RACE EQUALITY NETWORK

Small Grants Scheme 2020-21

Please read the guidance notes before completing

There is a strict deadline for this application which is Wednesday 29th July 3.00pm

| **Project Proposal Form** |
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| **Q1. Your details** |
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| |  |  | | --- | --- | | Project Name |  | | Organisation Name |  | | Organisation Main Contact |  | | Address |  | | Postcode |  | | Landline telephone number |  | | Mobile telephone number |  | | Email |  | | Organisation website address  (if available) | - | | Organisation Twitter name  (if available) | - | | Organisation Facebook page address (if available) | - | | How many staff are in your group/organisation? | Full Time: Part Time: | | How many volunteers are in your group/organisation? |  | |

| **Q2. How did you here about us?** |
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| **Q3. Please state the Council Ward(s) the project will be delivered in.** |
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| **Q4. What type of organisation is your group?** |
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| **Q5. Please tell us about your organisation. (150 words max)** |
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**Your Project**

| **Q6. Project Summary. Please describe your project and what it seeks to achieve**  ***(Aims of the project) (No more than 150 words):*** |
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| **Q7. Why is your project needed? *Please tell us why your project needs to happen and***  ***what evidence you have gathered to support this (No more than 150 words)*** |
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| **Q8.What difference will your project make? *Please tell us about the impact your project will have (No more than 150 word)*** |
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| **Q9.How will you make the project happen? *Please tell us how you have planned your project and how you will deliver it? (No more than 150 word)*** |
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| **Q10. Which priorities does the project address? *Please tell us about the impact your project will have (No more than 150 word)*** |
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| **Q11.What will happen when the project ends? *(No more than 150 word)*** |
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| **Q12. Specifically who will benefit from your project? *(No more than 100 words)*** |
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| **Q13. What is the start date for the project and when will it be completed?**  ***Is the timetable for the delivery for this realistic*** |
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| **Start Date: End Date:** |

**Project Finances**

| **Q14. Please indicate how much money you are applying for?** |
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| **Q15. What is the total cost of delivering the project?** |
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| **Q16. If the total cost of your project is greater than the amount you are applying for, please tell us how you will fund the *project i.e match funding, contribution in kind, If there are any other agencies involved with this project please list their names and contribution.* *(No more than 150 words)*** |
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| **Q17. Please provide a clear and accurate breakdown of how the money you are applying for. The total should not exceed the answer you gave in Q14.** |
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| |  |  | | --- | --- | | Breakdown of costs: | | | **Item** | **Cost £** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total Cost £** |  | |

| **Q18.How does your project represent good value for money?**  ***(No more than 150 words)*** |
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**Declaration**

| **By completing this section you are confirming all the information on this application form is true and correct. You understand that REN may ask for more information at any stage of the application process or when the project is running.**  **You also agree that you may be contacted to provide information for media use.** |
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| **Name:**  **Signature:**  **Position:**  **Date:** |

**PLEASE NOTE THAT BY COMPLETING THIS FORM YOU AGREE TO SHARE THE FOLLOWING INFORMATION WITH THE TEST AND TRACE PARTNERS AND WITH REN BOARD AND ANCHOR PARTNERS:**

**Name of Organisation**

**Amount of Award**

**Brief Description of Project**

| Please submit the following with your Project Proposal form: |
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| |  |  | | --- | --- | | **Document** | **Attached (YES)** | | Proposal Form |  | | Copy of Constitution/governing document |  | | Child protection policy |  | | Vulnerable adults policy |  | | Equal Opportunities Policy |  | | Health & Safety Policy |  | | Copy of latest bank statement | Will not be required until bid is successful | |

**Membership of REN**

**We encourage all organisations to join REN to strengthen the voice and influence of the BAME Sector. There is no fee to join and you will be added to the REN mailing list for information and participation in REN’s decision making and governance structures.**

**Please indicate below whether you wish to join REN as a Member. Existing Members indicate as appropriate.**

**If you are not bidding this time but wish to join REN please complete your contact details on the form above and confirm below that you wish to join**

**Are you already a Member of REN (or formerly COEMO)? Yes/No**

**If not would you like to join? Yes/No**

**REN Membership is open to organisations or individuals interested in furthering Race Equality and to campaign against race inequality racial hatred, xenophobia etc.**

**Completed Project Proposal Forms and supporting documents**

**should be sent by email to:**

[**info@raceequalitynetwork.co.uk**](mailto:info@raceequalitynetwork.co.uk)

**By the strict deadline of Wednesday 29th July 3.00pm**

**The Race Equality Network and its partners are grateful for the funding it is receiving from the Council’s Public Health Department**