

Neighbourhood Forum	Fox Hollies Green Neighbourhood Forum		
Contact Name	Jon Morris		
Organisation/Forum Address (including postcode)	74 Hazelwood Road Acocks Green Birmingham B27 7XP		
Is this a Private Address* Yes <input checked="" type="checkbox"/> x No <input type="checkbox"/> (Please refer to guidance notes)			
Tel No	01217064019	Fax	
Email	Jon.214morris@btinternet.com		
Website			

1 (a) Neighbourhood Forum Administration Costs			
How has your previous year's Forum Grant been spent?			
Newsletter/Leaflets	£777..60	Other (1) <i>Donation for Christmas lights</i>	
Room Hire	£200	Other (2) <i>website fees</i>	
Total Forum Running Costs	£977		
1 (b) Neighbourhood Forum Account			
Please confirm if your Forum has maintained evidence of how the previous year's grant was spent.			Yes ✓
Please confirm that you have attached a copy of your Forum's accounts that have been independently examined and approved at your AGM.			No ✓

2. Neighbourhood Forum Meetings

Please provide information which demonstrates that 4 public meetings have been held during the last 12 months, one of which should be an Annual General Meeting (AGM) that was quorate. Please ensure you submit a copy of the approved minutes of your Forums' AGM.

Dates of meetings:-

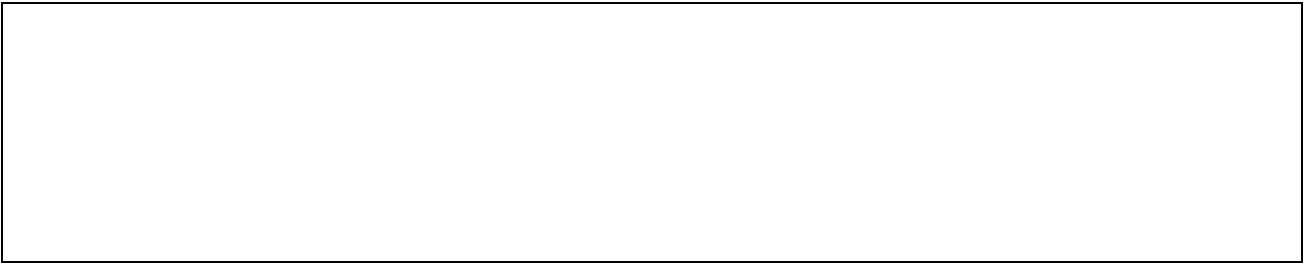
11th Feb 2015

13th May (cancelled)

5th August AGM

9th December

Note: A copy of the AGM minutes have been issued to and held by The District Office.



3) Policies and Procedures		
	Yes	No
Does your Forum have a Constitution? Please note this is a key requirement for funding. Please note, if you do not have a Constitution, or any of the Policies listed below, templates can be downloaded from www.theneighbourhood.info	✓	
	Yes	No
Does your Forum have an Equal Opportunity Policy/Statement?	✓	
	Yes	No
Does your Forum have a Health and Safety Policy?	x	
	Yes	No
Does your Forum have a Complaints Policy?	x	
	Yes	No
Does your Forum have a Safeguarding Policy for Children and Vulnerable Adults? Please visit www.theneighbourhood.info for information relating to the welfare of children and vulnerable adults at meetings and the importance of gaining consent from parents/guardians to photograph young people at meetings.	✓	
	Yes	No
Does your Forum understand your Forum's liabilities for any claims for damages against it and have you taken out the necessary public liability insurance to cover such liabilities?	✓ provided by B'ham City Council	
	Yes	No
Please note that Neighbourhood Forums benefitting from the City Council Public Liability Insurance Scheme are not covered for the use of bouncy castle and other inflatables, fairground rides and firework displays. Please tick to agree that you will independently source the additional cover required for these activities.	✓	

Please send the following documents with your completed application form:-

- your Forum's Constitution (if this is your first grant payment)
- a copy of your Forum's most recent bank statement
- a copy of your Forum's year end, independently examined accounts that have been approved at your AGM
- a copy of your Forum's approved AGM minutes
- a copy of your Forum's Equal Opportunity Policy
- a copy of your Forum's Safeguarding Policy
- a copy of your Forum's Health and Safety Policy
- a copy of your Forum's Public liability Insurance Certificate (if your Forum is not part of the Birmingham City Council run insurance scheme)

Note: Other than those attached all the above documents are held by The District

5) Declaration

I confirm that:-

- the information and supporting documents with this application are correct and complete
- if the requested grant is approved, the proposed activities will be carried out as described in this application
- the required supporting documents are enclosed with this application
- I am authorised to sign and submit this application on behalf of the Neighbourhood Forum.

Details of person who completed this form		For Office use Only	
Name	John Morris (Chair) & Xen Tzambazles (Treasurer)	Ref No. (to be taken from the Grants Management System)	
Position	Chair Treasurer	Name of Funding Programme	
Signature		Funding Cycle Period	
Date	16 th January 2016		

Office

Guidance on Completing a Neighbourhood Forum Grant Application

The Neighbourhood Forum Support Fund is established to assist Neighbourhood Forums across Birmingham with their running costs. Neighbourhood Forums are generally supported by means of a small annual grant of between £500 and -£1,500, depending on the number of households covered by the Forum area. Please see Appendix B for amounts payable. Please seek guidance from your District Office on what to do when a forum boundary covers two electoral wards.

Forums should have clear and agreed geographical boundaries, which must be within Birmingham. Forums should cover no less than 500 households and no more than 8000 households.

- Only one grant can be claimed per Neighbourhood Forum in a financial year.
- There cannot be two Neighbourhood Forums covering the same geographical area.
- Only residents living within the Neighbourhood Forum area can be full members of the Neighbourhood Forum.

The Neighbourhood Forum Support Fund will only be awarded to Forums that demonstrate they have met the criteria for funding. The application will be subject to an appraisal and approval process by Birmingham City Council.

To find out more about the Neighbourhood Forum Support Fund please contact your District Office (See Appendix A for contact list).

THE APPLICATION FORM

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Please ensure that you indicate whether the address you have included is a public or private address. The details of all grants paid are published, if you do not want your address to be published, particularly if it is your home address, please tick the private address box on the application form.

You must ensure that your contact person also signs the form. If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to the relevant District Office.

Q1a In this section a breakdown of the grant allocated is required. You will need to show what the funding will be used for e.g. newsletter, leaflets, room hire etc. Please ensure that all receipts and invoices are kept, as you will need to be able to show evidence of expenditure, if requested.

Q1b Here you need to confirm if your accounts have been independently examined; you will need to submit with your application, a copy of your audited accounts which have been approved at your last AGM.

THE APPLICATION FORM

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Q2. In this section you must provide information to demonstrate that 4 public meetings have been held, within your forum's financial year, one of which should be an AGM that is quorate. Evidence of the forum's AGM in the form of approved minutes must also be submitted with the application form.

THE APPLICATION FORM

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Q.3 To qualify for a support grant you must provide the following supporting documents:

- Constitution (if this is your first grant)
- Equal Opportunity Policy or Statement
- Health & Safety Policy
- Safeguarding Policy
- Public Liability Insurance Certificate (if you are not included in Council scheme)

We strongly advise you to supply these documents when returning your application. If you do not have a Constitution, or any of the policies listed above templates can be downloaded from www.theneighbourhood.info. Alternatively, please contact your local District Office for assistance.

THE APPLICATION FORM

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Please ensure that you provide the relevant supporting documents with your completed application form and that the application form is signed and dated. If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to your local District Office. See Appendix for contact details).

WHAT HAPPENS NEXT

Once completed, your form should be submitted to your local District Office. If your Forum meets the criteria for funding, then a report recommending approval of the grant will be submitted to the Ward Committee of the ward/s you are seeking funding from.

If your activity does not receive a successful assessment it will not be taken forward and you will be informed immediately in writing of the reasons why. It may be possible that your application form could be strengthened in some way and you may be asked to provide further information.

If your activity is approved by the Ward Committee you will be informed by the District Office, who will progress payment of the grant.

The District Office will send you a City Council Conditions of Grant Aid (COGA) Form. By signing this, your Forum will be agreeing to accept the grant on the terms and conditions set out in the COGA.

1. When all required assessments have been completed and all necessary documentation has been received, including a signed COGA, the funds will be released.
2. The grant should be spent as detailed in the grant application form and COGA. A minimum of 75% of the grant awarded must be spent within the neighbourhood forum financial year (subject to the note below).

NOTE: There may be occasions when forums' are unable to spend 75% of the grant, e.g. if they secure free room hire. The grant can be spent on other activities promoting the Forum or for the benefit of the local community, for instance a community event. Forums should check with the District Office first to see if the proposed activities meet the criteria of the grant.

District	District / Wards	Contact details
Edgbaston District	Edgbaston District <ul style="list-style-type: none"> • Bartley Green • Edgbaston • Harborne • Quinton 	Edgbaston District. Harborne West -1st Floor, 326 High Street, Harborne, Birmingham. B17 9PU. Tel: 0121 464 1953 Email: edgbastondistrict@birmingham.gov.uk
Erdington District	Erdington District <ul style="list-style-type: none"> • Erdington • Kingstanding • Stockland Green • Tyburn 	Erdington District Kingstanding Leisure Centre, Birmingham. B44 OEW Tel 0121 675 2923 Email: erdington@birmingham.gov.uk
Hall Green District	Hall Green District <ul style="list-style-type: none"> • Hall Green • Moseley & Kings Heath • Springfield • Sparkbrook 	Hall Green District Office 1 st Floor, Sparkbrook Community & Health Centre, 34 Grantham Road, Sparkbrook,

	<ul style="list-style-type: none"> • 	Birmingham. B11 1LU Tel: 0121 675 2923 Email: hallgreendistrict@birmingham.gov.uk
Hodge Hill District Office	Hodge Hill District <ul style="list-style-type: none"> • Bordesley Green • Hodge Hill • Shard End • Washwood Heath 	Hodge Hill District office Ward End Park House, Washwood Heath Road, Birmingham. B8 2HB Tel: 0121 303 9282 Email Rachel.Fulwell@birmingham.gov.uk
Ladywood	Ladywood District <ul style="list-style-type: none"> • Soho • Nechells • Aston • Ladywood 	Ladywood District Summerfield Community Centre, Winson Green Road, Winson Green, Birmingham. B18 4EJ Tel: 0121 464 9464 Email: Ladywood@birmingham.gov.uk
Northfield District Office	Northfield District <ul style="list-style-type: none"> • Kings Norton • Longbridge • Northfield • Weoley 	Northfield District 1A Vineyard Road, Northfield, Birmingham B31 1PG Tel: 0121 464 9812 Email: northfield@birmingham.gov.uk
Perry Barr	Perry Barr District <ul style="list-style-type: none"> • Handsworth Wood • Lozells & East Handsworth • Oscott • Perry Barr 	Perry Barr District Office Perry Barr District Office Back Straight Stand Alexander Stadium Walsall Road Perry Barr Birmingham B42 2LR Tel: 0121 464 9809 Email: perrybarr@birmingham.gov.uk
Selly Oak	Selly Oak District <ul style="list-style-type: none"> • Billesley • Bournville • Brandwood • Selly Oak 	Selly Oak District 1459 Pershore Rd, Stirchley, Birmingham. B30 2JL Tel: 0121 464 9072 Email: sellyoak@birmingham.gov.uk
Sutton Coldfield	Sutton Coldfield District <ul style="list-style-type: none"> • Sutton Four Oaks • Sutton New Hall • Sutton Trinity, • Sutton Vesey 	Sutton Coldfield District Office 2nd Floor, The Library, Red Rose Centre, 45 Lower Parade, Sutton Coldfield. B72 1XX Tel: 0121 464 9083 Email: suttoncoldfield@birmingham.gov.uk
Yardley	Yardley District <ul style="list-style-type: none"> • Acocks Green • Sheldon • South Yardley, • Stechford & Yardley North 	Yardley District Office Fox Hollies Leisure Centre, Shirley Road, Acocks Green, Birmingham. B27 7NS. Tel: 0121 464 9095 Email: adminyardley@birmingham.gov.uk

NEIGHBOURHOOD FORUMS – GRANT ALLOCATION CALCULATION –

Grant Allocation was based on number of households.

Under 2,500 Households - £500

2,500 – Under 3,000 - £600

3,000 – Under 3,500 - £700

3,500 – Under 4,000 - £800

4,000 – Under 4,500 - £900

4,500 – Under 5,000 - £1000

5,000 – Under 5,500 - £1100

5,500 – Under 6,000 - £1200

6,000 – Under 6,500 - £1300

6,500 – Under 8,000 - £1400

Over 8,000 - £1500

For more information please contact your District Office.