



Dollis Valley Flexible Fund Application Form

Please ensure that you have read and understood the application terms and criteria.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application. The Application Form cannot be amended after receipt of submission. The Dollis Valley Flexible Fund Steering Committee will evaluate your application based on the information on this form.

Section 1 – Contact Information

1A. Organisation Name			
1B. Applicant's Name <i>(i.e. contact name if applying on behalf of a group)</i>			
1C. Contact Address			
	Post Code		
1D. Contact Telephone Number			
1E. Contact Email Address			
1F. Website Address (if you have one)			
1G. Social Media links <i>(if you have any)</i>			
1H. What type of organisation are you? <i>(indicate all relevant)</i>	Residents Association		
	Community Group		
	Registered Charity		Registration Number:
	Company Limited by guarantee		Registration Number:
	Social Enterprise		
	Barnet-based School or Statutory Organisation		
	Other <i>(please specify)</i>		

Section 2 – Tell us about your Organisation

2A. When was your Organisation founded?

2B. How is your Organisation structured and governed – i.e. management, reporting, etc. *(max 50 words)*

2C. Please provide a brief description of the activities of your Organisation *(max 100 words)*

Please note that if your application is accepted, you will be required to submit your most recent year-end financial records to corroborate your statement of activity *(either as a hardcopy, email attachment or as a downloadable link)*

Section 3 – Tell us about the Project you want support for

3A. Title of Project

3B. Please provide a brief description of your project (*max 250 words*)

3C. Why is your project needed and how does it benefit DV residents? How do you know this? (*max 200 words*)

3D. When, for how long and where will your project run?

Start date:

End date:

Schedule (*i.e. time/number of hours, number of sessions*):

Duration:

Location:

3E. What are the main outcomes your project hopes to achieve?

3F. Which of the Flexible Fund's core criteria does your Project support?

Employability & Training	
Crisis Support	
Wellbeing	
Inclusion & Connectivity	
Creative	

3G. Which of the following groups does your Project benefit?

Children (up to 16)	
Youth (16-21)	
Adults	
Seniors (over 65)	
Vulnerable people	
Minority groups	
Physical disability	
Learning difficulties	
Other (<i>please specify</i>)	

--

3H. How many people will benefit from your Project?

	Number	% of Dollis Valley residents
Direct beneficiaries (i.e. those participating)		
Indirect beneficiaries (i.e. audience)		
Total		

3I. How will you recruit participants to your Project?

3J. Does your Project help or work with a vulnerable people group?

Yes	No
-----	----

Are all relevant Vulnerable People Disclosure Certificates up to date?

Yes	No
-----	----

Please note that if your application is accepted, you will be required to provide details of these together with your relevant Safeguarding Policy.

3K. Who in your Organisation will deliver the Project? What skills/experience do they have?

3L. Are you working with any partners? If so, tell us who and how they will contribute?

3M. What is the total cost of your Project?

3N. How much funding are you requesting from the Dollis Valley Flexible Fund? (*max £3,000*)

30. Please provide details of your Project budget:

Item	Cost	How you worked this out (e.g. Salary - £10 per hour x 5 hours x 5 sessions)
Rent / Venue Hire		
Staff		
Volunteers		
Equipment / Materials		
Insurance / Legal		
Training		
Advertising / Administration		
Other costs (please specify)		
Total		

Please add rows or leave blank as appropriate

3P. If you have secured additional funding or a match funder, please provide details:

Source	Amount	Secured/Expected/Applied
	£	
	£	
	£	
Total		

What will you do if there is a shortfall in funding?

3Q. Once funding has been spent, do you intend to continue your Project or sustain it past the funding period?

3R. How will you report progress of your Project? (tick all relevant)

- Written report
- Photographs / Video
- Testimonials
- List of attendees
- Social media

Other:

3S. How will you assess the Project outcomes have been met? *(tick all relevant)*

- Number of participants
- Feedback from participants
- Improvement analysis / Qualifications attained

Other

3T. Is there any other information you want to include with your application? - *optional*

Section 4

Please provide references on behalf of your Organisation. We will only contact referees if your application is accepted.

Reference 1 – Someone external to your organisation who can recommend your work

Name	
Organisation	
Relationship to you	
Address	
	Postcode
Telephone Number	
Email Address	

Reference 2 – Someone senior within your organisation (senior trustee, chair, CEO, etc)	
Name	
Organisation	
Relationship to you	
Address	
	Postcode
Telephone Number	
Email Address	

Section 5

Countryside Properties, the London Borough of Barnet and Barnet Churches Action (incorporating Hope Corner) may use the information you have provided to enable us to tell you about local products, services, offers, news and events. We may also use electronic methods such as email to keep you informed.

Please tick here if you would prefer NOT to receive this information.

Please tick here to confirm that you read and accepted the Dollis Valley Flexible Fund guidelines and criteria.

Please acknowledge that you can supply your Safeguarding Policy and most recent year's audited accounts.

Please note that you may be asked to supply additional documentation (such as insurance certificate, food hygiene certificate, Equal Opportunities Policy, Environmental Policy, etc.) that is relevant to your Project.

Applicant's signature (*on behalf of the Organisation*)

Name:
Signature:
Date:

Please return your completed application to:

Dollis Valley Flexible Fund, c/o Hope Corner Community Centre, 185 Mays Lane, Barnet, EN5 2DY.

For assistance with your application or further information, please email hopecorner@outlook.com or call 020 8364 8756.