

Application Guidance

To be eligible to apply for funding all applicants will be required to comply with the following guidelines, and supply additional information as outlined below with their application form.

Business Plan

Organisations applying for over £25,000 will be required to submit a Business Plan for the period of the funding request

Quality Assurance

Organisations with a turnover of over £150,000 or applying for over £10,000 will be required to have attained or be working towards an appropriate Quality Assurance mark.

Policies and Procedures

Applicants will be required to supply copies of the following policies and procedures

User Involvement: Grantees must implement a User Involvement Policy which clearly shows how the organisation involves its service users in the governance and management of the organisation.

Financial Management: Grantees must implement a procedures document which shows how it manages its finances.

Equality and Diversity: Grantees must implement an Equalities and Diversity Policy which sets out their approach to the promotion of equality of opportunity in their governance, management and service delivery.

Protection of Children, Young People and / or Vulnerable Adults: Grantees are responsible for being fully aware of issues about protecting children and vulnerable adults. You must consider any possible associated risks involved in the activities funded by Grants Direct and take appropriate action to protect everyone involved.

You must adopt and implement a written policy and set of procedures to protect children, young people and /or vulnerable adults.

Source documents:

The Community Plan will underpin the funding framework and prospective applicants may find it useful to review the aims and activities contained within this document

http://www.richmond.gov.uk/community_plan_2007_17.pdf