

# The Riverside Foundation Community Fund

## Stage two application form

### Section one – Your proposal

#### Key details

Name of project	
Amount of funding requested	
Where will the project be delivered?	
Riverside /OHG key contact	

#### About your organisation

Organisation name	
Organisation contact	
Organisation contact address	
Telephone number	
Email	
Organisation type	
Registration number (if applicable)	
Year established	
Chair of organisation	
Company secretary (if applicable)	
Bank details (Name of Account / sort code / account number)	

Please provide a brief summary of your organisation, and how this project fits with its aims and objectives (200 words max)

Has your organisation received funding from Riverside / One Housing before?

If yes, please give date, amount and what the funding was for

## Section two – Project summary

**Briefly describe the aims of the project you are seeking funding for and how it will be delivered. (200 words max)**

**How much are you requesting from the Riverside Foundation?**

**Is this a new project? (Yes/No)**

**Section three – Strategic fit with the foundations aims**

Theme	Description	Examples
Opportunity	Enabling customers and their families to meet their aspirations and enhance their economic prosperity by building skills, improving digital inclusion, and supporting access to employment and education.	Employment, training, education, work experience, homework clubs, social enterprise, digital inclusion.
Community	Creating and celebrating safe, sustainable, and inclusive communities that are empowered to make change.	Capacity building, community safety (including diversionary activities), environmental projects, youth projects, community engagement, celebration projects, and Equality & Diversity projects.
Support	Recognising at times, we can all be vulnerable and so through financial, practical and emotional support, we can help customers find their way again.	Fuel poverty, food poverty, crisis intervention, money advice, mental health and wellbeing, move-on support, furniture, child poverty.

**Please state what outputs you expect from the project and how it meets one or more of the above themes**

## Section four – Project scope

Please tell us about the scope of the project you are seeking funding for:

- An outline of why your project is needed in the local area, and if there is any other similar provision in the area
- How long the project will last
- Which areas the project will cover
- The objectives and outcomes sought
- Any community involvement or engagement
- Which other organisations the project will be working with
- Any volunteer opportunities

### Future planning

What will happen when the project ends? If the funding is meeting running costs, please explain how it will continue after the funding?

## Section five – Measuring impact

Please set specific, measurable, achievable, realistic, timely impact measures for the key outcomes of the project. (You will be asked to report on these quarterly and/or at the end of the project).

Please tell us how Riverside / OHG Customers and Communities will directly benefit from the project and how the project will monitor and report this information. Please include the area your project will cover, the total number of people who will benefit, and the estimated number of Riverside / One Housing residents who will benefit

**Equality, Diversity and Inclusion**

Please state if your organisation has an Equality, Diversity & Inclusion Policy. If not, we can assist you to develop one. What steps will you take to ensure your project treats people fairly, equally and with respect and values difference? What will you do to eliminate barriers for people to access your project? E.g., how will you promote it? Where will it be held?

Please tell us if and how you will involve beneficiaries in measuring the success of the project.

## Section six – cost and add value of the project

Please itemise the full cost of the project you are seeking funding for, and how this will be funded.

If the project is reliant on other funding sources, please state if the funding is guaranteed or anticipated in the notes column.

If the organisation is offering 'in kind' support or added value to the project, for example premises or volunteers, please tell us about this in the second table. This will help us understand any added value of the project

Item description	Total cost	Cost requested from foundation	Cost – Match Funding source	Please state whether costs are confirmed or estimated
<b>Total</b>				



## In kind support

Description	Estimated value	Notes

**Please also tell us what other options you have explored to fund this project, and confirm that there are no other available sources of funding**

## Section seven – Safeguarding

Please state how you will ensure the safeguarding of vulnerable adults and children in your project (if applicable). Please state if your organisation has a Safeguarding Policy. If not, it will be a requirement to adopt Riverside Safeguarding Policies.

## Section eight – Risk assessment

Please outline key risks associated with this project and how you will manage them. If your application is successful, we may ask you to carry out a full risk assessment. We can help you with this.

## Section 9 – Attachments

Please attach the following supporting documents with your application

1. A copy of your constitution /governing document
2. A copy of your most recent annual accounts
3. A copy of your safeguarding policy
4. A copy of your public liability insurance
5. Any case studies / articles or photos to demonstrate past achievements

## Section 10 – Declaration

By completing this declaration, you confirm that all the above information is correct.

If Riverside Foundation Trustees approve your application, all funding is subject to the following:

- Detailed and accurate one off or quarterly monitoring updates to be provided in the requested format to the Strategy and Planning team by the deadlines advised.
- Any changes to the project must be approved by the Riverside Foundation.
- All project spend must be spent within its allocated financial year. No monies can be rolled forward without approval from the Riverside Foundation.
- All project spend will be subject to internal audit, therefore staff are reminded to keep robust monitoring records, and respond to all requests for information in a timely manner.
- A full project evaluation will be required at project end.

Please be aware that funding may be withdrawn or withheld if the above are not met. Funding may also be withdrawn if the Trustees have any serious concerns about the management or delivery of the project. This is to ensure that charitable monies are spent effectively.

<b>Application completed by (please print name)</b>	
<b>Position in the organisation</b>	
<b>Signature</b>	
<b>Date</b>	