**Family Hub Network – Volunteer Grant**

**How to apply**

Please return this competed form by email or scan you form ( a paper copy is not required) to earlyyearsandearlyhelpintegratedcommissioning@sheffield.gov.uk

Applications close at midnight on Tuesday the 3rd of December 2024

Please do get in touch with any questions via earlyyearsandearlyhelpintegratedcommissioning@sheffield.gov.uk

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

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| **1.** | **Applicant information:**  |
|  What is the name of your organisation?  *(Please provide the organisation/group name as it*  *appears on the bank account/governing document).* |  |
|  Legal status: |  |
|   Registration Number:  |  |
|  Social media/ website address:  |  |
| **Please provide the details of someone who is a Director, Trustee or Management Committee member for the organisation.** They’ll be legally responsible for any subsequent grant award/grant payments.

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

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|  **2.** | **Describe** the aim of your organisation/group and what your main activities are: |
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|  **3.** |  **The designated grant contact.** Please provide 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 payment: |
|  Title  |  |  First name |  |  Surname |  |
|  |
|  Position in group |  |
|  Contact Address |
|  |
|  |  Postcode: |
|  Your phone number if we need to talk to you: |  |
|  Your email address: |  |
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|  **4.** |  **Full address of where your activities will be based**: |
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|  |  Postcode: |
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|  **5.**  | **Identify** the Family Hub Locality, and the neighbourhood/s you are applying to represent, alongside the number of volunteer places you plan to host in each of the identified areas *(Please refer to section 4 of the grant specification).* Please note: *Each volunteer place = £1,600. Organisations will be able to host a maximum of 12 volunteer places this will a maximum grant of £19,200 per organisation) Note; The maximum of 12 places per organisation applies as a total number for grant round one and two of this fund.* |
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|  |  **Family Hub locality:**  |  |
|  Neighbourhood/s:  |  |
|  Indicate the number of volunteer places you wish to host in this area: |  |
|  |  **Family Hub locality:**  |  |
|  Neighbourhood/s:  |  |
|  Indicate the number of volunteer places you wish to host in this area: |  |
|  |  **Family Hub locality:**  |  |
|  Neighbourhood/s:  |  |
|  Indicate the number of volunteer places you wish to host in this area: |  |
| **6.** | **What** activities will volunteers be supporting if you are successful in applying for the grant? *Please give a description of the activities/groups you deliver and how you plan to link advocating the Family Hub and Start for Life offer as a FH (Family Hub) Network Member.*  |
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| **7.** | **How** will you achieve the following through hosting a Family Hub Network - Volunteer? *(Being more accessible, better connected, relationship focussed):* |
| ***B1. More Accessible*** *(providing a simple point of access to whole family support through joined up earliest help and support):* |
| ***B2. Better Connected*** *(statutory, private, voluntary, faith and community sector working together):* |
| ***B3. Relationship-focussed*** *(Family Hubs provide* *a central point of access to family services; relationships are the key - building on family strengths):* |
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| **8** | **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 volunteers support will take place. *(If you are applying to host a number of volunteers, please specify the activity, the neighbourhood, when and how often the activity will take place for each hosted volunteer place).* |
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|  **9** | **Who** can take part? *Please give details of who you expect to attend, for example their* *ages, details of groups with protected characteristics etc and the volume of people*  *expected to attend.* |
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| **10** | **How** will you strive to recruit volunteers that represent the diversity of the demographic of Sheffield, providing opportunities open to all, putting the people of Sheffield at its heart? [*Our commitment to equality | Sheffield City Council*](https://www.sheffield.gov.uk/your-city-council/our-equality-duty) |
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| **11** |  **Why** do you think your organisation is best suited to drive these ways of working as a Family Hub Network Member – Volunteer host? *Please reference your*  *commitment to deliver the scope of delivery referenced in section 4 of the specification,*  *and your ability to report on delivery referenced in section 5 and adhere to section 6.*  |
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|  **12** |  Have you taken advice about your insurance requirements and does your  organisation have adequate **insurance** in place for any items of equipment  purchased, for the activities it delivers, and the liability of recruiting, hosting,  supervising and Leading volunteers aligned to this grant specification? Please tick √ tthe relevant box below: |
|  Yes |  |  No |  | **If no**, the application will be rejected at this stage |
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| **13**  | 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.*   |
|   |
| **14**  | Is your group or activity only for men/boys or only for women/girls? If so, please explain why. The 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 the Council to do anything that constitutes discrimination or harassment within the meaning of this legislation.  |
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| **15**          | **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:  Text Box  |
| **16** | Please provide ideas as to how you will spend the grant fund, demonstrate how you will support better connection, enhancing delivery to support Family Hub signposting, delivering these messages across your service delivery and activity to support building the Family Hub network (*e.g., volunteer expenses, training, DBS checks, time to supervise volunteers etc*):  |
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 **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 an 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. 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 details about your rights, the contact details of our Data Protection Officer and your right to make a complaint, please see our Data Protection web page.

Alternatively, you can contact Sheffield City Council’s Data Protection Officer: 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 Service 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-council/complaints or contact 0114-2734567

• To complain directly to the Information Commissioners Office visit the ICO website or contact 03031231113.