

# Doncaster Metropolitan Borough Council and Age UK Fund for Older People

## What is the Fund for Older People?

The Fund for Older People is supported by Doncaster Council and Age UK

The fund assists groups that are providing services and activities for older members of the community or where the majority of the group members are over 55 years. The purpose of the fund is to promote and encourage social support and independence.

*It is generally given on a one off basis so that it is flexible enough to respond to changing needs each year.*

The maximum amount is £500.

Doncaster Council funds projects that meet the priorities of the Adult Services Directorate. Groups applying for funding should:

- involve the local community
- demonstrate a need for the services and develop areas of unmet need
- show that the project will be effectively managed
- keep records to show how the money has been spent

The Fund for Older People will not pay for

- activities promoting religious or political beliefs
- holidays, parties, prizes or food
- goods or services that have been bought or ordered prior to the grant decision

The Fund will not make grants to individuals

Please read through the information and check that your application meets the Fund for Older People criteria below.

## Who can apply?

- Voluntary, community or self-help groups that are managing or developing services for older people.

## What can the fund be used for?

Examples include:

- Kitchen equipment and utensils
- Publicity and promotional materials
- Games and leisure equipment for activities
- Other equipment to broaden group activities
- Volunteer expenses
- Running costs
- Speakers/tutors
- Cost associated with organising special events, workshops, information sessions

**The examples given are not exhaustive. Please contact one of the Community and Carers Development Workers to discuss any ideas that you have on: 01302 - 737071 *Minicom: 01302 - 737870***

## What makes a good application?

- Think carefully about the aims of your project to ensure that they are realistic
- Consider the purposes of the **Fund for Older People** and assess how your service can meet these
- Consider how you will manage the grant. Remember you will be accountable for the money you receive
- Plan ahead – you need to be aware that the fund **may** take several weeks to process
- Working in partnership and through networks can often strengthen your application
- When completing the application form be as clear and precise as possible
- Submit an itemised breakdown of costs where possible (ensuring that this includes VAT where appropriate)
- Where applicable include at least **2 quotes** for each item requested
- Include supporting evidence where you feel it would strengthen your application.

## What happens when we receive your application?

- You will receive an acknowledgement letter, which will have your unique reference number on it.
- You may be contacted by a Community and Carers Development Worker to discuss your application in more detail
- The Community and Carers Development Worker will prepare a report to accompany your application before it is submitted for a decision
- When a decision has been made you will be notified in writing. The decision is final
- If a grant is awarded you will be required to provide proof of expenditure

### **Please return your completed application form to...**

**Community and Carers Development Team  
Directorate of Adult Services,  
P.O. Box 251, Floor 1, The Council House, College Road, Doncaster, DN1 3DA**

## **Doncaster Metropolitan Borough Council and Age UK Fund for Older People**

**Please use this application form for grant requests up to £500.**

- 1. What is your group called? Please give the name as it appears on the Bank Account.  
Please provide account number and sort code**

<b>Group Name</b>	<b>Bank Name</b> <b>A/Number:</b> <b>Sort Code:</b>
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- 2. Please give us details of the Chair, Treasurer or Secretary to whom payment should be sent**

**Title**  **First Name**  **Surname**

**Address: Give their home address if you can, as any cheque will be sent there**

<b>Post Code:</b>	
<b>E-mail Address:</b>	<b>Tel Number:</b>

- 3 Do any of the above named have any relationship with serving members and/or officers of the Council? Yes/No  
If yes, please give details**

- 4. Full address of where your activities will be based**

	<b>Post Code</b>

- 5. When was the group set up?**

- 6. How many members are currently in the group?**

- 7. How many members are over 55 years of age?**

- 8. If your members pay a subscription what is it?**

9. What are the aims of your group?

10. Who can take advantage of your activities?

11. What do you want the money for and why do you think it is needed? Additional information can be attached to application form to support application

12. Have you or do you intend to apply for, other financial support for this piece of work? Yes /No. If Yes please give details

13. Please give us a breakdown of what the money will pay for	£ Per item/activity
<b>Total grant requested from the Fund for Older People</b>	
<b>Total you, or any other funder, will contribute:</b>	
<b>Total cost of activity:</b>	

14. Where available, this application should be accompanied by the following:

- Copy of constitution or statement of governing rules

Yes/No

- Copy of most recent annual accounts or bank statement

Yes/No

- Copy of annual report or other activity reports

Yes/No

**Note:** We appreciate that not all groups will be able to comply with the above. This does not necessarily mean that you cannot apply.

# Declaration:

**This document will be used for monitoring and audit purposes in line with Doncaster Council's Financial Rules**

I hereby declare on behalf of.....that  
( name of group/organisation)

- a) The information given on this form is correct to the best of my knowledge
- b) The organisation/group is a non-profit making body
- c) Any grant made by the Council to the organisation in response to this application will be used for those activities of the organisation for which the grant is given and in accordance with the objectives of the organisation
- d) The organisation/group will keep proper accounts of its income and expenditure and will make these available for inspection by Council officers at any reasonable time
- e) Should the grant be awarded, the amount will be itemised in the organisation's annual accounts
- f) No member of the organisation's management committee has any relationship with serving members and/or officers of the Council

I also understand that:

- a) Payment or refusal of a grant lies entirely within the Council's discretion
- b) It is the Council's policy not to make further repeat grants to organisations/groups for any one particular project or activity during the same financial year as the original grant. The award of the grant by the Council on this application will not necessarily commit to a further grant in the future

**I confirm that the group named on the front of this application, has authorised me to sign on its behalf. I confirm that the information given in this form is true.**

**Please note:** DMBC is subject to the Freedom of Information Act 2000, and other legislation. Most of the information you supply to the Council may be made public.

<b>Name</b>	<b>Position in-group</b>
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<b>Signed</b>		<b>Date</b>	
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**Please return your completed application form to: The Community and Carers Development Team, Directorate of Adult Services, PO Box 251, Floor 1, The Council House, College Road, Doncaster, South Yorkshire, DN1 3DA.**