

## Section 2: About your group

- Name of group
- Registered address (address held by bank etc)  
 Postcode
- Name of contact
- Position in group
- Contact details  
Telephone number   
Mobile number   
Email
- Does your group have rules or a constitution?  
 Yes  No  
If yes, please attach a copy
- Does your group have an appropriate safeguarding policy?  
 Yes  No  
If yes, please attach a copy of your project involves work with children or vulnerable adults.
- Has your group been funded by a community council fund previously?  
 Yes  No  
If yes please give date and amount
- Does your group have a business bank account?  
 Yes  No  
If yes, please give details below (Please note personal bank accounts are not acceptable)  
Name of bank account   
Name of bank   
Address of bank  Postcode

- Please write no more than 50 words about the aims and activities of your group and your work in the community council area. Include status, for example charity/voluntary/business.

- Please give one referee who can vouch for your organisation (name, address and phone number)

## Section 3: Declaration

We certify that the information in this application is true (two people are required to sign)

- | Signature               | Name in block capitals | Position in group    |
|-------------------------|------------------------|----------------------|
| 1) <input type="text"/> | <input type="text"/>   | <input type="text"/> |
| 2) <input type="text"/> | <input type="text"/>   | <input type="text"/> |

Closing date for applications: 12pm Friday 14 December 2012. Please contact the officer (details on page two) if you have not received an acknowledgement receipt of your application within a week. Please note: All relevant documentation must be submitted with the application before it can be considered.

**Please return to:** Community council development officer, housing and community services, community engagement team, PO Box 64529, London SE1P 5LX

# Community council fund 2013

## About the community council fund

Southwark's community councils have a total of £122,000 to support activities run by local groups for local people across the borough.

### What kind of things can be funded?

The community council fund can fund projects benefitting people who live in the community council area, for example:

- One off events such as fun days and festivals
- Workshops or activities involving members of the local community
- Publicity or merchandise to advertise an event you are doing

### Who can apply?

- New and emerging local groups
- Small local organisations
- Any constituted local group
- Any group or individual that has a constituted local organisation to administer the funds on their behalf
- Groups that are based within the community council area

### Who cannot apply?

- Organisations not established in the UK
- Organisations which do not have any local links
- Political groups or organisations

### What kind of things will not be funded?

- Loans or interest payments
- Political groups or activities promoting political beliefs
- Activities which have happened or started before the grant decision date
- Activities that finish after 31 March 2014

- Activities that do not benefit people living in the community council area
- Anything which is capital funding, for instance building works or large playground equipment

### How much can groups apply for?

- From £100 up to £1,000. Groups can only submit one application per community council area. In exceptional circumstances awards in excess of £1,000 may be considered.

### How can people apply?

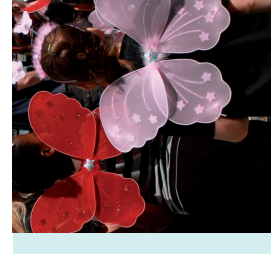
- By completing the application form attached
- By completing an online application form at: [www.southwark.gov.uk/communitycouncilfund](http://www.southwark.gov.uk/communitycouncilfund)
- Contacting the officer for the relevant community council area, as listed on page two, to request an application form

Closing date for receipt of all applications is **12pm Friday 14 December 2012.**

Late or partially filled applications will not be considered.

### How can I get more information or support?

If you would like help with filling in the application please contact the officer for the relevant community council area as listed overleaf.



### How does the scheme work?

Applications will be screened to make sure they meet the criteria. Remember that eligibility for the fund is also conditional on the applicant providing all the necessary information outlined in the application form, which includes evidence on how they are, or will be, complying with appropriate safeguarding and health and safety policies.

**Applications not fulfilling any of the above criteria will not be considered.**

#### Elected councillors will be responsible for making decisions on all the eligible applications using the priorities outlined below

- Applications that show a high level of involvement from the local community
- Applications that involve groups working together
- Activities delivered by:
  - New and emerging groups/individuals
  - Groups who have not previously received community council funding
  - Groups who are based in the community council area
- Activities taking place within the community council area, unless they involve an outing, or there is lack of space for it within the area
- Where the majority of people benefitting from the activity live within the community council area

Decisions for applications will be made and announced by councillors at the community council meeting which will take place in January or February 2013.

**So, when planning your activity, please make sure that you give enough time for this and that it does not start before 1 April 2013.**

Every applicant will be notified of decisions by a letter no longer than 15 working days after the decision is taken. Successful applicants will be asked to sign and return a condition of funding agreement. It is only once this agreement has been received that we can release the funding.

Please note that groups that are not constituted or individuals who would like to apply with project ideas should get in touch with the community council

development officer (contact details below) for advice as soon as possible.

All necessary documentation must be submitted with the application before it can be considered. It is the responsibility of the applicant to ensure that they or their sponsor group have the appropriate safeguarding policies, insurance, risk assessments, constitution and current bank account details.

**Remember all applications, whether online, email or post must reach us by 12pm Friday 14 December 2012.**

For more information about the scheme please go to [www.southwark.gov.uk/communitycouncilfund](http://www.southwark.gov.uk/communitycouncilfund)

### Contacts

**Bermondsey and Rotherhithe**  
 Gill Kelly  
 T: 020 7525 3690  
 E: [gill.kelly@southwark.gov.uk](mailto:gill.kelly@southwark.gov.uk)

**Borough, Bankside and Walworth**  
 Pauline Bonner  
 T: 020 7525 1019  
 E: [pauline.bonner@southwark.gov.uk](mailto:pauline.bonner@southwark.gov.uk)

**Camberwell**  
 Grace Semakula  
 T: 020 7525 4928  
 E: [grace.semakula@southwark.gov.uk](mailto:grace.semakula@southwark.gov.uk)

**Dulwich**  
 Fitzroy Lewis  
 T: 020 7525 3084  
 E: [fitzroy.lewis@southwark.gov.uk](mailto:fitzroy.lewis@southwark.gov.uk)

**Peckham and Nunhead**  
 Marian Farrugia  
 T: 020 7525 1780  
 E: [marian.farrugia@southwark.gov.uk](mailto:marian.farrugia@southwark.gov.uk)

**Postal address for all above**  
 Southwark Council  
 Housing and community services  
 Community engagement team  
 PO Box 64529  
 London  
 SE1P 5LX

## Community council fund 2013 application form

### Section 1: About your project

1. a) Name of group/applicant  
 b) Name of project
2. Please tick the community council area you are applying to  
 Bermondsey and Rotherhithe  
 Borough, Bankside and Walworth  
 Camberwell  
 Dulwich  
 Peckham and Nunhead

3. Please describe your planned activity, what you are trying to achieve and what other groups (if any) are involved in this project in no more than 200 words.

4. When would your project start and finish? If you don't know the exact dates, please state approximate dates. (All activities must be completed between 1 April 2013 and 31 March 2014)

5. Where would the project take place? Please state exact location and also state which council ward

6. Who would benefit and how many people would take part?

7. What percentage of those taking part come from the community council area?

8. How would you measure the success of the project?

(You will be asked to fill in a monitoring form once the project is complete)

9. How much will the project cost in total?

10. Who else are you requesting funds from and how much are you requesting?

11. How much are you requesting from the community council fund?

12. Please give a breakdown of costs which should total to the amount requested in 11. For example:

Room hire	25 sessions at £10	£250