**A picture containing text

Description automatically generated Rochdale Communities Fund –   
Climate Co-operators Community Fund**

**Guidance Notes**

**Application Form (£2,000 or £5,000)**

**Section One: Your Organisation**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation:** |  | |
| **Address of Organisation:** |  | |
| **Website / social media details:** |  | |
| **Contact Details:** | **Main Contact** | **Second Contact** |
| **Name:** |  |  |
| **Position in group:** |  |  |
| **Telephone Number:** |  |  |
| **Mobile Number:** |  |  |
| **Email address:** |  |  |

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you based or working in the Rochdale Borough with beneficiaries from the area?** |  |  |
| **Please tick the area (s) that will benefit from this project:** |  |  |
| **Rochdale North** (Central Rochdale, Healey, Norden) |  |  |
| **Rochdale South** (Balderstone & Kirkholt, Bamford, Castleton, Kingsway and Milkstone & Deeplish) |  |  |
| **Heywood** |  |  |
| **Middleton** |  |  |
| **Pennines** (Smallbridge and Firgrove, Milnrow and Newhey, Littleborough Lakeside and Wardle and West Littleborough) |  |  |
| **Are you a member of Action Together? (if not, you will need to become a member to access this grant. We can help you with this.)** |  |  |
| **Do you have a governing document?** |  |  |
| **Do you have a bank account in the organisation’s name with at least two unrelated signatories?** |  |  |
| **Are you a non-profit organisation where all surplus is re-invested back into the community?** |  |  |
| **Does your organisation have an annual turnover of less than £1,000,000?** |  |  |
| **Does your project involve working with vulnerable children and / or at risk adults?** |  |  |
| **Has your organisation completed a Quality In Action Award with Action Together?** |  |  |

**Section Two: Your project**

|  |  |
| --- | --- |
| **Please tick which of the below priorities your project addresses:** | |
| * **Raising Awareness & Education:** Projects that aim to educate the community about renewable energy, active travel, and sustainable ways of living. For example, running workshops, campaigns, sharing educational materials, and community events that debunk myths and promote accurate information about these topics. |  |
| * **Planting & Growing:** Projects that focus on making communities greener and enhancing biodiversity. For example, projects that encourage community-led initiatives to plant trees, grow food, create green spaces on small patches of land and grass verges, whilst promoting the benefits of these ideas, such as improving air quality, enhancing mental well-being, and providing habitat for wildlife. |  |
| * **Repairing and Re-using:** Projects that encourage a culture of repair, reuse, and waste reduction. For example, running repair shops, repair events, and upcycling workshops that empower community members to extend the lifespan of products, reduce waste and upskill community members. |  |

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| **What is the name of your project?** |  | | |
| **How much funding would you like to apply for?** (please be aware that if you are applying for up to £5,000, the application process will be more competitive): | **Up to £2,000** | | **Up to £5,000** |
|  | |  |
| **What is your idea / what will you do with the grant?**  *We would like to know how your project will help local people and how it fits in with the priorities that you have ticked. Please also tell us how you will deliver the project (for example, where, what methods would you use, who will be involved).* | | | |
|  | | | |
| **How have you developed your project idea?**  *Please tell us how you know this offer is needed in your community. We would also like to know if this project if something that you have delivered previously or if this is a completely new project.* | | | |
|  | | | |
| **How many people will directly benefit from the project?** | |  | |
| **Which of the following communities will mainly benefit from your project? (you can tick as many as apply)** | | | |
| People with disabilities | |  | |
| Older people | |  | |
| Children and young people | |  | |
| LGBT+ | |  | |
| Communities experiencing racial inequalities | |  | |
| Families | |  | |
| Single gender (e.g. men’s or women’s groups) | |  | |
| Faith | |  | |
| **When will your project take place? Please include an approximate start and end date** | |  | |
| **What changes or difference will your project make to the people taking part?**  *What will you do* *to find this out?* | | | |
|  | | | |

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| **Please provide a breakdown of how you will spend the grant** | | |
| Item | Breakdown (how have you worked out your costings? for example no. of hours x hourly rate?) Where available, please provide copies of quotes or links to the item online for larger items of expenditure | Amount Requested |
|  |  |  |
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| **Total amount requested?** | | **£** |

**Section Three: Supporting Documents**

All successful applicants will be required to supply a copy of the following information as part of the grant agreement, prior to any funding being released.

|  |
| --- |
| **Required supporting information** |
| Details of a bank account in organisation’s name with at least two unrelated signatories (we will require a copy of a bank statement) |
| A copy of your governing document |
| Insurance details (if applicable) (public liability and employers’ liability) |
| Safeguarding policy (if applicable) |

**Section Four: Grant Declaration**

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct, the application may be disqualified, or any grant awarded may be repayable on request.
2. If the information changes in any way I will inform Action Together as soon as possible.

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| **Main contact for this project:** |  |
| Role within organisation: |  |
| Enter name to confirm agreement (instead of a signature) |  |
| Date: |  |

|  |  |
| --- | --- |
| **Other Senior contact for the organisation** |  |
| Role within organisation: |  |
| Enter name to confirm agreement (instead of a signature) |  |
| Date: |  |