

SANDWICH TOWN COUNCIL

GRANT APPLICATION FORM

Application Summary:

Name of organisation / individual:	
Project / event description:	
Total cost of project / event:	
How much grant is requested from Sandwich Town Council?	

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above.

Signed:	
Name	
Date:	
Status (e.g. Chairperson, Secretary):	

The Applicant:

Name of organisation / individual:	
Primary Contact regarding application:	
Address:	
Telephone no. (daytime):	
Telephone no. (evening):	
What is the main purpose of your organisation?	
If your organisation is a club with membership, please provide the following details: Membership: Number of adult members: Number of junior members: Does your club charge for membership? Yes / No If yes, please give details of the membership scheme and charges applicable	
What activities are available for members?	
Is club membership restricted in any way? If yes, please give details:	

Is your club affiliated to any national or local organisations, e.g. Sports Council? Please list any affiliations:	
If you are an individual applying for a personal grant, please give details about yourself to support your application:	

The project / event:

Project title:	
Brief description of scheme:	
What are the aims of the project / event?	
If the application is for an annual or recurring local event, please answer the following additional questions: <ol style="list-style-type: none"> 1. For how many years has the event run? 2. What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event? Attendance at last event: Anticipated attendance at planned event: What was achieved at the last event which you consider to have been of benefit to Sandwich?	
Why do you think that the Council should support this event / project?	

Project / event planning

Date that you propose to commence the project or hold the event	
What is the proposed duration of the project / event?	
Is the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination)	
Is planning consent required? If yes, what is the status of your application? (Not yet submitted / submitted not determined / granted)	
Planning reference no.:	

If planning consent has been granted, are any conditions attached?	
If yes, please provide details:	
Is your building listed?	
If yes, have you received the appropriate listed building consent	

Financial details

Estimated total cost (including any fees)	
Contribution from Sandwich Town Council:	
Contribution from your funds:	
Contribution from other organisations (please specify):	
Does the estimated total cost of the project / event include payments in kind, e.g. free labour / materials etc.? If yes, please provide details below, i.e. assumed number of hours x hourly rates etc. And total assumed cost £.	

Check list

Please tick to indicate if you have enclosed the following documents to support your application:

Financial accounts (2 years)	
Three estimates	
Drawing / sketches	
Other supporting information	

**SANDWICH TOWN COUNCIL
INFORMATION REQUIRED (WHERE APPLICABLE) WITH GRANT
APPLICATIONS**

Information / assurance required	
Please confirm that you have appropriate insurance & current insurance certificate	Yes / No / Not Applicable
Please confirm that statutory obligations under the Human Rights Act have been considered	Yes / No
Please confirm that statutory obligations under the Disability Discrimination Act have been considered. Please give details opposite or on a separate sheet.	Yes / No
How will your project / event help the Town Council to fulfil its obligation to promote racial equality? Please give details opposite or on a separate sheet.	
Evidence that all health & safety issues have been properly considered - please give brief details opposite and enclose a copy of your risk assessment.	Yes / No
Do you have a policy on environmental awareness? Please give details opposite or on a separate sheet.	Yes / No
The Town Council has an obligation under s17 of the Crime & Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project / event have for this requirement and how, in particular, will it assist the Town Council to meet its obligation? Please give details opposite or on a separate sheet.	

SANDWICH TOWN COUNCIL

CHILD PROTECTION & VULNERABLE ADULTS PROFORMA *GUIDANCE NOTES*

Please read the following notes carefully before completing the proforma

Sandwich Town Council recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. The Council is committed to this principle and to the development of best practice within those community groups which it supports.

Definition of Children and Young People

Those who have not yet reached their eighteenth birthday.

Definition of Vulnerable Adults

The Council defines a vulnerable adult based on the Law Commission's definition – that is, a person who:

'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation'.

In clarifying this further, the Council adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years or over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach that the Council will take is based on and reflects the principles of both legislation and guidance and is that:

- the welfare of the child, young person or vulnerable adult is the paramount consideration
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

The Council requires that all groups seeking funding for activities which involve the delivery of services to children and young people have the following in place:

- an acceptable child protection policy, which addresses recruitment and selection procedures, and issues of confidentiality;
- relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement local area Child Protection Committee procedure;

- a Code of Practice highlighting acceptable behaviour with children and young people.

What if we are a community centre?

If you are a Community Centre you should have appropriate policies in place which ensure that your users are aware of their duty of care for children, young people and vulnerable adults.

What if our organisation does not work with children, young people or vulnerable adults?

There may be instances where you do not currently work with children, young people or vulnerable adults. In such cases it is reasonable that you do not have policies in place. However, you must be aware that, if at any time during the life of the project these circumstances change and you do start to work with these groups, you will be required to introduce the appropriate policies and comply with all necessary legislation.

What if we work with children, young people or vulnerable adults and we don't have an appropriate policy?

If your organisation works with children, young people or vulnerable adults, it is your responsibility to ensure their safety and well-being during their time with you. You must have appropriate policies in place to help you meet your responsibilities.

For child protection related issues there is the NSPCC help and advice helpline for enquiries from adults (0808 800 5000) or if you have queries about protecting vulnerable adults you should contact the social services department of your local authority.

The Town Council can not make payments if appropriate policies are not in place.

The Council's policy on the protection of children, young people and vulnerable adults means that it can not make payments to any organisation working with such groups that does not have appropriate policies in place.

Your project can only be processed if:

- you have completed the attached form confirming that you do have appropriate policies in place

OR

- you confirm that you do not work with such groups and that you will take all necessary steps to put policies in place if you do start to work with such groups during the life of the project.

The standard terms and conditions attached to all grants awarded by Sandwich Town Council state that all relevant official legislation (see attached list) and other requirements relating to individuals who are considered vulnerable are to be complied with at all times.

PLEASE KEEP THESE GUIDANCE NOTES FOR YOUR INFORMATION AND ASSISTANCE

RELEVANT LEGISLATION

Child Protection

The Children Act 1989
The Human Rights Act 1998
The Protection of Children Act 1999
The Sexual Offences (Amendment) Act 2000
The Criminal Justice and Court Services Act 2000
Rehabilitation of Offenders Act 1974
Working Together to Safeguard Children, Department of Health 1999
Caring for the Young and Vulnerable, Home Office, 1999

Vulnerable Adults

Carers (Recognition and Services) Act 1995
Chronically Sick and Disabled Persons Act 1970
Data Protection Act 1998
Disability Discrimination Act 1995
Disabled Persons (Services, Consultation and Representation) Act 1986
Employment Rights Act 1996
Health Act 1999
Health Services and Public Health Act 1968
Housing Act 1985 & 1996
Human Rights Act 1998
Local Authority Social Services Act 1948
Mental Health Act 1959 & 1983
National Assistance Act 1948
National Health Service and Community Care Act 1990
National Health Service Act 1977
Police and Criminal Evidence Act 1984
Power of Attorney Act 1971
Public Health Acts 1936 & 1961
Public Interest Disclosure Act 1998
Registered Homes Act 1984
Registered Homes (Amendment) Act 1991
Sexual Offences Act 1956 & 1967
Sexual Offences (Amendment) Act 2000

2. Do you work with any client group that may come under the heading of ‘vulnerable’?

YES [] NO []

If yes, please give details:

Please note that if you answer ‘no’ to the above but your application form suggests otherwise, the Town Council will be required to ask further questions on this matter. You may be required to implement appropriate policies before any potential grant payment could be made.

3. Does your organisation have:

	YES	NO
A Child Protection Statement	[]	[]
Child Protection Procedures in place and staff are aware of these	[]	[]
A Vulnerable Adults policy statement	[]	[]
Vulnerable Adults procedures in place and staff are aware of these	[]	[]

Your policy / policies should include the following as a **minimum** requirement:

Child Protection Policies	Vulnerable Adult Policies
<ul style="list-style-type: none"> - Recruitment & selection procedures - Confidentiality procedures - Reporting of concerns relating to the protection of children & young people (in line with local Area 	<ul style="list-style-type: none"> - Recruitment & selection procedures - Confidentiality procedures - Reporting of concerns relating to the protection of vulnerable adults (in line with local authority policy)

Child Protection Committee procedures) - Code of Practice (relating to acceptable behaviour with children and young people)	- Code of Practice (relating to acceptable behaviour with vulnerable adults)
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Please tick to confirm that your policy / policies include the minimum requirements set out above: []

STATEMENT

I CONFIRM THAT ARE AWARE OF OUR DUTY OF CARE TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. (Where applicable this applies to Community Centres ensuring that there are procedures in place to ensure its users are also aware of their duty of care to Children, Young People and Vulnerable Adults).

I CONFIRM THAT WE HAVE TAKEN ALL NECESSARY STEPS TO COMPLY WITH THE LEGAL REQUIREMENTS IN THIS REGARD.

I CONFIRM THAT IF WE DO START TO WORK WITH CHILDREN, YOUNG PEOPLE AND / OR VULNERABLE ADULTS DURING THE LIFE OF THE PROJECT, WE WILL TAKE ALL NECESSARY STEPS TO COMPLY WITH THE LEGAL REQUIREMENTS IN THIS REGARD.

This document must be signed by an appropriately senior Director, Trustee, Chair or Vice-Chair of your organisation.

Signed:	
Name:	
Position:	
Date:	