VOLUNTARY, COMMUNITY, FAITH AND SOCIAL ENTERPRISE POPULATION HEALTH MANAGEMENT PROGRAMME

**APPLICATION FORM TO BE A MEMBER OF**

**THE BWD VCFSE EQUITY TASK FORCE**

**Introduction and Background**

CVS, the local authority and the NHS want as many voluntary, community, faith and social enterprise sector organisations, who are already operating and supporting residents of Blackburn with Darwen, who are experiencing inequalities, deprivation or poverty or another form of disadvantage to sign up to become a member of the BwD VCFSE Equity Task Force to work together, using population health management approaches, to combat social, economic and health inequalities, tackling poverty and deprivation and other forms of disadvantage within the Borough. All VCFSE organisations can contribute positively to the social determinants of health. Please complete this form to become a member of the BwD VCFSE Equity Task Force.

**Grant Assistance**

As a member you are also eligible to apply for grant assistance of up to £10,000 - but the majority of grants approved are likely to be much lower. Please only apply for a grant if you actually need it and only apply for what you actually need. We want the funds to go to as many organisations and to help as many different equality groups as possible. To be eligible to apply for a grant, your group has to have:

* a constitution or governing document and a committee made up of 3 or more people who are not related
* your own bank, building society or credit union account or credit union account which requires two signatories or have the agreement of another organisation to hold the funds on your behalf (who have an account requiring two signatories)
* must not be a statutory body or private sector organisation (i.e. it must be set up on a ‘not for private profit’ basis - not privately owned or be able to distribute dividends to individuals and must be able to undertake activities of a charitable purpose).
* Must have a track record of working with residents in Blackburn with Darwen, who experience inequalities, poverty and or other forms of disadvantage.
* the activity must take place within Blackburn with Darwen and benefit residents of Blackburn with Darwen.

If you are a volunteer run organisation with no paid staff and only require £1000 or less, there is a separate application form, which we hope you will find easier to complete. Whether large or small - CVS staff will provide advice and support in completing the forms if required. Please return completed forms to office@communitycvs.org.uk by 12.00 noon on Friday 19th March 2021.

 **We will judge your application against the following criteria:**

The criteria and weight we will use to assess your application will be:

* **your organisations’ ability, skills and experience of engaging and supporting** BwD residents, who are facing social, economic or health inequalities and are members of a particular equality group with a protected characteristic, impoverished group or deprived neighbourhood, are economically inactive or unemployed or facing particular disadvantage because of their personal circumstance (25%)
* The quality and quantity of your organisation planned activities for the Protect and the Recovery Phases and the degree to which it will support people facing social, economic or health inequalities (25%)
* Demonstrate the need for funding and that the activity will offer **Value for Money** (25%)
* Demonstrate significant commitment to the success of the BwD VCFSE Equity Task Force in terms of **Inputs, Commitment to Collaborative Working and Learning and the Community Impact** and explaining the positive outcomes of what your project will achieve in terms of combating inequalities, poverty and deprivation and making a difference to the people support (25%)

We will also look to achieve a balance in terms of supporting all sizes of VCFSE organisations, especially small volunteer led grassroots organisations, achieving a balance in terms of different equality protected characteristic groups, deprived neighbourhoods, disadvantage amongst different personal circumstance groups.

Sections of the Form

The form contains six sections: one about your organisation (A); three about what you have done and are doing for the COVID Response Phase (B); COVID Protect Phase (C) and COVID Recovery Phase (D) - see illustration below and in Appendix A of the Guidance document; one about the resources you are contributing and/or requesting (E); and lastly, one about your commitment to the Equity Task Force and its ambitions.

For clarity Section A extends back to the beginning of COVID in March 2020.

SECTION A: ABOUT YOUR ORGANISATION

The information provided in paragraphs 1.3 and 1.4 will be used to promote the work of your group to others.

**A1. Name of group/organisation**

**A2. Full address of organisation** (for correspondence)

Postcode:

**A3. Main contact**

Contact name:

Title: Miss/Ms/Mrs/Mr (please circle)

Position in organisation:

Telephone number:

Email:

Website:

**A4. Brief Description of Your Organisation and the Services or Activities you are delivering** (either face to face or on-line).

What services and activities are you currently delivering (either face to face or online), which are relevant to vulnerable people, who are facing inequalities, deprivation, poverty or disadvantage because of their protected characteristics, where they live, their economic status or personal circumstance (See Appendix 2 and 3 for more information)?

[Please attach any leaflets or supplementary documents. We want to use what you provide to create a directory that will be made available electronically to promote your offer]

**A5. Capabilities and Challenges**

**A4 Continued**

What are your three most important capabilities that you could share with the Equity Task Force and what are your three biggest challenges where the Equity Task Force could support your organisation.

|  |  |
| --- | --- |
| **Capabilities** | **Description** |
| **1** |  |
| **2** |  |
| **3** |  |
| **Challenges** | **Description** |
| **1** |  |
| **2** |  |
| **3** |  |

**A6 About Your Team - Equality Profiles**

We are experimenting to see what level of information organisation’s hold on the people associated with the organisation. If you do not know either put DK in the box or fill the Not Known box (NK). We do not expect organisations to be able to fill in all the boxes.

**Trustees/Directors (Put the actual number in the box or put NK for Not Known)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Number |  | Gender: Female |  | Gender: Male |  |
| Aged 16 to 24 Years |  | Aged 25 to 49 years |  | Aged 50 Years +  |  |
| Ethnicity - White British |  | Ethnicity - BAME |  | Ethnicity - Not Known |  |
| Disability - Yes |  | Disability - None |  | Disability - Not Known |  |
| Faith - Christian |  | Faith - Muslim |  | Faith - Other |  |
| Sexual Orientation -LGBT |  | Sexual Orientation - Heterosexual |  | Sexual Orientation - Other |  |
| Household: | Co-habiting Couple |  | Civil Partnership |  |
| Single Adult Household |  | Married Household |  | Household Status NK |  |
| Trustee Pregnant or on Maternity |  | Under Going Gender Re-assignment |  | Other form of disadvantage[[1]](#footnote-1) |  |
| Living in a Deprived Neigbourhood in BwD[[2]](#footnote-2) |  | Living in a non-deprived area of BwD |  | Living in Pennine Lancashire |  |

**Managers (Please put the actual number in the box or put NK for Not Known)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Number |  | Gender: Female |  | Gender: Male |  |
| Aged 16 to 24 Years |  | Aged 25 to 49 years |  | Aged 50 Years +  |  |
| Ethnicity - White British |  | Ethnicity - BAME |  | Ethnicity - Not Known |  |
| Disability - Yes |  | Disability - None |  | Disability - Not Known |  |
| Faith - Christian |  | Faith - Muslim |  | Faith - Other |  |
| Sexual Orientation -LGBT |  | Sexual Orientation - Heterosexual |  | Sexual Orientation - Other |  |
| Household: | Co-habiting Couple |  | Civil Partnership |  |
| Single Adult Household |  | Married Household |  | Household Status NK |  |
| Trustee Pregnant or on Maternity |  | Under Going Gender Re-assignment |  | Other form of disadvantage[[3]](#footnote-3) |  |
| Living in a Deprived Neigbourhood in BwD |  | Living in a non-deprived area of BwD |  | Living in Pennine Lancashire |  |

**All Staff (Please put the actual number in the box or put NK for Not Known)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Number |  | Gender: Female |  | Gender: Male |  |
| Aged 16 to 24 Years |  | Aged 25 to 49 years |  | Aged 50 Years +  |  |
| Ethnicity - White British |  | Ethnicity - BAME |  | Ethnicity - Not Known |  |
| Disability - Yes |  | Disability - None |  | Disability - Not Known |  |
| Faith - Christian |  | Faith - Muslim |  | Faith - Other |  |
| Sexual Orientation -LGBT |  | Sexual Orientation - Heterosexual |  | Sexual Orientation - Other |  |
| Household: | Co-habiting Couple |  | Civil Partnership |  |
| Single Adult Household |  | Married Household |  | Household Status NK |  |
| Trustee Pregnant or on Maternity |  | Under Going Gender Re-assignment |  | Other form of disadvantage[[4]](#footnote-4) |  |
| Living in a Deprived Neigbourhood in BwD[[5]](#footnote-5) |  | Living in a non-deprived area of BwD |  | Living in PennineLancashire |  |

**Volunteers (Please put the actual number in the box or put NK for Not Known)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Number |  | Gender: Female |  | Gender: Male |  |
| Aged 16 to 24 Years |  | Aged 25 to 49 years |  | Aged 50 Years +  |  |
| Ethnicity - White British |  | Ethnicity - BAME |  | Ethnicity - Not Known |  |
| Disability - Yes |  | Disability - None |  | Disability - Not Known |  |
| Faith - Christian |  | Faith - Muslim |  | Faith - Other |  |
| Sexual Orientation -LGBT |  | Sexual Orientation - Heterosexual |  | Sexual Orientation - Other |  |
| Household: | Co-habiting Couple |  | Civil Partnership |  |
| Single Adult Household |  | Married Household |  | Household Status NK |  |
| Trustee Pregnant or on Maternity |  | Under Going Gender Re-assignment |  | Other form of disadvantage |  |
| Living in a Deprived Neigbourhood in BwD |  | Living in a non-deprived area of BwD |  | Living in Pennine Lancashire |  |

**A7 Salary Levels** (Please tick the relevant boxes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you a Living Wage Foundation Employer?** | Yes |  | No |  |
| **Our highest paid employee is within the following pay band (for full-time equivalent salary)** | £60,000 or higher  |  | £50,000-£59.999  |  |
| £40,000-£49,999 |  | £30,000-£39,999 |  |
| £20,000-£29,999 |  | £10,000-£19,999 |  |
| **Our Lowest paid employee is within the following pay band****(for hourly rate or FTE)** | £25,000 or higher |  | £22,500 to £24,999 |  |
| £20,000 to £22,499 |  | £18,278 to £19,999 |  |
| £8.91 to £9.50 per hr£17,142 to £18,278 |  | Below £8.91 per hrBelow £17,142FTE |  |

We will use the information provided to ascertain - to what degree the VCFSE sector is reflective of our wider community and whether we have work to do as a sector to make our organisations truly representative in terms of equality and diversity. SECTION B: ABOUT THE PEOPLE YOU HAVE HELPED DURING THE COVID 19 PANDEMIC (March 2020 until 31st December 2020)

We want to know about your skills and experience in terms of engaging with and supporting people experiencing inequalities, poverty, deprivation or disadvantage.

|  |  |
| --- | --- |
| **B1How many residents of Blackburn with Darwen have you supported during COVID 19 pandemic, from March 2020 until 31st December 2020 (10 month period)?** | Number |
|  |

|  |
| --- |
| **B2 Please describe how your organisation responded to the COVID 19 Pandemic Crisis?** What did you do differently for the people you support? How did you engage with those experiencing inequalities, poverty, deprivation or disadvantage? Did you change how you used technology? Please describe on how the Pandemic has impacted on your organisation. |
|  |

**B3 Please estimate what percentage of the number of people you have helped (In B1), came from the following population groups?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Group** | **%** | **Group** | **%** | **Group** | **%** |
| Age | 0 - 24 years |  | 25 to 49 years |  | 50+ years |  |
| Disability | Learning Disability or Learning Difficulty |  | Physical Disability or Long Term Health Condition |  | Mental Health Condition |  |
| Ethnicity | BAME |  | White British |  | Other |  |
| Faith | Muslim |  | Christian |  | Other Faith |  |
| Gender | Male |  | Female |  | Transgender |  |
| Sexual Orientation | LGBT |  | Heterosexual |  | Other |  |
| Personal Circumstance | Asylum Seeker or Refugee |  | Carer |  | Multiple & Complex Needs |  |
| Single Parent Household |  | Victim of Adverse Childhood Experiences |  | Victim or Domestic Abuse |  |
| Living in Deprived LSOAs Neighbourhoods (see Appendix C for more information) | Audley & North Road |  | Bastwell & Daisyfield |  | Blackburn Town Centre East |  |
| Blackburn Town Centre West |  | Green Lane Estate |  | Higher Croft |  |
| Hollins Bank & Infirmary |  | Hollins Grove (Darwen) |  | Lower Preston New Road Area |  |
| Mill Hill |  | Moorgate |  | Shadsworth |  |
| Sudell (Darwen) |  | Whitebirk & Intack |  |  |

**B4 Please put the number of Blackburn with Darwen residents you supported in each of the following categories (between the beginning of COVID in March 2020 and 31st December 2020)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Advice & Guidance (Face to Face) |  | Advice & Guidance (On-Line) |  | Advice & Guidance (telephone) |  |
| Arts or culture based activity or support |  | Befriending(Face to Face) |  | Befriending or Telephone Help |  |
| Counselling |  | Crisis Intervention(helpline, listening service, etc.) |  | Digital Inclusion Help (devices, connectivity or help with digital skills) |  |
| Education Support |  | Emergency Food(Food Parcel) |  | Emergency Food(Hot Meals) |  |
| Emergency Food(Food Voucher) |  | Emotional and Mental Health Support |  | Employment Support (including Business Advice) |  |
| Environment Initiatives (playgrounds, food growing, etc.) |  | Family Support |  | Financial Help(benefits advice |  |
| Financial Help(debt advice) |  | Financial Help(fuel poverty) |  | Financial Help (Loans/accounts) |  |
| Housing or Homelessness Support |  | Mutual Aid or Peer Support Group |  | Physical Activity or Sport Based Activities or Support |  |
| Practical Help(Shopping, cleaning, etc.) |  | Practical Help(Prescriptions) |  | Practical Help(clothes, household items, family items) |  |
| Refuge and other support for victims of domestic abuse |  | Signpost to Other Services |  | Social Support |  |
| Training |  | Volunteering |  | Young People’s Activities or Support |  |
| Other (please state……………………) |  | Other (please state……………………) |  | Other (please state……………………) |  |

**B5 Using the knowledge and experience you have, how has COVID 19 impacted on the people you support and what are their main barriers in terms of social, economic or health inequalities going forward?** Please make it clear in as much detail as you can - who it is you support in terms of their protected characteristics, where they live, their economic status and any personal circumstance they face.

|  |
| --- |
|  |

SECTION C: ABOUT THE SUPPORT YOU WILL GIVE DURING HORIZON 2 - THE PROTECT PERIOD (01st January 2021 to 31st May 2021)

Horizon 2 is the Protect Phase, where Community CVS, the NHS and local authority are trying to get as many people as possible vaccinated as possible when they are invited to be vaccinated. We are concerned that some people facing inequalities may not access the vaccination programme and are also concerned they are not getting the support they need.

**C1 Please state the number of people you will engage with during the Protect Period and will give positive messages about the importance of the vaccination programme and also provide other forms of support as well to help them prepare for the recovery phase.**

**Total Number**

**Broken down into**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Group** | Number | **Group** | Number | **Group** | Number |
| Age | 0 - 24 years |  | 25 to 49 years |  | 50+ years |  |
| Disability | Learning Disability or Difficulty |  | Physical Disability or Health LTC |  | Mental Health Condition |  |
| Ethnicity | BAME |  | White British |  | Other |  |
| Faith | Muslim |  | Christian |  | Other Faith |  |
| Gender | Male |  | Female |  | Transgender |  |
| Sexual Orientation | LGBT |  | Heterosexual |  | Other |  |
| Personal Circumstance | Asylum Seeker or Refugee |  | Carer |  | Multiple & Complex Needs |  |
| Single Parent Household |  | Victim of ACEs |  | Victim or Domestic Abuse |  |
| Living in Deprived LSOAs Neighbourhoods (see Appendix C for more information) | Audley & North Road |  | Bastwell & Daisyfield |  | Blackburn Town Centre East |  |
| Blackburn Town Centre West |  | Green Lane Estate |  | Higher Croft |  |
| Hollins Bank & Infirmary |  | Hollins Grove (Darwen) |  | Lower Preston New Road Area |  |
| Mill Hill |  | Moorgate |  | Shadsworth |  |
| Sudell (Darwen) |  | Whitebirk & Intack |  |  |

**C2 As well as engaging with positive messages about the vaccination programme, please let us know the number of Blackburn with Darwen residents you will support in each of the following categories**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Support** | **Number** | **Type of Support** | **Number**  | **Type of Support**  | **Number** |
| Advice & Guidance (Face to Face) |  | Advice & Guidance (On-Line) |  | Advice & Guidance (telephone) |  |
| Arts or culture based activity or support |  | Befriending(Face to Face) |  | Befriending or Telephone Help |  |
| Counselling |  | Crisis Intervention(helpline, listening service, etc.) |  | Digital Inclusion Help (devices, connectivity or help with digital skills) |  |
| Education Support |  | Emergency Food(Food Parcel) |  | Emergency Food(Hot Meals) |  |
| Emergency Food(Vouchers) |  | Emotional and Mental Health Support |  | Employment Support  |  |
| Environment Initiatives (playgrounds, food growing, etc.) |  | Family Support |  | Financial Help(benefits advice |  |
| Financial Help(debt advice) |  | Financial Help(fuel poverty) |  | Financial Help (Loans or accounts) |  |
| Housing or Homelessness Support |  | Mutual Aid or Peer Support Group |  | Physical Activity or Sport Based Activities or Support |  |
| Practical Help(Shopping, cleaning, etc.) |  | Practical Help(Prescriptions) |  | Practical Help(material assistance) |  |
| Refuge Support |  | Signpost to Other Services |  | Social Support |  |
| Training |  | Volunteering |  | Young People’s Activities or Support |  |

We will ask you to report on this in June 2021. Please do not over estimate. Just use the numbers, you would normally expect to engage during the period.

C3 Please describe the support you would like to access through the BwD VCFSE Equity Task Force or any ideas that you would like us to collaboratively pursue. This could relate to collaborative working and networking, researching and understanding needs, finance and funding, organisational development, collaboratively learning, use of digital technology, volunteer development, workforce development, or anything else that you think would help you and the people you serve.

|  |
| --- |
|  |

SECTION D: PLANNING THE RECOVERY PHASE (June 2021 onwards)

Horizon 3 is the COVID Recovery Phase when hopefully, our social and economic life will return and we can start building the future we want to have. We recognise that most inequality groups have been disproportionately affected by COVID 19 and their recovery is likely to be longer and harder. **Please describe what barriers you think the equality groups you work with are facing and what solutions you would like the Equity Task Force to explore and develop to aid their recovery.** We are keen to reframe how we work together and collaborate to create the best future possible for our most vulnerable residents, who are facing inequalities, deprivation, poverty and disadvantage. Your ideas are vital so that we can start planning for a better future for everyone.

|  |
| --- |
|  |

SECTION E: MEASURING THE RESOURCE IMPLICATIONS OF COMBATING INEQUALITIES, POVERTY & DEPRIVATION AND OTHER FORMS OF DISADVANTAGE

**E1 Please explain the financial and resource challenges your organisation is facing due to COVID 19 and explain why you need the financial support (if you are seeking a grant).**

|  |
| --- |
|  |

**E2 What are the costs of delivering support to people during the 5 months Protect Phase (January 2021 to May 2021)**

**Project budget**

|  |  |  |
| --- | --- | --- |
| **Type of cost** | **Description** | **Total Cost + VAT** |
| Staff Costs |  |  |
| Overhead Costs |  |  |
| Equipment Costs |  |  |
| Training Costs |  |  |
| Marketing or Publicity Costs |  |  |
| Volunteer Expenses |  |  |
| **Other costs**(please specify) |  |  |
| **Total Costs** |  |  |
| **Total grant requested** | (Maximum £10,000 grant)Only request a grant if you need one! |  |
| **Match Funding**What funding are you providing - which can be described as ‘match’ funding?  | Is this already secure and in place? (Yes / No) |
|  |  |
|  |  |
|  |  |
| **Total Match Funding** (the Total Grant requested and the Total Match Funding when added together should be the same as your Total Costs) |  |

**E3 What are the costs of delivering support to people during the 10 months Protect Phase (June 2021 to March 2022)**

**Project budget**

|  |  |  |
| --- | --- | --- |
| **Type of cost** | **Description** | **Total Cost + VAT** |
| Staff Costs |  |  |
| Overhead Costs |  |  |
| Equipment Costs |  |  |
| Training Costs |  |  |
| Marketing or Publicity Costs |  |  |
| Volunteer Expenses |  |  |
| **Other costs**(please specify) |  |  |
| **Total Costs** |  |  |
| **Total grant requested** | (Maximum £10,000 grant)Only request a grant if you need one! |  |
| **Match Funding**What funding are you providing - which can be described as ‘match’ funding?  | Is this already secure and in place? (Yes / No) |
|  |  |
|  |  |
|  |  |
| **Total Match Funding** (the Total Grant requested and the Total Match Funding when added together should be the same as your Total Costs) |  |

We are hoping the NHS will release further funds in 2021-2022 to support the Equity Task Force and we will be approaching other funders to support the work of the Equity Task Force so to have a good understanding of your proposed budget in terms of supporting people facing inequalities, deprivation and poverty and disadvantage will support our collective planning.

**E4 Bank account details**

|  |  |
| --- | --- |
| Account name as it appears on cheque book: |  |
| Bank/Building Society: |  |
| Bank/Building Society Address: |  |
| Sort code: |  |
| Account number: |  |
| Confirmation that your account requires two signatories for all payments | Yes / No |

We will use these details to transfer any grant to your organisation via BACS. The initial payment is likely to take place before the end of March 2021.

E5 Measuring Inputs, Activities, Outputs and Impact of your activity

|  |  |
| --- | --- |
| **Inputs** | **Number of People****(insert number)** |
| Number of staff involved in the delivery of the activity or service |  |
| Number of volunteers (both new and existing) involved in the delivery and developing new skills |  |
| Estimated total volunteer hours supporting your delivery |  |
| Value of Match Funding supporting our delivery | £ |
| Value of Other Resources levered in to support your delivery (e.g. donated food, materials, etc.) |  |
| **Commitment to Collaborative Working and Learning** | **Number of People****(insert number)** |
| Number of existing staff and volunteers willing to learn new skills and approaches through this programme |  |
| Number of new volunteers recruited and trained through this project |  |
| Organisation committed to undertaking an organisational diagnostic and developing a workforce development plan (with support) | Yes / No |
| Organisation committed to working on task groups, action learning sets and with other members of the equity task force | Yes / No |
| Organisation willing to lead on a task group, action learning set or other sub group to explore  | Yes / No |
| **Community Impact:**  | **Number of People****(insert number)** |
| Number of vulnerable people facing inequalities, deprivation & poverty and disadvantage due to personal circumstance engaged in positive health messages about the vaccination programme and provided with help to access health and care services. |  |
| Number of vulnerable people facing inequalities, deprivation & poverty and disadvantage due to personal circumstance provided with support against the social determinants of health  |  |
| Number of people supported completing a Personal Well Being Questionnaire (start-point, mid-point and end point of support) - we will use the ONS4 Personal Well-Being Questionnaire |  |
| Number of individual case studies (of people supported) demonstrating progress against the social determinants of health |  |

SECTION F: YOUR ORGANISATION’S SIGN UP TO THE EQUITY TASK FORCE’S AIMS AND AMBITIONS

This is more than a grant programme. The authorised signature needs to sign up your organisation to the following aims and ambitions. In submitting this application, you are agreeing to your organisation’s to:

**Aim:** to create a ‘BwD VCFSE Equity Task Force’ of VCFSE organisations that will work collaboratively to engage and empower our communities, which are experiencing health and wider socio-economic inequalities and to create pathways to improve their health and social, economic and personal well-being. We need to change how we approach the structural inequalities within our communities and tailor what we do to help particular parts of our community to achieve lasting change.

**Ambitions:**

1. **Empowering Our Communities by developing a Shared Leadership Model** where we work alongside people facing inequalities, deprivation & poverty and other forms of disadvantage to work together to create a vision and common purpose for a new future for everyone and support them to achieve the vision.
2. **Becoming Digitally Empowered**: improving how we use data and technology to support how we achieve our goals
3. **Becoming ‘systems thinkers’** rather than ‘silo working’ putting the needs of the population first. We also need to be **holistic in our approach** where we work together to support all aspects of the person or family’s life and make progress on all fronts (e.g. access to care; changing behaviours and lifestyles; tackling social, economic and environmental conditions or factors). Silo working is not having the necessary impact on changing people’s lives.
4. **Becoming Asset and Placed Based** in our approach understanding the assets, talents, skills, capabilities and resources within our communities, maximising their use and development and working together to overcome the social, economic and environmental conditions and challenges that exist within the area to remove barriers to help everyone to achieve their potential. Our approach has to be asset and place based and look to the sustainable development of our communities.
5. **To become a Learning System**, where everyone, every organisation and every communities is committed to reflective practice, evaluating, learning through practice, refining what we do as we go - sharing what we do well and sharing what goes wrong so we can collectively learn, develop and improve as we embark on our journey.

**Authorised Signature**

I am authorised to act on behalf of the organisation in submitting this application. I confirm that we will deliver the project with due regard to the COVID 19 guidance as described in Appendix A.

I have read and accepted on behalf of my organisation membership of the BwD VCFSE Equity Task Force and endeavour to support the aims and ambitions highlighted above and described in the guidance document, which accompanies this application form.

I have read and accepted the conditions of CVS membership on behalf of the group / organisation and confirm our written consent to becoming a CVS member. If you do not wish to become a CVS member please tick the relevant box below.

I have enclosed the necessary documentation.

I understand and consent to our organisational contact details being held by Community CVS in electronic and paper format and be used to contact our group / organisation in the future about funding opportunities and matters of interest to voluntary, community and faith groups within Blackburn with Darwen.

I understand that information provided within this application may be used to publicise the work of your group / organisation. If you do not wish for CVS to promote your group / organisation – please tick the relevant box below.

|  |  |  |
| --- | --- | --- |
| Position in organisation | Name (printed) | Signature |
|  |  |  |

**CVS Membership & Publicity**

We will automatically make your group a member of CVS (if you qualify and are not already a member) and promote the work of your group / organisation. If you do not want either of these please tick the relevant box below:-

*Our organisation does* ***not*** *want to be a member of CVS*

*Our organisation does* ***not*** *want CVS to promote our work*

**Supporting Documentation Checklist**

The following supporting information/documents are required and **must** accompany your application otherwise it will **not** be processed or considered for funding.

|  |  |
| --- | --- |
| Checklist of Required Supporting Documentation | Please Tick (🗸) |
| A copy of your group’s constitution, governing document or set of rules. |  |
| A list of names, addresses and relevant e-mail contacts (if applicable) of who is on your management committee |  |
| A copy of your group’s most recent accounts/financial statements  |  |
| A copy of the group’s bank statement (must be less than 3 months old)  |  |
| A copy of your Safeguarding Policy for Children & Vulnerable Adults (if your group/organisation works with children or vulnerable adults) |  |
| A statement describing how you will deliver your project in line with the relevant COVID 19 guidelines (See Appendix). This must be completed in all cases. |  |

**Closing date for submitting application forms (requesting grant assistance):**

Deadline 12.00 noon on Friday 19th March 2021. **Late applications will not be accepted.** There is no deadline to become a member of the Equity Task Force..

**Please return your completed grant form to:**

**Email:** **office@communitycvs.org.uk**

**Post: Community CVS, Boulevard Centre, 45 Railway Road, Blackburn, BB1 1EZ**

**By Hand:** If you are delivering your application by hand at the office – please ensure that you sign the book available at reception as proof that we have received your application.

**Data Protection Act 2018.** All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Act 2018 and the **General Data Protection Regulations**. The information will be used to contact you with regards to your grant, other funding opportunities and matters of interest to voluntary, community and faith groups within Blackburn with Darwen.  We will keep the information ‘live’ on our information systems for as long as you are engaged with us and will keep archived information for the length of time required by funders for audit purposes only.  You have the right to withdraw consent at any time by contacting Clair Bloomfield (details below).

Blackburn with Darwen Council for Voluntary Service is the data controller and is registered on the Data Protection Register (Z1938345). We will not share or divulge your details to any other third parties without your expressed consent.  You have a right to access your information by writing to Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ email clair.bloomfield@communitycvs.org.uk Tel: 01254 583957.

**Appendix A: COVID 19 STATEMENT (You must complete and return this form otherwise your application will not be considered).**

|  |  |
| --- | --- |
| I confirm that on behalf of my organisation, I have read, understood and will ensure our project will adhere to the relevant Government and sector specific guidance on how to operate safely in a COVID 19 compliant manner. | (Please insert ✓or x as confirmation) |
| Please describe the measures you will take to ensure that your project will operate safely in a COVID 19 compliant manner in line with the relevant guidance / regulation / legislation. |
|  |

**Useful Links for**

Government General Guidance on COVID 19 can be found at:

<https://www.gov.uk/coronavirus>

Government Guidance for the Charity Sector

<https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector>

Government Guidance for the Safe Use of Multi-Purpose Community Facilities:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

NCVO Practical Guidance on COVID 19

<https://www.ncvo.org.uk/practical-support/information/coronavirus>

NYA Guidance for youth Work:

<https://nya.org.uk/guidance/>

Sport England Guidance for grassroots sports wanting to return to play.

<https://www.sportengland.org/how-we-can-help/coronavirus/return-play>

1. People at higher risk of harm, discrimination or disadvantage due to their personal circumstance as highlighted in Appendix B of the Guidance. [↑](#footnote-ref-1)
2. Defined as the most deprived 10% of LSOAs in the country - detailed in Appendix C of the Guidance. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. People at higher risk of harm, discrimination or disadvantage due to their personal circumstance as highlighted in Appendix B of the Guidance. [↑](#footnote-ref-4)
5. Defined as the most deprived 10% of LSOAs in the country - detailed in Appendix C of the Guidance. [↑](#footnote-ref-5)