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**Adult Community Learning**

**Supporting Rotherham Learning Clubs**

 **Grant Application Form**





**Overview/explaination**

Many people learn in clubs that are organised by their own members and it takes time and effort to keep groups going. RMBC Adult Community Learning recognises the need to offer support to such groups and is keen to help develop the number of self organised learning groups in Rotherham. To do that we have made available a small amount of funding in the form of a small grant.

**Who can apply?**

Voluntary and community groups or charities that wish to promote learning activities amongst their members. This can include:

* Clubs where learners organise and fund their own learning
* Groups that are informally organised and run
* Groups / clubs based on common interest
* Clubs that encourage peer tutoring or passing on of skills amongst group members
* Parent groups
* Reading Circles
* Walking Groups
* Drama Groups
* History Groups

**What is this grant for?**

To support the development of a network of learning clubs across Rotherham and can cover the costs for a variety of activities including:

* ‘Start up’ support for groups who may wish to form learning clubs
* Purchase of resources to support learning
* Expenses for visiting speakers
* Field trips
* Room hire

**How much in total?**

Rotherham Adult Community Learning has identified £5000 for 2015. This is the total for the year. You will not be eligible to apply for the full £5000.

**Our contact details**

For further information or advice telephone

Julie Roddis: 01709 823426 e-mail: julie.roddis@rotherham.gov.uk

Maherun Choudhury: 01709 254799 e-mail: maherun.choudhury@rotherham.gov.uk

**Your Group Profile:**

**Name of Group**………………………………………………………………………………

**How many members are there in your group?**........................................................

**Tell us about your group?**

**Do you have a regular meeting place? Yes 🞎 No 🞎**

**Address………………………………………………………………………………………**

**…………………………………………………………………………………………………**

**If no, where do you meet?**

**………………………………………………………………………………………………….**

**…………………………………………………………………………………………………**

**………………………………………………………………………………………………….**

**Purpose for RLC Grant application**

**Please tell us why you would like to apply for this grant?**

**How much are you asking for?**

**How will it be spent? Please provide breakdown.**

**What difference will it make to your group?**

**Your Contact Details**

**Name of person applying for grant:** ……………………………………………………

**Position/job title**:…………………………………………………………………………….

**Address**:………………………………………………………………………………………

**Post Code**:…………………………………

**Contact Telephone**:……………………………………………………………

**E:mail Address**:………………………………………………………………………………

**Date application submitted**:……………………………………………………..

**Signature**:………………………………………………………………………..

**Bank Account Details:**

**Name of Bank**………………………………………………………………………………

**Address**:………………………………………………………………………………………

**Bank sort code**:……………………………………………………….

**Bank Account No**:…………………………………………………….

**Made payable to (organisation name/account holder’s name)**:…………………

………………………………………………………………………………………………

**Your Systems**

**Please circle Yes/ No/ Don’t Know, to the following questions.**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a Registered Charity?  | **Yes** | **No** | **Don’t Know** |
| Do you have a group Constitution? | **Yes** | **No** | **Don’t Know** |
| Do you have a Term of Reference? | **Yes** | **No** | **Don’t Know** |
| Do you have a Bank Account? | **Yes** | **No** | **Don’t Know** |
| Do you have Liability Insurance? | **Yes** | **No** | **Don’t Know** |
| Do you have a Health and Safety Policy? | **Yes** | **No** | **Don’t Know** |
| Do you have an Equal Opportunity Policy? | **Yes** | **No** | **Don’t Know** |
| Do you have Child Safeguarding Policy? | **Yes** | **No** | **Don’t Know** |
| Do you have Adult Safeguarding Policy? | **Yes** | **No** | **Don’t Know** |

**Is there anything else you want to tell us; that will help to support your application? :**

**What Happens with your completed application?**

A panel will meet and make a decision on whether your application is successful. You will be notified in writing of our decision.

You will be required to complete a grant acceptance form with our terms and conditions.

You will be paid once evidence of your receipts of spend is received, along with an invoice. If you need payment in advance to buy resources etc. we will pay out on raised purchase orders that are appropriately evidenced.

**Returning your completed application:**

Please send completed application by post to:

Maherun Choudhury

Adult Community Learning

Riverside House

First Floor, Wing B

Main Street

Rotherham, S60 1AE

By e-mail

Maherun.choudhury@rotherham.gov.uk

**Closing dates are as follows:**

**1st Round Closing Date: Monday 16th February 2015 by 5:00 pm**

**2nd Round Closing Date: Monday 20th April 2015 by 5:00 pm**

**3rd Round Closing Date: Monday 8th June 2015 by 5:00 pm**