

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

Please read the guidance note before completing this application. The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three 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.

Which County Local Committee are you applying to?

ADUR

Does your local County Councillor support your application? Yes

Please state their name: Debbie Kennard

Section one: About your project

1.

a. Organisation name: Women's Royal Army Corps (WRAC) Association Worthing.

b. Project title: Christmas Lunch in November 2019

c. Amount you are applying for: £ 750.00

2.

Location of project: Windsor Hotel 26 November 2019

3. Dates when project/service will take place:

START 01/11/19 END 01/11/19 Or, is it on-going?

By what date do you need funds: when available

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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:

- Increasing group membership and widening participation
 - Starting-up new activities and expanding existing services for members of the community
 - Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
 - Organising community events and activities
 - Providing specific items for community spaces
 - Organising one-off events to increase visitor numbers to the local area
 - Activities aimed at developing skills for residents to benefit them and the area
 - Providing improvements to community infrastructure and developing communally-held assets
 - Helping groups and organisations to develop their assets and/or resources to support future financial independence
 - Helping communities influence the planning and delivery of local services
 - Protecting the environment and promoting sustainable local development
 - Taking note of significant events and community achievements
1. 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:

We have about 20 combined ex-service lady members between the ages of 60 and 90. Many of them live alone, and are incapacitated. Christmas lunch provides a true festive occasion with the lunch and the gifts we provide. For some of them, it is their only Christmas occasion, that is not spent alone.

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

Yes No Not applicable not applicable

3. 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
Christmas lunch	£26 per head	
	£520.00	
Bar	£50.00	
Gifts	£10 per head	
	£200.00	
TOTALS	£770.00	£750.00

Section Two: Your organisation/ group

4. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Women's Royal Army Corps (WRAC) Association Worthing

Type: Community Group

Registered charity number (if applicable)

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

How many are:

Members/service users

20

Volunteers

0

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Committee/board members

4
0
0

Paid employees

Other (please provide details)

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

To provide social interaction with ex service ladies. To have a formal meeting once a month. To have an informal meeting every week. To arrange birthday lunches and trips when possible. We look after all our members, when they require assistance with, for example hospital visits, or doctors appointments. Shopping, if necessary and just to lend an ear to share our joys and sorrows.

7. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	mm/yea r	to	mm/year
Total income	£ variable. £4 per head per meeting.		
Total expenditure	£ £25 per month for 11 months for hire of hall and purchase of tea, coffee etc		
Balance at year end	£ 385 variable		
Reserves (savings, cash, investments, assets)	£802.00		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£304.00		

birthdays
postage
computer stationery

Christmas cards
subsidised lunches on outings

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No No

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

[Empty rectangular box for providing details of grant funding]

13. Which medium referred you to apply to the Micro Fund?

Partnerships and Communities Team
Services WSCC website

Democratic

County Councillor CVS event
Debbie Kennard

Other Please specify:

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

Privacy Note

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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

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

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[FIND YOUR COUNTY COUNCILLOR](#)

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

Which County Local Committee are you applying to?
 _____ Adur, St Mary's Ward _____ (please leave blank if you don't know)

Does your County Councillor support your application?
 Yes No Please state their name: _____ Kevin Boreham

Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).
 - County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.
 - If you're not sure, please contact the CLC Development Team for advice.
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.
 - Applicants should seek advice from the CLC Development Team as to which CLC to apply

to.

Section one: About your project

1.
 - a. Organisation name: Smart Dog Education CIC
 - b. Project title: The Firsts Club
 - c. Total project cost: £750

2. Location of project: West Street, Shoreham by Sea

3. Dates when project/service will take place:

START 12/19 END 12/20 Or, is it on-going?

By what date do you need funds: December 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:

- *Increasing group membership and widening participation*
- *Starting-up new activities and expanding existing services for members of the community*
- *Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness*
- *Organising community events and activities*
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

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:

Our project - 'The Firsts Club' - aims to give disabled people (particularly ASD spectrum and other marginalised people) the skills and experience to tackle the First Big Thing in their life, after leaving school or care.

Our objectives are to give our clients the ability to feel confident about coming First in Life.

We know, from experience, that people with mental health conditions, (diagnosed or not) can find it very hard to access what the general population find relatively easy - leaving school, college, parents or care, to make their First Steps into adult life and become part of the working and social population.

This community based project won't focus on what these young people don't have but rather will consider each individual client's strengths, charm and talents and work with them towards their individual goals, which may be personal or professional.

A first date? Intimidating to anyone, but if you have a learning disability or health issue or if you are unsure of your sexuality, this can be terrifying.

A first work placement? What do you wear? How do you present your disability as OK? Is your carer or parent really ready for you to become independent?

A first job? You have to get an interview first, and we all know how difficult that can be even without any restrictions. Our Club will give you an opportunity to talk to similar people, older people, employers, carers and new friends without any pressure to be the best, but the best YOU can be.

The Firsts Club is going to be an equal place for anyone with mental, physical and gender issues to access a safe place among 'mates' to become socially and physically confident and practice First Encounters.

We will be running one evening every 2 months, proposed venue is West Street Loft, West Street Shoreham by Sea for 3 hours, at a cost of £75 per evening, no VAT.

We will be providing non alcoholic beverages and healthy snacks and anticipate between 15 and 30 beneficiaries per event, with the maximum at 30, with 3 volunteer supervisors which will cost £50 rounded up per event.

We will be using the services of Jack Bruce, our resident DJ, whose DJ skills and talents at manual mixing despite his cerebral palsy are an inspiration to us all.

This project supports the West Sussex Plan priority to provide strong safe communities and improve the residents of West Sussex's health.

It will meet the gaps in provision of support services for those with learning disabilities In Adur which do not focus on personal relationships, appropriate behaviour and belonging to a

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community group, unless a young person is in supported living, where there care worker may be required to support such needs.

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 project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Room hire West Street Loft	£75 per night for x 6 evening sessions = £450
Refreshments	6 x £50 = £300
This is calculated from the Tesco website see attached quote rounded from £49.79 to allow for 'no muliti deal' that month	
TOTAL	£750

Section Two: Your organisation/

group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Smart Dog Education CIC

Type: Community Interest Company

Registered charity number (if applicable)

11038626

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

How many are:

Members/service users

10

Volunteers

2

Committee/board members

Paid employees

1

Other (please provide details)

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

Smart Dog Education CIC is a Shoreham by Sea based Community Interest company whose aim is to improve the education and social lives of those with disabilities, particularly in the Adur area.

We have the objectives of providing education, training and access to employment and also improving soft skills, confidence building and communication.

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11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	01/18	to	01/19
Total income	£12000		
Total expenditure	£12000		
Balance at year end	£ 0		
Reserves (savings, cash, investments, assets)	£ 0		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£ All is allocated towards operational costs		

DBS checks, volunteer costs, wages and rent

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No

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

NO

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website
 County Councillor CVS event

Other Please specify: _____ Our business advisor _____

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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

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[FIND YOUR COUNTY COUNCILLOR](#)

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

Which County Local Committee are you applying to?

____Lancing____ (please leave blank if you don't know)

Does your local County Councillor support your application?

Yes No Please state their name: Ann Bridges

Section one: About your project

1.

- a. Organisation name: Surf Solace
- b. Project title: Providing sea based activities for disadvantaged children and young people to improve their confidence, self esteem and motivation.
- c. Amount you are applying for: £750

2.

Location of project: Lancing Beach

3. Dates when project/service will take place:

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

By what date do you need funds: As soon as possible

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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:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
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- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

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:

Surf Solace is a community group that aims to improve the physical, mental health and wellbeing of school children in the local area through the provision of sea-based activities courses and a community club.

In response to local concern and the 'Adur and Worthing Community Profile report 2014'; which highlighted Adur to be the most deprived local authority area in West Sussex and anti-social behaviour being the most common crime. We learned that Adur has the highest percentage of 16+ year olds with no qualifications in West Sussex, in fact over a quarter of the 16+ population.

We also knew that 1 in 10 young people aged from 5 to 15 suffer from a mental health problem (Mental Health Foundation 2013).

We began liaising with The Sir Robert Woodard Academy in 2018 and through our work with the SENCO identified 8 children who were aged 13 – 15, who were at risk of school exclusion, were school refusers or experiencing mental health challenge and/or who were at risk of social exclusion or anti-social behaviour. Surf Solace developed the course in collaboration with the beneficiaries. The children were involved in the design, development and delivery of the project. We visited school assembly's at Sir Robert Woodward Academy asking them what factors they felt contributed to teenage low confidence, self-esteem and motivation. We then asked them to help us develop ideas for environmental activities that would make them feel happier and more confident. Surf Solace then delivered an initial six-week pilot in July 19 for the 7 children. These pupils became the pilot participants for a sea-activity course that they themselves coproduced. The aim of the course was to promote wellbeing, promote resilience, improve confidence and provide respite. The physical activities aim was about improving participants overall fitness and teaching new skills that encourage an active lifestyle,

incorporating activities including surfing, stand up paddle boarding and swimming. We know that the outdoor and sea/beach environment is widely recognised as a setting that improves well-being.

7 clients were asked to complete a pre and post course evaluation form to ascertain if their wellbeing had improved, stayed the same or declined.

All 5 participants returning a completed form felt things had improved in at least 4 of the 9 areas. None reported that anything having declined.

60% reported having more enjoyment of being outside

60% felt better about themselves

60% felt more able to ask for help

60% felt they were good at things

80% felt they were better able to make choices easily.

60% felt proud of themselves

80% felt calmer

60% felt they had made more friends

80% felt they had fun

Feedback:

'I enjoyed myself so much'

'This makes me so happy'

'Enjoying it, I learnt how to paddleboard'

'I'm building confidence in the lesson'

The courses also incorporate an educative component which aims to promote an awareness of the environment and beach and water safety. Each session starts with a beach clean, where we also talk to the children about the environment, we then discuss the sea conditions familiarising the children with the tide, wind and risks.

We also promote water safety through the sessions as number of our volunteers are beach lifeguards or GB Surf Life Saving trained.

We aim to bring people together creating a positive community of children who have regular community based interactions that both raises awareness of the beach, the benefits of 'blue space' and enables better sustainability and care for their environment. It is our intention that the sea-based activity courses will act as a springboard for continued, widened Adur and Worthing District Community benefit.

Surf Solace aims to develop a sea-activity project alongside the pilot participants local authority and young community groups. In this way we can increase the number and variety of courses offered over the year and further outreach to other organisations and agencies that work with young people. This will enable us to directly target the promotion of positive mental and emotional health, prevention of first episode of mental ill health as well as prevention of relapse.

We are currently running our second course this September for a further 8 children with 3 further courses each year planned for 2020, 2021 and 2022.

To date we have run marathons, completed triathlons, held quiz nights to fund the purchase of paddle boards and the course costs.

The financial cost that we seek assistance for is the purchase of 10 wetsuits. This grant will enable Surf Solace to ensure we have the correct equipment for the children and volunteers for the courses and assist us to offer the community project sessions outside of this time; ensuring ongoing support for the participants. It will essentially reduce current costs associated with ongoing hire and the time and travel encountered for collection. It will help ensure that as a new community group that the project is sustainable and self-supporting for 2020 and beyond.

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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
Wetsuits	10@ £54.95-£67.95	£538.64
TOTALS		538.64

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Surf Solace

Type: Community group seeking to obtain Charity Status

Registered charity number (if applicable)

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

How many are:

Members/service users

20

Volunteers

10

Committee/board members

8

Paid employees

0

Other (please provide details)

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

Surf Solace is a volunteer based community group that provides sea based activities to improve young people's mental health and well-being in the local community (Adur and Worthing District)

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	01/08/2018 to 07/08/2019
Total income	£2,304.64
Total expenditure	£1,715.37
Balance at year end	£1,018.95
Reserves (savings, cash, investments, assets)	£589.27
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£100

For the completion of the current course being run in September. This covers the wetsuit hire for the young people participating in the course £75 and £25 for sundries for hot drinks and parking costs.

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes No

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

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13. Which medium referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website
County Councillor CVS event

Other Please specify: _____

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[FIND YOUR COUNTY COUNCILLOR](#)

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

Which County Local Committee are you applying to?
_____ Adur CLC _____ (please leave blank if you don't know)

Does your County Councillor support your application?
Yes No Please state their name: _____ Kevin Boram _____

Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to West Sussex Crowd.
- *County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.*
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- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.
- *If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.

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- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.
- Applicants should seek advice from the CLC Development Team as to which CLC to apply to.

Section one: About your project

1. a. Organisation name: SOLD Shoreham Opportunities for Learning Disabilities b. Project title: Our Town c. Total project cost: £654.00

2. Location of project: Shoreham By Sea
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3. Dates when project/service will take place: START <u>mm/year</u> END <u>mm/year</u> Or, is it on-going? On-going By what date do you need funds: 01-11-2019
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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:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
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- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services

- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

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:

The 'Our Town' project establishes safe spaces throughout a specific town where any vulnerable individual for whatever reason can receive support in the event of any emotional difficulty they experience or challenging situation they may find themselves in. This relates to a whole spectrum of vulnerability which includes learning disability, autism, mental health, physical disability, dementia etc.

The safe spaces they can access as part of this scheme will include a range of retail shops, cafés, pubs and where relevant a library. Each place, once the project is rolled out will clearly display an Our Town sticker in their window so they can be easily identified.

However, to qualify to be Our Town site - the premises will have to be approved by a group of the potential 'users' and as SOLD wants to champion the project - this group will be formed of users who have a learning disability and/or autism.

The appointed people will initially identify places they think should be included in the scheme, based on familiarity, opening times and location to ensure a good spread of accessibility throughout Shoreham. These selected businesses etc will then be anonymously audited by the group of users to see if they reach the criteria required before being directly approached to join the scheme.

Once chosen, they will then have to participate in some basic training delivered by our SOLD trainees supported by staff members - on how to deal with potentially a variety of needs from a range of people in any given situation in order to qualify to be an allocated safe space. The hope is that if businesses are approached they will recognise what a valuable and vital service they can offer and be very keen and proud to be part of such an inclusive, supportive scheme.

Vulnerable people in the community will be able to feel that they can travel around a town with more confidence and independence secure in the knowledge that within a few metres there will always be a safe space clearly identified by the iconic Our Town sticker that they can access at any time should the need arise.

In the initial set up stage, trainees and staff from SOLD will receive training and advice from The Pines team that have already successfully rolled out the scheme in Worthing. This will validate the work done by the clients there with learning disabilities and enhance their sense of self-worth as they will be sharing their skills, knowledge and give us the benefit of their experience.

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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 project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Cards x 1000 copies	£132
Flyers x 1000 copies	£150
A4 posters x 100 copies	£120
Window stickers x 100 copies	£252
TOTAL	£654

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/ community group/business)

Organisation name: SOLD, SHOREHAM OPPORTUNITIES FOR LEARNING DISABILITIES	
Type: CHARITY	
Registered charity number (if applicable)	1155796

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

How many are:

Members/service users	25
Volunteers	6
Committee/board members	3
Paid employees	4
Other (please provide details)	

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

SOLD offers realistic, meaningful work experience for adults with learning disabilities and/or autism in our busy High Street shop. We support the trainees special needs whilst teaching new, significant, transferrable work skills. The aim is they can then confidently progress on to other work opportunities and ultimately paid employment.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	to	
	27/2/17	28/2/18

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Total income

£90067

Total expenditure

£102457

Balance at year end

£-12390.00

Reserves (savings, cash, investments, assets)

£52634.00

Of the reserves stated how much is allocated earmarked for specific purposes?

£ ALLOCATE ALL

Please detail for what purpose(s)

STAFF, WAGES, RENT RATES ETC

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes

No

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

CIF grant - 15/10/14 half of the new Cyber Till system - £2500. Successful.

Small Grant - 15/12/2017

Our Town - user-led development of a network of 'safe spaces' for people with learning disabilities in Shoreham - £1000.00. successful for £500.

Small Grant - new shop door with disabled access - £2340.00 successful £1170.00

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team

Democratic Services

WSSC website

County Councillor

CVS event

Other

Please specify: _____

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

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