**The Riverside Foundation Community Fund**

**Small Grants application for projects under £3,000**

All sections must be completed before we can consider your request for funding. If you need any support completing this application, please contact a member of the communities’ team at [communities@riverside.org.uk](mailto:communities@riverside.org.uk).

**Self-Checklist**

**Please tick the following that applies to how you would describe your organisation**

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| Registered Charity |  |
| Community Interest Company |  |
| Community Organisation |  |
| Residents Group |  |
| Other Please specify  (if selected other, please contact a member of the Riverside Communities Team to check your eligibility to apply) |  |

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

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| **Is this a new project?**  The foundation will not generally fund costs for ongoing projects. If you are applying for funding to meet the costs of an ongoing project please contact a member of the Riverside Communities Team to check your eligibility to apply. |
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| **Anticipated start date?** |
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| **Has your organisation received funding from Riverside / One Housing before? If yes, please give date, amount and what the funding was for.** |
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**Section one – Organisation Details**

**Key details**

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

**About your organisation**

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| Organisation name |  |
| Organisation contact |  |
| Organisation contact address |  |
| Telephone number |  |
| Email |  |
| Organisation type |  |
| Does your organisation have a bank account? |  |
| Bank details (Name of Account / sort code / account number) |  |
| Would you be able to provide an invoice? |  |
| If you do not have a bank account, will you be using another organisation to process your funds?    If yes, please give full details of the organisation |  |

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| **Please provide any social media links or website address.** |
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**Section two – Organisation overview**

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| **In no more than 500 words please provide information about yourself, your organisation or community group including:**   * **When your organisation was established** * **What are your organisations aims and objectives** * **Activities you deliver** * **Examples of successful projects** |
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**Section three – Project overview**

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| **In no more than 500 words please provide a project description which includes:**   * **Area(s) / neighbourhoods of project delivery** * **Who will benefit from the project** * **Activities delivered** * **How you have identified a need for this project** |
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**Section Four – Outcomes**

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| **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. |

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| **Outline how the project you are seeking funding for contributes to one or more of the Foundation themes and what outputs you expect during delivery.** |
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**Section Five - Budget**

Please provide an itemised breakdown of costs for your project.

This is the full cost of the project, please include costs that are not covered by the foundation.

 Please include all items included in the delivery of your project.

For staffing costs please include job title, rate of pay, hours per week and total cost for the duration of the project

*E.g., Health and Wellbeing Coach 14 hours per week x £15 per hour x 52 weeks = £10,920*

For food costs/meal costs please include cost per item

*E.g.,* *200 tea bags per week x 52 weeks at £2 per pack = £104*

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| **Item description** | **Total cost** | **Cost requested from foundation** |
| *Health and Wellbeing Coach* | *14 hours per week x £15 per hour x 52 weeks = £10,920* | *£0 cost covered by National Lottery Awards for all.*  *Payment received 01.01.2023 - to cover 52 weeks of delivery* |
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| **Total** |  |  |

**Section six – Match funding**

Please give examples of match funding or contributions of any kind

There are two types of match funding: “actual” and “in-kind”. Actual match funding allocated money towards a project from another funder or source.

In-kind match funding is non-cash funding of free goods or services, such as volunteer hours for example 5 volunteers x 20 hours per week x 52 weeks = 5200 hours.

Donations of items can also be included

*E.g., 40 food hampers donated by local business – estimated value £40 per hamper – total cost 40 x £40 = £1600*

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| **Description** | **Estimated value** | **Notes** |
| *40 food hampers donated by local business* | *Estimated value £40 per hamper – total cost 40 x £40 = £1600* | *Donated by local solicitors* |
| *5 volunteers x 20 hours per week x 52 weeks = 5200 hours.* | *Estimated value £10 ph x 20 hours per week x 52 weeks x 5 = £52,0000* | *Volunteer hours* |
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**Section Seven – Sustainability**

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| **Please state how you will deliver this project when the funding from the Riverside Foundation is spent. Do you have any future plans, or do you see this as a one-off delivery?** |
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**Section Eight – Measuring and reporting**

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| **How many people in total are expected to benefit from your project?** |
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| **How many of these are expected to be Riverside/One Housing customers?**  To meet the Foundations criteria, we would expect a large proportion of recipients to be Riverside customers. |
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| **Please state how you expect to measure the outcomes of this project and how you will report this to Riverside.**  **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).** |

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**Section Nine – Attachments**

Please attach the following supporting documents with your application a copy of your:

1. Constitution /governing document
2. Organisations bank statement dated within the past 3 months
3. Safeguarding Children and Young People Policy (if applicable)
4. Safeguarding Vulnerable Adults (if applicable)
5. Public liability insurance

**Section Ten – Declaration**

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

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| **Application completed by (please print name)** |  |
| **Position in the organisation** |  |
| **Signature** |  |
| **Date** |  |

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| **How did you hear about the Riverside Community Fund?** |
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