Herefordshire Council Repair Café Grant Funding Scheme

Application form

**Please read information leaflet and application guidance document before completing this form.**

**For HCC Reference only**

Date received: HCC Reference: Panel date:

Section 1 – Contact details

* 1. Organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company/Charity No. Click or tap here to enter text.

(if applicable)

Can your organisation Yes [ ]  fill in number below No [ ]

recover VAT? VAT number Click or tap here to enter text.

* 1. Briefly describe your organisation’s main purpose. Please include a link to your website if you have one.

Click or tap here to enter text.

Website address: Click or tap here to enter text.

1.4 What area(s) in Herefordshire do you cover?

Bromyard [ ]  Leominster [ ]

Hereford City [ ]  Ross-on-Wye [ ]

Kington [ ]  Weobley [ ]

Mortimer [ ]  Golden Valley [ ]

Ledbury [ ]

1.5 Proposed location of item(s) or premises the project will take place including postcode

Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Section 2 – Project Purpose

2.1 Herefordshire Council wishes to establish new repair cafés across Herefordshire. Please explain, in 500 words or less, what the identified need is for this project within your community, and how your organisation will address this need.

If you run an existing repair café please explain how funding will allow you to expand activity to be able to provide further repair options in your community.

Please detail any previous experience of running a repair café.

Click or tap here to enter text.

2.2 Please explain how the grant will aid you to establish a repair café in your community. I.e. what will you be spending the grant on? Please refer to the guidance notes and explain how funding will be utilised.

Click or tap here to enter text.

2.3 Please complete the Excel spreadsheet (Appendix 1) provided to itemise the cost associated with establishing your repair café **and include it with this application form**. Please refer to the guidance notes for what expenses will be covered. Should your application be for expansion of existing activity please itemise only the cost associated with any new activity. Please provide a summary of total costs below:

Total Project Cost £. Click or tap here to enter text.

Amount of grant you wish to apply for £: Click or tap here to enter text.

2.4 Have you applied or been granted any other funding for this project from organisations outside of Herefordshire Council?

Yes [ ]  If ‘YES’ please state who to: Click or tap here to enter text.

No [ ]

2.5 A core aim of the project is to ensure that repair cafés become financially self-sustaining once established. Repair Cafés will be expected to raise funds to cover ongoing running cost and invest any profits back into improving and expanding repair café activity. Please detail how your repair café will become self-funding and cover any associated ongoing running costs once established (in no more than 500 words)

Click or tap here to enter text.

2.6 Outcomes: Please describe, in no more than 500 words, how your project will deliver its key outcomes. What activities will you be carrying out and what items will your Repair café be able to repair? Please let us know what evidence you will be supplying to demonstrate the achievement. Please note that delivery or outcomes will form part of the conditions of the offer made. Please refer to the guidance notes.

Click or tap here to enter text.

2.7 Outputs: The achievements produced by a product are it’s ‘outputs’ Please complete the Outputs tab in the spreadsheet (Appendix 1) to tell us what your targets are that you hope to achieve.

2.8 Please evidence how you will utilise your experience/ knowledge of your community to recruit volunteers to support your repair café activities in 250 words or less.

Click or tap here to enter text.

2.9 Please explain in no more than 500 words how you will:

* Link with key services/partners to ensure your community is adequately catered for
* Link with other organisations in your local community and across the wider repair community to make the most of the skills available to you
* How will you ensure that you are complementing and not competing against other activity in the area/county?

Click or tap here to enter text.

2.10 How do you intend to engage with your wider community and keep them involved and informed regarding your project? Please link this question to any promotional materials that you budget for.

Click or tap here to enter text.

Section 3 – Management, monitoring and evaluation

3.1 How many people are involved in running your group/organisation?

Management committee: Click or tap here to enter text.

Volunteers: Click or tap here to enter text.

Other: Click or tap here to enter text.

3.2 Who will have overall responsibility for making this project/activity happen and how will they do this?

Click or tap here to enter text.

3.3 Who will be responsible for keeping an account of project finance and keeping details of the users and other beneficiaries of the project or proposed activity?

Click or tap here to enter text.

3.4 We will require you to keep adequate records to monitor your repair café day to day activities. This will include data on the number of visitor, repairs and completing an **online carbon calculator** as well as case studies and photographs to show the impact of your work. We will also require details of how you will include feedback from beneficiaries in your evaluation. Please explain who will be responsible for this and how it will be achieved.

Click or tap here to enter text.

3.5 What are the key activities and expected timescales for your project? For example; launch to the public, first repair session held and date to be achieved by:

1 Click or tap here to enter text. Click or tap to enter a date.

2 Click or tap here to enter text. Click or tap to enter a date.

3 Click or tap here to enter text. Click or tap to enter a date.

4 Click or tap here to enter text. Click or tap to enter a date.

5 Click or tap here to enter text. Click or tap to enter a date.

3.6 As part of the project the council you will be able to obtain Public Liability Insurance (PLI) and Employers Insurance (EI) = via the Malvern Hills Repair Café who operate a policy called 'Repair Cafe Herefordshire & Worcestershire at a cost of £10 per session or £60 per year. Prices subject to change.

If you do not wish to utilise this insurance policy please provide details of any alternate insurance policies. Please also list any permissions or licences required for this project. Please give details and state whether they have been obtained, if not when you expect to hear.

Click or tap here to enter text.

3.7 Please describe, in no more than 250 words what success looks like for this project and how you will measure that success.

Click or tap here to enter text.

| **4.0 Fraud statement** |
| --- |
| By completing the application or accepting the grant payment, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here: <https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice> |

| **5.0 Data Protection** |
| --- |
| Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Herefordshire Council Repair Café Grant Funding Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office https://ico.org.uk/We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.We may also advise you of other council services, which may benefit you. Please tick here if you consent to your details being kept on a database for this purpose.[ ]   |

**Checklist**

Have you completed all of the sections? [ ]

Have you enclosed your evidence of need? [ ]

Have you enclosed the Excel spreadsheet showing your proposed outputs and breakdown of costs? [ ]

**Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2  Date: Click or tap to enter a date.

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* Supporting evidence that other funding is in place (where relevant)
* Copies of any relevant licences/permissions or insurances
* A copy of your equality policy (if in existence)

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email:**

**To:** **delegatedgrants@herefordshire.gov.uk**

Please state in the email subject heading: **Repair Café application (and your organisation name).**

Sending by email is the preferred method. However, if you are unable to submit your application electronically, by post to:

 Delegated Grants and Programmes,

 Herefordshire Council,

 Plough Lane Offices

 Hereford, HR4 0LE

Please let the Delegated Grants Team know via telephone call or email if you have posted your application.