

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note before completing this application. The links below take you to our web pages for additional information on the fund and the County Councillors who will award grants at a local meeting (these are held up to 3 times a year). **Please contact your local County Councillor to discuss your application prior to submission.** For any specific questions please contact the CLC Development Team by phone or email using the below information on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE
AND ADDITIONAL INFORMATION](#)

(Which County Local Committee are you applying for (please leave blank if you don't know)

Does your Local County Councillor support your application?

Yes No Please state their name: Michael Cloake

Section one: About your project

1. a. Organisation Name: WORTHING COMMUNITY BOARD GAMES

b. Project Title:

c. Amount you are applying for: £ 750

2. Location of Project: Worthing Library, Richmond Road BN11 1HD

3. Dates when project/service will take place:

START 07/2019 END mm/year Or, is it on-going?

By what date do you need funds: 1st July 2019

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support The West Sussex Plan.

Ideas may include: examples provided

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

Increasing group membership and widening participation in a safe space.
 Meeting others with a common interest through playing board games.
 Starting up new activities and expanding existing service, particularly a second group session i.e. Mah Jong and general games.
 Organising community events and activities in conjunction with other West Sussex Libraries.
 Activities are aimed at developing skills of the residents of West Sussex.
 Providing improvements to community by offering opportunities for learning and socialising. Wellbeing improvements generally, helps with loneliness and isolation, mental health too.
 Additional service that enhances the use of the public library.
 Helping communities influence the planning and delivery of local services.
 Taking note of significant events and community achievements.
 Encourages and motivates people to attend events via the playing of board games.
 Planning to engage with other libraries within West Sussex to encourage development of similar groups.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
Expenses	50.00	50.00
Insurance – Public Liability	120.00	120.00
Mah Jong sets x 2	120.00	120.00
Mobile Phone	25.00	25.00
Mobile Phone minutes	40.00	40.00
Other games	230.00	230.00
Publicity/Advertising	40.00	40.00
Stationary	15.00	15.00
Training	110.00	110.00
Volunteers time and effort	Nil payments	Nil Payments
TOTALS	750.00	750.00

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. Charity/Community Group/Business)

Organisation Name: Worthing Community Board Games

Type: Unincorporated Association

Registered charity Number (if applicable)

N/A

9. How many people are involved in your group or organisation?

How many are:

Members/Service Users

20

Volunteers

5

Committee/Board Members

3

Paid employees

0

Other (please provide details)

0

10. Please provide a brief description of the aims and objectives of the organisation/
group in less than 50 words

To provide a safe space for meeting through board gaming to support, encourage, learning games in an inclusive friendly environment.
Open to all adults non-neurotypical, BaME, those with disabilities, LGBTQ, seniors, those with mental health needs and their carers.
To expand membership and increase repertoire of games.

11. Please provide the following financial information for your organisation if applicable (please note that you might be required to provide supporting documents as listed in section five): N/A – New service

Period covered

mm/year to mm/year

Total income

£

Total expenditure

£

Balance at year end

£
£
£

Reserves (savings, cash, investments, assets)

Of the reserves stated how much is allocated earmarked for specific purposes?
Please detail for what purpose(s)

N/A New service

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (ie Small Grant fund, CIF or Members Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

[Empty box for details]

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council’s website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: www.westsussex.gov.uk/privacy-policy/

Community Initiative Funding Terms and Conditions

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

CONSTITUTION OF **Worthing Community Board Games**

Adopted on: 20th June 2019

1. **NAME**

The name of the group shall be: **WORTHING COMMUNITY BOARD GAMES**

2. **AIMS**

The aim of the group shall be to provide a safe space for regular meetings through board gaming to support and encourage learning of games in an inclusive and friendly environment. The Group is a non-profit organisation open to all adults including, but not limited to, non-neurotypicals; BaME; Seniors; LGBTQ; those with disabilities and mental health needs, and their Carers are welcome.

To grow and expand the membership of the Group.

To purchase new games and expand our repertoire.

3. **POWERS**

- A. Raise money.
- B. Open bank account.
- C. Take out insurance.
- D. Organise courses and events.
- E. Work with other groups and exchange information.
- F. Do anything which is lawful which will help the group fulfil its aims.

4. **MEMBERSHIP**

- A. Membership shall be open to any person aged over 18 living or located in Worthing or the surrounding area. Members will be willing to help the group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription (as and when required) as agreed by the Management Committee.
- B. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
- C. Every individual member and each organisation shall have one vote at General Meetings.
- D. The membership of any member shall be terminated for good reason by the Management Committee, but the member shall have the right to be heard by the Management committee before a final decision is made.

5. **MANAGEMENT**

- A. The Group shall be administered by a Management Committee of the Officers and not more than three other members elected at the Group Annual General Meeting (AGM).
- B. The Officers of the Group shall be the Chairperson, the Treasurer and the Secretary or their nominee
- C. The Management Committee shall meet at least three times a year.
- D. The Chairperson, or their nominee, shall chair all meetings of The Group.
- E. The quorum for Management Committee meetings shall be four members.
- F. Voting at Management Committee meetings shall be by show of hands; if there is a tied vote then the chairperson shall have a second vote.

- G. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee Member, provided that person has a right to be heard before a final decision is made
- H. The Management committee may appoint another member of The Group as a Committee member to fill a vacancy, provided the maximum number is not exceeded.
- I The tenure of the Officers of the Management Committee shall be for 2 (two) years.

6. DUTIES OF THE OFFICERS

A The duties of The Chairperson are to:

- Chair meetings of the committee and the Group.
- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary
- Deal with problems and queries, as they arise.

B. The duties of The Secretary are to:

- Take and keep minutes of the meetings
- Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
- Maintain the membership list.
- Deal with correspondence and queries.
- Collect and circulate any relevant information within the Group.

C. The duties of The Treasurer are to:

- Supervise the financial affairs of the Group and present information to the Management Committee as required, and at Group meetings.
- Keep proper accounts that show all monies collected and paid out by the Group.

D. Publicity

- Organisation of duties and events will be delegated within the Group.

7. FINANCE

- A. The Group shall be a non-profit organisation.
- B. Any money obtained by the Group shall be used only for the Group.
- C. Any bank account opened for The Group shall be in the name of The Group.
- D. Any cheques and bank transfers shall be signed by two of three nominated Officers of the Management Committee.

SIGNED BY:

Chairperson:Zena Barton.....Signature.....Date20/6/19

Secretary:Meg Graham.....Signature.....Date20/6/19

Treasurer:DeborahCroft.....Signature.....Date20/6/19

Members:Barbara Baggott.....Signature.....Date20/6/19

....Tony Birch.....Signature.....Date20/6/19