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**Application form - proposals for not-for-profit community organisations to use and share space at Britannia Village Hall side-building at minimal cost**

**Your organisation**

|  |  |
| --- | --- |
| **Contact Details** | |
| Name of organisation |  |
| Main contact person |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Email address |  |
| Website address |  |

**Eligibility**

|  |  |
| --- | --- |
|  | **Yes/No?** |
| Are you a not-for-profit organisation listed below?   * Registered Charity * Community Group * Co-operative * Social Enterprise\* * Community Interest Company   \*That reinvests 100% of surplus income is re-invested into the organisation and that does not have a ‘profit distribution’ clause in its governing documents, which allows it to pay Executive Directors as shareholders. | Yes  No |
| Type of organisation and any registration numbers |  |
| Do you currently deliver services to the Royal Docks area? | Yes  No |
| If no, what area do you currently cover and are you intending to expand into the Royal Docks area? | Area:  Yes |
| If asked, are you able to supply us with your key governance documents | Yes  No |
| Do you have Public Liability Insurance to run your activities? | Yes  No |
| Do you have Employers/Volunteers Insurance and if appropriate Professional Indemnity Insurance? | Yes  No |
| Do you work with unaccompanied children? | Yes  No |
| If so, do you have a Safeguarding Policy? | Yes  No |
| If you intend to charge participants, please give details. |  |

1. **Service Delivery**

What services are you proposing to deliver from the centre on a **weekly** basis? Please include a brief description of each service and who it is aimed at, how often you will run the service, how many people you believe will use each service and what outcome you believe the service will deliver. Please include any staffing admin time you would need in the space. Please continue on additional sheets if necessary.

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| --- | --- | --- | --- | --- |
| **Service name** | **Times/Days**  **if known** | **Which time slot(s)?**  **9am – 1pm; 1pm – 5pm; 5pm – 9pm** | **Target community** | **Outcomes** |
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1. What services will you run on a **monthly, annual or irregular** basis? Please include a brief description of each service and who it is aimed at, how often you will run the service, how many people you believe will use each service. Please include any staffing admin time you would need in the space. Please continue on additional sheets if necessary.

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| **Service name** | **Times/Days**  **if known** | **Which time slot(s)?**  **9am – 1pm; 1pm – 5pm; 5pm – 9pm** | **Target community** | **Outcomes** |
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1. **About Your Team and Partners**

If your any of your project listed above involves working with artists, freelancers or contractors, please list them and tell us a bit more about them.

Please include who they are, their role in the project and any other relevant information.

In addition, if your project involves working with other partner organisations, please list them and how they will help deliver your sessions. You don’t need to include your own organisation. Please ensure that you seek permission of any collaborators and partners prior including them within your application.

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| **Name of partner, artist, freelancer etc** | **Role and key responsibilities** | **Contact details** | **Target community** |
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1. **Evidence of support and need**

How do you know that the services you are proposing to deliver are needed by the local community? Please provide what evidence you have gathered in support of your application (Max 300 words)

1. **Which parts of the community are you targeting services at?**   
   Please describe which communities you are intending to work with and how you will engage them (Max 300 words)
2. **Please tell us how you will monitor the impact of the services that you are proposing and what information you will share with WSF** (Max 150 words)

1. **Please provide a brief breakdown of how you will fund the delivery of your services and activities**

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| **Service name** | **Source of funding and what used for** |
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1. **Is there anything else you would like to say in support of your application?** (Max 150 words)

**Please return this form to** [**proposal@wsfroyaldocks.org**](mailto:proposal@wsfroyaldocks.org) **by midday on Monday 20th June 2022**