

With thanks to our additional sponsors



## **Iris Simmons Community Award Scheme Grant Application form**

(Please refer to Annex B for guidance on how to complete this form)

		Date Returned	Office Use Only
1.	Name of organisation/individual:		
	Registered Charity number (if applicable):		
	Year formed:		
2.	Name and address of person to whom correspondence should be addressed:		
	Tel No:		
	Email address (if applicable):		
3.	Office/home address:		
4.	Aims and objectives of the organisation if applicable and established:		
5.	Does/will your organisation operate solely within Elmbridge? <b>Yes / No (Please delete as appropriate)</b>		
6.	What do you think will be the age range of residents who will benefit?		
7.	Will the initiative to be funded support residents from outside of Elmbridge? <b>Yes/No (please delete as appropriate)</b>		

8.	Please provide details, on a <b>separate sheet</b> , the following information regarding your application: a) Brief outline of the initiative/ project for which financial assistance is required, b) How many people will this project support, c) How it will fit to the key areas for the fund outlined in Annex A d) A brief breakdown of costs of the project (if successful) e) What you hope to achieve as a result of your project (the outcome/s)	
9.	Please show Grant required from the Iris Simmons Community Award Scheme	£
10.	Please provide the following information on staff and volunteers if you are a group/organisation:	
	a) If you employ staff, how many?	
	b) If you use volunteers, how many?	
11.	Please indicate who would be delivering the project (please circle)  staff, volunteers, staff <b>and</b> volunteers	
12.	If the project you are applying for requires additional funding, please provide brief details on how your organisation will be sourcing this?	

I confirm that I have no objection to this application being discussed by the Iris Simmons Community Award panel and that all information is correct at the time of completing the application.

Signed:	
Date:	
Position within Organisation:	

Please forward any additional information considered necessary to support the application.

**Please return by Monday 7 December at 12 noon to :**

Karen Woolton  
Crown Simmons Housing,  
First Floor, Aissela  
46 High Street, Esher  
KT10 9QY  
[karen.woolton@crownsimmons.org.uk](mailto:karen.woolton@crownsimmons.org.uk)

## **Annex A – Iris Simmons Community Award Fund**

The Iris Simmons Community Award Fund is inviting organisations and individuals to apply for funding for initiatives supporting older people with a link to Housing. The main aim of this funding is to support Older People within Elmbridge. We welcome applications from any organisation with an aim to support older people the link to housing can come in a variety of arrangements.

### **Key areas**

Community based initiative that supports older people and relates in some way to housing or maintaining people's independence within a home environment.

The information set out below, shows some areas in which the Iris Simmons Community Award could fund.

- Addressing Fuel poverty (advice and information)
- Reducing Social Isolation
- Enabling IT access (training in the home)
- Improving Health in the home (nutrition and hydration)
- Safety in the home (home safety checks, advice on trip hazards)
- Funding to support a club to undertake outings/social events
- A special project/ equipment / general community initiative to support older people
- Projects supporting older people to share their skills with their local community, meeting identified needs

### **Key criteria**

- Project supporting Older people
- Project supporting Elmbridge residents
- Priority will be given to projects with a strong link to housing
- Non-profit making voluntary organisation/group/individual

### **What could be funded**

- A project that builds on an existing service
- A new initiative
- Sessional staff costs
- Projects with capital costs e.g. printing leaflets, equipment
- Volunteer expenses

### **What will not be funded**

- On-going staff costs
- Existing activities except where the project is building upon the existing service
- Where the Iris Simmons Community award funding forms less than 50% of the total cost of the project (this is in regards to match funding i.e. this fund must equate to at least 50% of the costs of the project).

The maximum amount available to any one organisation/individual is £1500

## Annex B – Guidance notes

You may continue any answers that are unable to fit into the space provided on a separate sheet of paper, referencing the question number and attaching it securely to your application.

You will be asked to complete a project report summarising the success of your project, when your project finishes or 12 months after you have received the Iris Simmons Community Award.

All information requested to accompany the completed application form must be submitted. Failure to do so will result in the application being returned.

Where an individual applies, the Panel must be satisfied, through evidence supplied by the individual, that all the funding provided will be spent on the initiative applied for.

All groups applying must have a bank account and two signatories for signing cheques and making withdrawals.

Grant awards will only be given to projects designed to provide support to residents of the Borough of Elmbridge.

In considering any application, the Iris Simmons Community Award will have regard to existing facilities/projects of a similar nature already providing support to Elmbridge residents.

The Iris Simmons Community Award is only for **non-profit** making voluntary organisations/groups/individuals.

If your application/project is to support vulnerable people DBS checks on staff and or volunteers must be in place where appropriate.

There is no appeals process for the Iris Simmons Community Award.

If you would like to provide additional information to support this application please feel free to do so.

You may be contacted by the Iris Simmons Community Award panel to provide further information regarding your application.

Below shows the timescales and the process regarding the allocation of the Iris Simmons Community Award:

<b>Launch Date</b>	Friday 16 October
<b>Closing date for applications</b>	Monday 7 December - noon
<b>Notification to organisations of Panel meeting decisions on applications</b>	Monday 21 December – outcome to be notified to applicants with an Award Tea Party taking place at the end of January
<b>Project Report</b>	At the end of the project or 12 months from funding the start of the project, whichever comes first