****

**Application Form 2020**

**SHINE 2020** funding is available to support a range of partners to work with West Dunbartonshire Council in eradicating Holiday Hunger. We aim to provide access to free meals for all children during the school holiday periods, within the context of activity and/or family engagement. Grants are available for any not-for-profit, constituted groups, providing free activities or services to children/young people in West Dunbartonshire.

Grants will be awarded for projects taking place during school holidays in 2020-21. In applying for this funding, we require you to identify who you will target; that you will be inclusive to all children and young people; that you will ensure robust safeguarding and financial scrutiny and report upon the impact of your project. This application form may be used to apply for funding towards holiday activities during Easter (6 Apr – 17 Apr) and/or summer(29 Jun – 14 Aug). Please indicate if you are applying for funding towards Easter & or Summer Holiday activities.

A panel of Council Officers will review applications with a view to ensuring access across the authority and holiday periods throughout the year. If the panel are satisfied applications meet the criteria, then the funding will be allocated with a view of making a fair spread offering best value.

**Deadlines for submissions are:**

**Easter: 29 Feb 2020 (***this can include Easter & summer activities)*

**Summer: 31 Mar 2020** *(for only summer activities)*

**Section 1. About You.**

|  |  |
| --- | --- |
| **Organisation Name:**  |  |
| **Charity Number:** ***(if applies)*** |  |
| **Address:** |  |
| **Responsible Person:****Position in Organisation:***(if applies)***Mobile:****Email:** |  |

**Section 2. Project Information**

|  |  |  |
| --- | --- | --- |
| **Please indicate which holiday period you are applying for funding towards.** *(tick box)* | **Easter 2020** |  |
| **Summer 2020** |  |
| **Easter & Summer 2020** |  |

|  |  |
| --- | --- |
| **Project Title:**  |  |
| **Total Project Cost:** | **£** |
| **How much funding are you requesting from the SHINE Fund?**  | **£** |
| **Is your project part-funded and by whom?***(please provide details of other funding sources including any in-kind costs).* |  |

|  |
| --- |
| **Project Description:** *(tell us about your project/s in up to 200 words)* |
|   |
| **What do you want to do with the funding? How will SHINE Funding contribute to your project?**  |
|  |
| **What area/community in West Dunbartonshire will you support?** |
|  |
| **When will your project take place?** *(provide dates & times)* |
|  |
| **Where will your project take place?** *(if applicable provide venue/s address/s)* |
|  |
| **Who will you help and how?** *(e.g. target age group; specific young person’s group - what will the benefit be to your participants?)* |
|  |
| **What are your targets? How will you know is your project is successful?** |
|  |
| **How will you let people know about your project?**(e.g. social media, flyers, posters) *\* Please note that any publicity must acknowledge West Dunbartonshire Council’s SHINE support.*  |
|   |

**Section 3. Project Management**

|  |
| --- |
| **How will you spend this funding if successful?***(explain how this will breakdown e.g. staff, food, activities)* |
|  |
| **What financial monitoring and management will you put in place for this project?** *(if successful you will require to maintain financial records and be able to evidence your spending in your project evaluation report.* A final balance of 10% of the grant award will only be issued on receipt of a final written project evaluation). |
|    |

**Section 4. Finance**

|  |  |
| --- | --- |
| **Please provide your organisation’s bank details:****Name of Bank:****Name on Account:****Sort Code:****Account No:**  |  |

**Grant Conditions:**

*(please note that in signing this grant application you are confirming adherence to the following grant conditions non adherence may result in removal of funding).*

* Applications to the SHINE Fund are only open to properly constituted not-for-profit organisations and/or charities. Only projects taking place in West Dunbartonshire are eligible.
* The aim of the SHINE Fund is to increase the provision of free meals and social activities for school children over holiday periods throughout West Dunbartonshire.
* Activities and meals funded by this grant must be provided to school children free of charge.
* Any grant monies awarded must only be used for the purposes laid out in your grant application.
* In applying for this funding, you are agreeing to ensuring you will maintain robust safeguarding and financial scrutiny of your project.
* Any adult working unsupervised with children must be PVG checked.
* Proposed projects must not commence until written confirmation of a successful award has been issued.
* The decision of the SHINE Funding Panel is final, no appeals will be considered. Should there be a surplus of funding available revised applications may be considered.
* Successful applicants should aim to provide best value and use good practice in terms of securing supplies and services.
* Successful applicants are responsible for ensuring than any activities are safely provided in line with current legislation and insured where applicable.
* Visits to funded projects may be made at any time by WDC Officers upon reasonable notice.
* The support of West Dunbartonshire’s SHINE Holiday Hunger Fund must be acknowledged in any related publicity.
* You are required to carry-out an evaluation of the impact upon participants as part of your grant evaluation.
* A final balance of 10% of the grant award will only be issued on receipt of a final written project evaluation and may be retained if the grant conditions have not been met.
* Successful applicants will comply with their obligations under the Data Protection Act 2018 and General Data Protection Regulation ("GDPR") (or its equivalent).

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print) **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applications should be sent by email to: SHINE 2020

If unable to email post to:

SHINE 2020

West Dunbartonshire Council

Education Resource Centre

Craigpark St

Clydebank

G81 5BS

Further information is available from Gill Graham, Engagement & Involvement Officer, Education, Learning & Attainment, West Dunbartonshire Council 01389 737637