

## **Preventing Violent Extremism Together:**

**Funding Application 2008 - 2009**

**Revision date: 14 August 2008**

### **INTRODUCTION**

All organisations seeking grant funding must complete this form. Applications that do not provide the required information cannot be accepted. If you would like to discuss the form or would find it helpful for us to comment on a draft of your application, please send the draft (making it clear that it is a draft seeking comments) to us at PvET Project Team c/o Equality and Diversity Division, Birmingham City Council, Congreve House, 3 Congreve Passage, Birmingham B3 3DA.

Please tick if this is a draft proposal for comments

Applications can be accepted by email as long as signed copies follow. However, funding decisions will not be confirmed until the signed application is received.

### **CRITERIA FOR FUNDING**

The purpose of this programme is to increase the capacity and resilience of communities to resist violent extremism and feel a welcome part of wider British Society.

The desired outcomes from this programme are to support the ongoing development of cohesive communities in Birmingham in which citizens value one another and play an engaging and active role in the community.

These outcomes are aligned to the core objectives of the Prevent Strategy (published May 2008) and consist of the following key strands:

1. Challenging the violent extremist ideology and supporting mainstream voices;
2. Disrupting those who promote violent extremism and supporting the institutions where they may be active;
3. Supporting individuals who are being targeted and recruited to the cause of violent extremism;
4. Increasing the capacity of communities to resist violent extremism; and
5. Addressing the grievances that ideologues are exploiting.

Awards for funding are very much based on the quality of the application. This means that:-

- The eligibility criteria has to be met
- That the project meets the aims set out in one of the themes of work
- That all qualifying elements are submitted and satisfied
- That the organisation or group meets the engagement criteria

The central themes of Birmingham City Council are:

- Reclaiming Islam
- Women and young people
- Media and communication

We would particularly welcome project applications from organisations working with women and young people from the Muslim community in Birmingham.

### **ENGAGEMENT CRITERIA**

Birmingham City Council will only engage with those organisations and groups whose aims and intentions are consistent with the Prevent Strategy and who meet the below criteria:

- 1) Publicly rejects and condemns violent extremism and terrorist acts
- 2) Can show its actions are consistent with its public statements
- 3) Can show that its affiliated members or groups to which it is affiliated meet these criteria.
- 4) The organisation or group defends and upholds shared values including:
  - Respect for the rule of the law
  - Freedom of speech
  - Equality of opportunity
  - Respect for others
  - Responsibility for others

### **WHAT HAPPENS NEXT**

Your application will be considered and appraised against the following areas:

1. Applicant details (Q1)
2. Project details (Q2 – Q7)
3. Information on the application organisation (Q8 – Q18)
4. Activities and expenditure (Q19 – Q22)

Once concluded an outcome decision letter will be sent confirming our judgement. Successful applicants will be asked to sign a Service Level Agreement (SLA) prior to undertaking the work or service commissioned.

## PvET Funding Application Form 2008

Please read the application pack carefully before completing this form.  
 There are guidance notes next to each question.  
 Please write clearly in black ink or type. Do not use correction fluid.

<b>Application number</b>
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### Q1 Contact Details

**Name of your group**

**Name of your project**

**Contact address, including full postcode**

	Postcode:

**Is this address (tick one box only):**

Your group's office       The main contact's address

Other (please specify)

### Main contact for this application

*This must be someone from your group who knows about your project, normally the person completing the form.*

<b>Title:</b>	<b>Date of Birth</b>	
<b>First Name:</b>		
<b>Surname:</b>		

**Position held in the group**

**Email address**

**Phone Number: Day**

**Evening**

**If you have any specific communication needs, tell us what they are:**

Textphone     Sign language     Other language (please specify)

Other

**This form is available in large print on request to**

[XXXXXXXXXX@XXXXXXXXXX.XXX.XX](mailto:XXXXXXXXXX@XXXXXXXXXX.XXX.XX)

## TELL US ABOUT YOUR PROJECT

**Q2 Describe the project that you are applying for in not more than 255 characters.**

Project Summary:

**Q3 Describe the project that you are applying for in detail**

What project or activities will take place if you receive a grant?

*Be  
specific  
about  
what  
you will  
do and  
how you  
will do it.*

**Q4 Describe the need for your project**

Please explain how you know that there is a need for this project and what difference the grant will make.

*Tell us how you have identified the need for the project, either within your group or community and how your project will meet this need.*

**Q5 Birmingham City Council has identified the following themes of work which will be considered for funding:**

- **Reclaiming Islam**
- **Women and Young People**
- **Media and Communication**

Please indicate below which theme(s) your project will address and provide any additional information about how the project will do this.

**Q6 Please tick which strand of the Prevent Strategy that your project will address**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Challenging the violent extremist ideology | <input type="checkbox"/> | Disrupting those who promote extremism   | <input type="checkbox"/> |
| Supporting individuals                     | <input type="checkbox"/> | Increasing the resilience of communities | <input type="checkbox"/> |
| Addressing grievances                      | <input type="checkbox"/> |  |                          |

**Q7** Please use this space to outline your key milestone, targets, and expected date of completion outlining what resources will be used and how they will be applied.

**TELL US ABOUT YOUR GROUP OR ORGANISATION**

**Q8 When did you start?**

Month  Year  *When did it first start meeting or running activities or projects?*

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**Q9 What is your status?** *Tick whichever boxes apply*

Registered Charity in England   
Registration number   
Exempt or excepted charity registered with the Inland Revenue   
Company limited by guarantee   
Company number   
Community group / society   
Other

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**Q10 Briefly describe the purpose of your group/organisation. Please also attach your constitution, a list of committee members and their positions and the agenda and minutes of the last meeting.**

*Describe the usual activities you provide.*

How often does your management committee meet?

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**Q11 If you are a branch of, or affiliated to, a larger organisation, please tell us which one.**

*If you are linked to a larger organisation, please provide details.*

**Q12 Do you have an agreed equal opportunities policy?**

Yes  No

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**Q13 Please state what particular steps you plan to take to implement equal opportunities through the project or activities you are planning**

*Please give examples of how you challenge discrimination; combat harassment; work to eliminate unlawful practices; implement your policy through:*

- a) Recruitment practice*
- b) Promotion of good community relations*
- c) Accessibility of services*

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**Q14 How will you know that the project has been successful?**

*Please tell us what you will do to keep the project on track and how you will recognise its success.*

*Please note that there will be monitoring requirements should your application be successful.*

**Q15 Are you aware of any other organisation delivering a similar project within the target area? If so, how is the project you will provide different to the one that is already in existence?**

*Please tell us what is unique about your project. e.g targeting a particular section of the community or additional activities to those which already exist.*

**Q16 What are the main risks for the success of the project, and how will you manage these risks? (please use additional sheets where necessary)**

*Risks to your project are things such as:  
Financial challenges, increased need for the project; staffing issues, communication, lack of use*

**Q17 What are your plans for the future of the project when this funding comes end?**

*Please tell us about your plans for the project after funding concludes.  
Will the project come to an end or continue? Please tell us what you intend to do.*

**Q18 What insurance cover does your organisation have?**

*Please list the cover you hold and with whom you hold it.  
Please **include a copy** of any insurance, certificate/s with this application, e.g. employer liability, public liability professional indemnity.*

**Q19 Tell us how much money you need for your project and give us a breakdown of what the money is for**

	A	B
Item or activity	Amount requested from us	Total cost
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Totals</b>	<b>£</b>	<b>£</b>

*Please use general headings. In Column A tell us how much funding you are requesting. In Column B tell us about the total cost. (A detailed breakdown should be shown on your income & expenditure and projected budget).*

*Remember to add VAT where it applies.*

*Please total all columns. These totals will tell us whether there is a gap between the total cost and the grant you are requesting from us.*

**Q20 Please provide details of any applications to other funding sources for this project**

Name of funder	Amount requested	Awarded	Not awarded	pending

*This information will assist us in understanding what percentage (%) of the cost of the project you are requesting funding for.*

**Q21 Provide details of all other partners and what they are contributing, e.g. in kind support**

*A partner is someone with an interest in the project who is supporting with e.g. accommodation, skills, administrative support*

**Q22 Please describe any contribution you are making towards this project**

*This can be in cash, or an estimate of any 'in kind' contribution such as:  
a) the amounts of volunteers' time, or  
b) the value of hiring a venue you are using for your project.*

**F1 Please give us your bank or building society account details (for payment purposes)**

Please double check that the information you provide is accurate

Your group's account name	
Bank/Building Society name	
Bank/Building Society address	

*Your bank/building society account must be in the name of your group. We need this information to pay your grant without delay, if your application is successful.*

Sort Code	Bank Account number (must be eight digits)
- -	

or Building society roll number	
	(Use this box only if you have a Building Society roll number)

List all the people who are authorised to sign cheques or withdrawals on this account.

*We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal.*

Name		Position in group	
Name		Position in group	
Name		Position in group	
Name		Position in group	

***It is recommended that these people should not be related.***

How many people have to sign each cheque or withdrawal from this account?

**F2 Provide the following details from your most recent annual accounts.**

Account year ending: 

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Day Month Year

*Please do not write 'see enclosed accounts'.*

<b>Total (gross income)</b>	£
<b>Minus total expenditure</b>	£
<b>Equals loss / profit for the year</b>	£
<b>Savings (reserves, cash or investments)</b>	£

*You should take these figures from your most recent annual accounts, which you also need to send us.*

**F3 Signature of main contact**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

*This must be the signature of the person named (in Q1) as **main contact and not be the same person who has signed in F4.***

Signed  Date

**F4 Declaration**

**Please read the following declaration carefully and sign it, the conditions will apply to you if your application for funding is successful.**

I accept, on behalf of my organisation, that the following conditions will be attached to any funding received:

- 1. Please declare any direct or indirect personal interest with a Birmingham City Council elected Member or officer (eg if a Birmingham City Council elected Member or officer is a member of, or regularly attends, your management/Decision Making Committee). If you are in doubt please declare it:
- 2. All the organisation’s promotional material relating to the funded project will acknowledge the support of Birmingham City Council and will display the Council logo where appropriate.
- 3. **N.B.** Organisations are not required to print new stationery for this purpose but to display the Council logo where appropriate during the funding period eg: on posters and presentations. (Assistance on correct usage of the logo can be obtained from the Council’s Design and Print Section by calling 0121 303 0064).
- 4. The funding will not be used to promote any activity deemed to be outside the definition of the engagement criteria or illegal acts.

**Senior contact (this can be a Trustee)**

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

*For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Chief Executive or Director.*

***This person must read and sign the application.***

***This must not be the same person who has signed in F3.***

*If an application is knowingly submitted with false information it will be disqualified and be withdrawn*

**Please ensure that all the required information is supplied**

**ADDITIONAL INFORMATION**

You must complete this section. It gives us important information about the people who will benefit from your project.

**A1 How many people are involved in running your group?**

Management committee members	
Volunteers	
Other	

**A2 Of the people you included in your total for A1, would you describe them as**

Disabled people		Young people (25 or under)	
Older people (60+)		People of minority ethnic origin	
Other			

**A3 What ages are the people who you hope to benefit through your project?**

0-5		6-10		11-16		17-18	
19-25		26-59		60+			

**A4 What percentage of people who benefit from this project live within Birmingham?**

**A5 How would you describe the people who will benefit from your project?**

People living in the inner city 
   
 Young People   
 People living in the outer city 
   
 Muslim Women

**A6 Tell us about the people who will benefit from your project**

**White**

British 
   
 Irish 
   
 Other

**Mixed**

White & Black Caribbean 
   
 White & Black African   
 White & Asian 
   
 Other

**Asian or Asian British**

Indian 
   
 Pakistani   
 Bangladeshi 
   
 Other Asian

**Black or Black British**

Caribbean 
   
 African 
   
 Somali

**Chinese or other ethnic group**

Chinese 
   
 Other ethnic group

Please specify

*Count everyone who has a role in planning, organising or leading your group's activities.*

**There must be at least three management committee members.**

*Put numbers in the appropriate boxes.*

*Some people may be counted more than once if they are covered by more than one of the descriptions.*

*Please estimate how many people of each age will benefit from your project and put numbers in boxes*

*Please tick boxes*

*Please estimate how many people of each ethnic origin will benefit from your project. This should reflect the community that you serve.*

## IMPORTANT!

We will only process your application if:

- You enclose all the necessary/relevant\* documents.

Document	Enclosed
Constitution or set of rules	
List of decision makers/ committee members / trustees (showing names & positions)	
Equal Opportunities/ Health & Safety Policy	
Bank Statements (last 3 months)	
Business Plan (updates will suffice if one submitted last year)	
Most recent annual accounts (audited/certified as appropriate)	
Projected Income & Expenditure and overall budget for this project	
Relevant Certificates of Insurance	
Copies of relevant certificates demonstrating quality standards or affiliation to umbrella bodies	

- You complete the checklist below

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## CHECKLIST

Tick or cross

- We have answered all the questions on the application form.**
- A senior person from our organisation (not the person named in Question 1) has signed the Contract.**
- We have made a copy of this application to keep for our reference.**

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*Please remember:*

If you have not answered all the relevant questions and sent all the information we require, **we will return your application to you and this will cause a delay.**

Please address your completed application to the PvET Programme Manager. Funding applications will be accepted via post, email or fax.

Equality and Diversity Division  
Birmingham City Council  
Congreve House  
3 Congreve Passage  
Birmingham  
B3 3DA

Email: [equalities@birmingham.gov.uk](mailto:equalities@birmingham.gov.uk)

Fax: (0121) 233 9117

Enquiries: (0121) 303 2545