How to apply

Please return this completed form by email or scan your form (a paper copy is not required) to [EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk](mailto:EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk). Applications close at midnight on the 3rd of December 2024

Please do get in touch with any questions via [EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk](mailto:EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk)

Please note: The fund is time-sensitive, requiring a swift turnaround timescale.

# Section A. Applicant Information

|  |  |
| --- | --- |
| Name of organisation:  (As it appears on your bank account/governing document) |  |
| Legal Status: |  |
| Registration Number: |  |
| Social media/ website address: |  |

1. Describe the aim of your organisation/group and what your main activities are:
2. Please provide the details of the person you wish to be the Grant Contact. This is the person we will contact for all matters relating to this application and grant payments.

|  |  |
| --- | --- |
| Name of Main Grant Contact: |  |
| Their role: |  |
| Address and postcode: |  |
| Phone Numbers: |  |

|  |  |
| --- | --- |
| Email: |  |
| We will contact you by email unless you tell us otherwise here: |  |

1. Please provide the details of someone who is a Director, Trustee or Management Committee member for the organisation named in Question 1. They’ll be legally responsible for any subsequent grant award/grant payments.

|  |  |
| --- | --- |
| Name of Senior Contact: |  |
| Their role: |  |
| Phone Numbers: |  |
| Email: |  |

# Section B. Family Hub Network – Community Chest.

1. **Identify** the Family Hub Locality, and the neighbourhood/s you are applying to represent.

# What activities will be delivered? What is the aim of your project?

*(Please give a description of the activities/groups you deliver).*

1. **When** will the activities take place?

As this funding is a one-off payment which can be used to drive the progress of joining up services to work collaboratively, ultimately offering families a seamless pathway of support that meets their needs, please tell us when, where and how often activities will take place.

1. **How** will you promote Family Hub and Start for Life services to local families?
2. **How** will you remain up to date regarding the services that are available to Families?

Does your organisation work with vulnerable adults? Please tick √ the relevant box below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  |  |

Or children & young people under 18? Please tick √ the relevant box below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  |  |

|  |  |
| --- | --- |
| If you have ticked ‘yes’ to either of the above and your project will be working with children, young people, or vulnerable adults, please tick this box to confirm that your organisation understands and discharges its duties and responsibilities in respect of their protection. |  |
|  |
| You must have a policy and procedures which are relevant and appropriate, and these must be put into practice. This includes obtaining Disclosure and Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake activities where disclosure casts doubt on their suitability to do so.  Please tick this box to confirm you have the above in place: |  |
|  |
| *Note: We do not need you to send a copy of your policy and procedures to us, but we may ask to see them or may visit your organisation to check that these policies and procedures are being put into practice.* | |

Is your group or activity only for men/boys or only for women/girls? If so, please explain why. Sheffield City Council must consider its equality duty when funding groups; if your group/ activity is for men/boys only or women/girls only you will need to tell us why so that we can be sure that you are exempt from the provisions of the Sex Discrimination Act 1975 as amended by the Equality Act 2010 which does not allow Sheffield City Council to do anything that constitutes discrimination or harassment within the meaning of this legislation.

**Data Protection and Record Management;** The applicant organisation will have a data protection policy and a data protection lead in place where they are processing personal or special category data.

* + **Data Protection** or UK GDPR covering the data protection principles
  + **Record Management**: information in any format, especially related to vulnerable children, young people and adults, are maintained securely, professionally and in line with legislation on retention and disposal. This also applies to other records connected to the service, such as financial and personal.

Please tick this box to confirm you have the above in place:

# Section C. How you will use a Grant

|  |  |  |
| --- | --- | --- |
| How much are you applying for? |  | |
| Please provide an itemised breakdown of this amount: | | |
| **Item Description** (i.e. Sensory Resources, Early Learning resources, Nursing Chair, items to support SEND inclusion etc)  *All items must be age and stage appropriate.* | | **Grant Amount**  **(£)** |
|  | |  |
|  | |  |
|  | |  |
| **Total Amount Applied for** | |  |
| Additional information: How will you spend any remaining funds? | | |
|  | | |

**Feedback**

We are interested in your suggestions for improvements to this form. Any comments you have about the grants process are also welcome. Please write your views below.

**Please note**: ***You must have a bank account in the name of your group.*** If your application is successful and your group is not already set up as a registered (Sheffield City Council)

‘Supplier’, we will need you to set up your organisation on our finance system. You should receive this request in email format from our Trade Supplier team asking you to follow a link that will take you to Sheffield City Council’s secure website to enter your details electronically. Please **do not** include any bank details for your group in this form.

Please return this completed form by email or scan your form (a paper copy is **not** required) to [**EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk**](mailto:EarlyYearsandEarlyHelpIntegratedCommissioning@sheffield.gov.uk)**.** Applications close at midnight on Tuesday the 3rd of December 2024

**Information;** Successful applicants: An Acceptance of Grant Offer Declaration must be signed and returned to us as a scanned copy. This will be issued along with a Grant Offer Letter and Terms and Conditions of the Grant to successful applicants following applications being considered by the evaluation panel.

# Privacy notice

The General Data Protection Regulations (GDPR) govern how we handle personal data.

## How we will use your information

We will use this information to exercise our legal power (provided by the general power of competence contained in Section 1 of the Localism Act 2011) to administer connecting communities and communicate with you about the grant application.

The information you have provided to us in connection with your grant application (including any personal contact details) will be held securely as hard copy originals and as electronic data on the Sheffield City Council shared drive.

## Who will we share your information with?

The information may be shared with other Sheffield City Council officers, elected members and members of the Grants Advisory Panel as part of our grant assessment and monitoring process.

Your information will not be shared with any other third party.

Please note that Sheffield City Council is subject to Freedom of Information and other legislation.

## How long will we keep your information?

Information from successful applicants will be retained for the duration of our grant relationship with your organisation and for 6 years following the end of the grant. Information from unsuccessful grant applicants will be kept for 12 months from the point of application.

***What are your rights?***

You have rights under Data Protection law. For further detail about your rights, the contact details of our Data Protection Officer and your right to make a complaint, please see our [Data](https://www.sheffield.gov.uk/privacy) [Protection web page](https://www.sheffield.gov.uk/privacy).

Alternatively, you can contact Sheffield City Council’s Data Protection Officer: [dataprotectionofficer@sheffield.gov.uk](mailto:dataprotectionofficer@sheffield.gov.uk)

## How to make a complaint

If you are unhappy about the way your personal data has been handled, you can make a formal complaint about Sheffield City Council or complain directly to the Information Commissioners’ Office.

* + - To complain about a Sheffield City Council Service visit [https://www.sheffield.gov.uk/home/your-city-](https://www.sheffield.gov.uk/home/your-city-council/complaints) [council/complaints](https://www.sheffield.gov.uk/home/your-city-council/complaints) or contact 0114-2734567
    - To complain directly to the Information Commissioners Office visit [the ICO website](http://www.ico.org.uk/concerns) or contact 03031231113.