

Walthamstow Stadium Community Sports Trust (WCST) Funding Application Form (up to 10k)

Completed form to be sent to: Kalee Sohanpal, 29/35 West Ham Lane, Stratford, London, E15 4PH or email: KSohanpal@lqgroup.org.uk

Outcomes we want to achieve at Walthamstow Stadium



- Advance local education in healthier living
- Promote community participation in healthy recreation
- Provide facilities for sport, recreation and other leisure activities in the interests of social welfare
- Improve the conditions of life for those who use the facilities

Target beneficiaries

L&Q residents living on our new housing scheme located at Walthamstow Stadium and the surrounding communities.

All projects must be delivered or based within one mile of the surrounding area.

Summary of application (for office use only)

To be completed by the Project Manager or members of Walthamstow Stadium Community Sports Trust (WCST) supporting this application.

By completing this form, you confirm that you have assessed partner organisations involved in this application, and that you will be responsible for managing any grant given from WCST. This will include ensuring that delivery by the partner is monitored and evaluated according to current departmental process and agreed requirements.

Some partner organisations may not be able to fulfil some of these requirements, for example a small group consisting entirely of volunteers may not have accounts. In these cases, include an explanation in the notes. The WCST members will take these into account when considering the application.

Summary of application

Name of organisation:	
Type of organisation:	
Name of project:	
Project Lead:	
Start/End date of project:	
Amount of funds requested (£):	
Total cost of project (£):	

Contents

Details of Organisation	3
About your project	4
Monitoring and evaluation, what impact will you have?	6
Project costs	8
Due Diligence	10
Declaration	11

Walthamstow Stadium Community Sports Trust (WCST)

Funding Application Form (up to 10k)

Completed form to be sent to: Kaley Sohanpal, 29/35 West Ham Lane, Stratford, London, E15 4PH or email: KSohanpal@lqgroup.org.uk

Details of Organisation

1. Project Lead Contact Name and Job Title:	2. Date of application:
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3. Name and address of your organisation:

Name:	
Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email:	
Website address:	

4. What are the aims of your organisation and what activities, or services do you provide? How is your organisation run and managed? How are decisions made?

5. What is the legal status of your organisation?

Company limited by guarantee (include Company no.)	
Registered Charity (include charity no.)	
Community Interest Company (CIC)	
Social Enterprise (Registered Incorporate Organisation)	
Unincorporated Organisation	
Other (please state)	

6. Project Lead contact details (the person who will manage and implement this project):

Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email:	

7. Please list any other organisations you will be working with to deliver this project
(insert more rows if necessary)

Organisation Name	Organisation Address	Organisation contact details <i>(telephone no. and email)</i>	Nature of relationship with organisation

About your project

8. What is the title of your project?

9. When will your project start?

10. When will your project end?

11. Who will manage and implement the project?

12. Please provide qualifications of the person(s) who will deliver the project?

13. Tell us a short summary of your project: *(up to 150 words)*

14. Please explain your project proposal and how it relates to Walthamstow Stadium, setting out in detail **WHAT** you would like to do with the grant. Provide a description of your project activities including **WHEN, HOW OFTEN** and **WHERE** the activities will take place, what happens during the activity and who will **DELIVER** them and their expertise: *(up to 600 words)*

Target Group(s):		Geographic area(s):	
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15. Please evidence the need for your project: (up to 600 words)

Please identify relevant sources of evidence e.g. consultations with key stakeholders, recent research reports, official statistics or current service demand to demonstrate your project is addressing an identified need in and around Walthamstow Stadium.

16. Who are the primary beneficiaries of this project?

Tell us how your project will benefit L&Q residents and the wider community. Please explain if this project will be targeted to a particular group of beneficiaries e.g. children and families, ethnic groups, genders, unemployed people etc.

17. How many people do you estimate will be reached by this project?

Please note – not all projects will have indirect beneficiaries. If possible, tell us how many L&Q residents you aim to reach as well as your overall target.

Direct Beneficiaries (Participants)	Indirect Beneficiaries (those not taking part but benefitting as a result of improvements made to participants)	Estimated Total

18. Tell us what methods you will use to engage and involve the people you intend to benefit from the project?

Explain how you will make your project accessible to all potential beneficiaries including L&Q residents and communities living in surrounding areas.

Monitoring and evaluation, what impact will you have?

19. What are the Aims and Objectives of your project?

Aims:	
Objectives:	

20. Tell us the Key Outputs, Outcomes. Key Performance Indicators and Impact resulting from the Aims and Objectives: (insert more rows if necessary)

	Outputs Activities – what will be done	Outcomes Potential measurable data and information	Key indicator / Impact Short/Long term benefits
1.			
2.			
3.			
4.			
5.			

21. Please outline your project plan (give time-frame with monthly milestones for project delivery)

Date (mm/yyyy)	Milestone

22. Explain how will you monitor and evaluate this project?

List any monitoring mechanisms you have in place e.g. surveying methodology, interviews, video case studies and tell us who will do it. Please also explain how you will manage any data protection considerations e.g. collecting and sharing data with partners and funders

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Project costs

23. What is the total cost of your project?

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24. How much funding are you requesting from WCST?

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25. How much match funding do you currently have?

	Funding Source	Amount (£)
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Secured Match Funding		
Unsecured Match Funding <i>(please specify a date if a funding decision is outstanding)</i>		
Total:		

26. Please provide a breakdown of your project costs:

(Include requested WCST funding and all match funding sources in your calculations)

Income:	Income (£)
<i>List a detailed breakdown of all money coming in including match funding sources</i>	
Income total:	
Expenditure:	Expenditure (£)
<i>List all expenditure, provide a breakdown of costs and rates of pay, especially where a lump sum amount has been provided e.g. staff hourly rate, venue hire</i>	
Staff costs <i>Please provide cost breakdown</i>	
Participant costs <i>Please provide cost breakdown</i>	
Volunteer costs <i>Please provide cost breakdown</i>	
Operational / Activity costs <i>Please provide cost breakdown</i>	
Office, Overheads, Premises costs <i>Please provide cost breakdown</i>	
Publicity costs <i>Please provide cost breakdown</i>	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Expenditure total:	

27. What will you do if there is a shortfall in funding?

28. Once the funding has run out, how do you envisage continuation of this project?

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Due Diligence

29. Please outline your intended project risk assessment: *(insert more rows if necessary)*

Risk	Likelihood Low / Medium / High	Impact Low / Medium / High	Actions taken to mitigate risk

30. Financial statement summary

Provide a summary of your organisations audited or independently examined accounts over the last 2 years (if available). If your organisation has been operating for less than 2 years, please provide a financial projection.

Financial Year	Total Annual Income	Total Annual Expenditure	Total Surplus or Deficit at year end	Total savings or free reserves at year end

31. References

Please provide details of two people (from different organisations) who can be contacted by the WCST to provide a supporting reference for your project.

Reference 1:

Name:
Address:
Postcode:
Telephone No:
Mobile No:
Email:
Relationship with your organisation

Reference 2:

Name:
Address:
Postcode:
Telephone No:
Mobile No:
Email:

Relationship with your organisation

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32. The following documents must be enclosed with this application:

Use checklist to provide all supporting documentation before sending your application. All policies/documents must be signed and detail a review date)

Governing documents for organisation

(e.g. Constitution, Memorandum, Articles of Association, Trust Deed)

Details of 3 unrelated organisational Board members

Bank Details and the name of two unrelated signatories

(confirmed on headed paper by organisation)

Latest audited Annual Accounts & Bank Statement

(most recent 2 years of accounts to be provided as a minimum)

Employers liability insurance

Public liability insurance

Equal Opportunities Statement/policy

Health and Safety Policy

Safeguarding Children Policy

Safeguarding Adults Policy

DBS reference numbers

(for those in the project team working in direct contact with vulnerable people)

Declaration

By signing this application you agree to the following statement:

- You (the main contact named in this application form) are authorised to apply for this grant on behalf of your organisation.
- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to L&Q Housing Trust.
- Should this application be successful, the contents of this form will inform the service level agreement between your organisation and L&Q.

Signed:	Date:
Name: (in Capital letters)	Position held in Group/Organisation:

Counter signatory by organisation Director/CEO or the Chair of Board of Trustees

Signed:	Date:
Name: (in Capital letters)	Position held in Group/Organisation:

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Please return this application form in electronic copy (with signatures).