
RP/08/21

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** Independence Day & Participation workshops

## SECTION 2 - APPLICANT DETAILS

**a) Name of organisation** Pakeeza Women's Group

### 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

1. To get women of Asian Background in an informal setting where they can socialise, learn how to be independent, how to care themselves and learn new skills to keep themselves busy.
2. The aim is also to create an environment where women can share their experience/issues with other members and feel relaxed and free from any mental health problems and feel relaxed.
3. To keep up dated with health related matters and how to deal with any health issue as it happens.
4. Dealing with loneliness when living alone in house on your own.
5. Provide training on basic skills to keep women busy when alone and bored.
6. Meet on a regular basis and organise visits and trips as required.
7. Exchange visits organised to share experience and learn from others in similar settings.

**d) Contact name** Razia Shamim

**e) Contact telephone** [REDACTED]

**f) Contact address and  
postcode** [REDACTED]

**g) Email address** [REDACTED]

**h) Web address** <http://www.pakeezawomens.org.uk/> (currently off)

**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**

Various projects by township office in the past.

Information entered by the Township Office from their records:

M/13/18 &amp; M/35/17 Pakistan Independence Day Information &amp; Celebratory Event – grant awarded £1,090 in August 2018

CE/15/17 Publicity &amp; workshop on Asian women’s issues – grant awarded £730.30 in December 2017

M/66/16 Knitting skills sessions – grant awarded £350 in December 2017

M/15/15 Pakeeza Women Group Eid Milan &amp; Independence Day – grant awarded £750 in August 2015

M/66/12 Health and wellbeing sessions – grant awarded £500 in June 2013

M/32/11 We are all one – grant awarded £200 in March 2012

**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?**

Since the start of Pandemic, the group was unable to meet. Now with the ease of the restrictions, we are planning to start the group again with some activities to build the confidence of the members. These times been very hard for our members, especially losing family members and friends.

We are planning to have few sessions with our members to cheer up and build confidence. This will be carried out with Pakistan Independence Day event plus 3 workshops/sessions

In addition, we will be carrying out some publicity marking at various places i.e. GP practices/health professionals and other referral agencies to reach out to those women who are most in need of our services. To resume work/activities of the group and keep our paperwork UpToDate we will hire admin/support for 6 weeks. This is in need as our volunteers are reduced and also due to age factor unable to keep up with administration.

We include hiring a venue with light refreshments for our independence day and workshops.

**Project start date**9<sup>th</sup> August 2021**Project completion date**15<sup>th</sup> September 2021

## SECTION 5 – PROJECT FINANCES

a) Cost of project £1480

b) Amount of grant required £1480

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 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
1. Independence Day Poetry session with performance with Exhibition & 3 workshops (pems/singing) By MCRC	£700.00
2. Venue Hire Independence day + 3 Workshops Castlemere Community Centre with Light Refreshments Pakistan Day £150.00 3 workshops £150	£300.00
3. Administration, Outreach, Publicity etc (Pakeeza group) 8 hours per week for 6 weeks	£480.00
<b>TOTAL</b>	1480.00

## SECTION 6 – SUPPORTING DOCUMENTATION

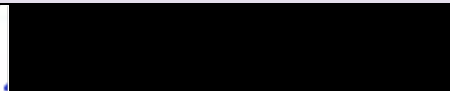
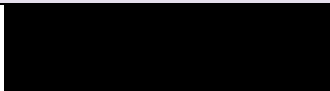
Please supply the following documents when you submit your application. IF YOU DO NOT SUPPLY THESE DOCUMENTS, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION. Please tick the boxes to confirm which documents you have attached to this application.

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 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 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	RAZIA SHAMIM	Full name	SERWARI AHMED
Position	CHAIR	Position	TREASURER
Date	2/7/21	Date	7-7-21

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](mailto:rochdale.township@rochdale.gov.uk) and [sharron.worrall@rochdale.gov.uk](mailto:sharron.worrall@rochdale.gov.uk)



[REDACTED]  
[REDACTED]  
[REDACTED]  
Email: [REDACTED]  
Charity Registration: 1127743

01/07/21

## Quotation

**Pakeeza Women Group  
Rochdale**

**Further to our meeting regarding your event please see the following cost breakdown.**

	£
<b>Organise poetry reading event with 6 writers</b>	<b>200</b>
<b>Exhibition of Independence Day</b>	<b>150</b>
<b>3 Workshops with 10 women (Songs/poetry)</b>	<b>150</b>
<b>Two musicians for live singing</b>	<b>200</b>
<b>Total</b>	<b>700</b>

# Quotation



www.castlemere.org.uk

Pakeeza Women's Group  
[Redacted]  
[Redacted]  
[Redacted]

DATE: 06 July 2021

OUR REF: PWG/July 21

YOUR REF:

Qty	Description	Unit price	Total
	<i>Venue Hire (Pakistan day 16th August)</i>	£150.00	£150.00
	<i>3 Workshops (Room Hire) dates to confirm</i>	£150.00	£150.00
	Sub Total		<b>£300.00</b>
	<b>TOTAL</b>		<b>£300.00</b>

# Pakeeza Women's Group



Date: 4<sup>th</sup> July 2021

Quotation for Pakistan Day event plus 3 workshops

- Administration of the group, publicity and marketing
- Remote contacts with existing/potential new members
- Organising and delivery of events and workshops
- Exploring further opportunities for the group.

Support @ £80 per week for 6 weeks

£480.00

Thanks