Kensington and Chelsea

Safer Neighbourhood Board Grant

**Funding** **Application Form 2025/26**

Kensington and Chelsea Safer Neighbourhood Board (SNB) invites applications for small grants to fund projects and activities that meet their priorities.

All projects and activities are to be delivered between **1** **June 2025 and 31 March 2026.**

**Completed forms are to be returned to:**

Khalid Mousa via email snbgrants@rbkc.gov.uk with the subject heading: SNB Grant Application 2025/26 and the name of your organisation.

**All forms should be submitted by 12am on Monday 17th March 2025**

* Please refer to the separate guidance documents before completing this application.
* Please type your application within the word limits for each section.

**PART 1: ABOUT THE ORGANISATION AND PROJECT**

1. **Organisation Details:**

Name of group, organisation or service: …………………………………………………………………

Charity Number………………………………………………………………………………………………………

Are you a Community Interest Company

Yes [ ]

No [ ]

Company Number (Companies House)

………………………………………………………………………………………………….

Registered with Young K&C (if delivering projects for children and young people)

Yes [ ]

No [ ]

Lead contact name: ………………………………………………………………………………………………..

Position in organisation: …………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………..

Telephone number and extension: ………………………………………………………………………….

Website……………………………………………………………………………………………………………………

Email address: …………………………………………………………………………………………………………

1. **Give a brief outline of your organisation to include:**
* **The local services provided in Kensington and Chelsea or more widely**
* **Your organisations specialism, particularly where it links to the project that you have applied for to be funded.**

**(200 words)**

1. **Is your organisation in receipt of any grants or funding from RBKC for 2024-25 or pending grants/funding for 2025-26. If so, outline what these are to deliver or support with?**

**(150 words)**

1. **Which of the SNB priorities will the project target?**

**Please refer to the attached guidance for more information on priorities and outcomes.** **You must select 1 or more priorities otherwise your application will not be considered by the SNB. The associated outcomes can be found on page 1 and 2 of the guidance:**

* **Priority 1: Reducing and preventing violence** [ ]
* **Priority 2: Increasing trust and confidence** [ ]
* **Priority 3: Better supporting victims** [ ]
* **Priority 4:** **Protecting people from being exploited or harmed** [ ]
1. Proposal Outline: 300-words

**Provide a high-level overview of the project that you would like to be funded through the SNB grant? This should cover the following:**

* **Who** is the target reach i.e. schools, older people, children and young people
* **What** project will be delivered and the rational for this (use evidence/insight where possible)
* **When** will the project start and end
* **Where** will the project/activity be delivered ie in a particular K&C venue, out of K&C but accessible to all residents in K&C, North Kensington only, South of the borough only, ward based/hyper local.
* **How** will the SNB priorities be addressed through this project

|  |
| --- |
|  |

1. Use the table below to outline the specific activities that will be delivered as part of the project including the numbers benefitting, venues and estimated dates (between June 2025 and March 2026). The first row is completed as an example which should be typed over. Add more rows if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Activity Details | Number of individuals benefiting  | Venue Details  | Estimated Dates  |
| 1 | *1 crime prevention workshop on scams/fraud targeted at older people as we have seen an increase in reporting from our service users.* | *20* | *Small Hall at Kensington Town Hall*  | *15th July 2025* |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. **Identify at least one outcome that will be achieved through the project by delivering the activities listed above: Consider the changes, benefits, learning or other impacts that will happen as a result of these activities to inform the delivery of outcomes**. **150 words.**

**Outcomes might include but are not limited to these examples:**

* Reduced risk of victimisation
* Improved knowledge and confidence
* Increased feelings of safety
* Increase in positive peer relationships

*Example Response: Through the delivery of a series of crime prevention workshops on scams, fraud and online safety, participants will have improved knowledge and confidence in spotting the signs of scams/fraud and reduce their risk of victimisation where the sessions aim to equip participants with the information, advice and guidance to stay safe at home and online.*

1. **How will you measure and monitor the delivery of outcomes/ activities to demonstrate that the project has made a difference? 200 words**

You might want to utilise quantitative information i.e. the number of workshops or sessions delivered, or number of people engaged AND/OR qualitative information i.e. participants distance travelled, pre and post activity questionnaires to assess things such as feelings of safety, changes in attitude, improved knowledge and confidence.

*Example Response: Workshop participants will be asked to complete a survey before and after sessions to consider their starting point and then following the sessions, their distance travelled in terms of improved knowledge and confidence in spotting the signs of scams/fraud and reducing the risk of victimisation. We estimate that following the workshop sessions, participants knowledge and confidence will increase by 70% or 7 out of 10 participants will report increased knowledge and confidence.*

1. **Who are the partners you will work with and how will the target group for the project be identified and engaged? This should include how you plan to engage and ensure the activity is accessible to underserved communities. 200 words**
2. **Mobilisation Plan. 150 words**

**Include a brief outline about how you are going to mobilise the project.**

If your activity for example involves delivering workshops or training in schools/educational settings, please include details about how you will engage with these settings to ensure that the activity can be delivered successfully and on time.

1. Detail key risks to the project and how these might be mitigated:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Risk**  | **Date of Impact** | **Possible Result** | **Action to Mitigate** | **Lead Person** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Project Costs**

|  |
| --- |
| £ |

**How much are you applying for?**

**Max grant is from £2,000 up to £5,000**

1. **Provide a clear expenditure breakdown summary below of how you intend to spend the funds ensuring value for money. Management costs should not exceed 10% of the total grant.**

|  |  |
| --- | --- |
| **Amount** | **Description of Spend** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **£** |

1. **Is there any additional information that you would like to include in your application that’s not already been covered? 150 words**

|  |
| --- |
|  |

**15. Declaration**

The information provided above is true and correct to the best of my knowledge:

Signed……………………………………………………………………………………………………………………….

Position in organisation…………………………………..............................................................

On behalf of (name of organisation) ……………….............................................................

Date…………………………………………………………………………………………………………………………...

**PART 2: COMPLIANCE INFORMATION**

If your organisation is successful in its application for SNB Grant funding, copies of all policies, insurance evidence and risk assessments as set out below will be requested and required by the Council prior to commencement of the project.

Organisations will need to ensure that these are available upon request.

1. **FINANCIAL INFORMATION**

Please provide a copy or link toyourorganisation’s most recent Audited Accounts. If you are a small organisation this can be an Independent Examiners Report.

If you are a CIC or Limited Company indicate this below and attach a bank statement from the last 12 months which reflects income and expenditure.

What is your organisations estimated income for 2025/26

£

What is your organisations estimated expenditure for 2025/26

£

1. **CHILD AND ADULT SAFEGUARDING**

The organisation’s Safeguarding Policies comprise of a short document setting out its commitment to safeguarding children, young people and vulnerable adults.

This might be two separate policies covering children/young people and adults or a single document inclusive of all.

Does your Organisation have in place the following up to date policies?

Safeguarding Children Policy

 [ ] **Yes** [ ] **No**

Organisations should review the [Protocols and procedures | lscp (rbkc.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rbkc.gov.uk%2Flscp%2Fabout-us%2Fprotocols-and-procedures&data=05%7C02%7CJohn.Francis2%40rbkc.gov.uk%7C8c308ac6825b462bfecc08dd07c2e620%7C50d8c115b77f4395a3ba3b407caf0d88%7C0%7C0%7C638675255859831970%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RviCQnyEE1TTdZE4Dd%2FvaLvmtCMLwmO2eOLq46RWuu8%3D&reserved=0) for guidance on Child Safeguarding, training and other resources.

Safeguarding Adults Policy

[ ] **Yes** [ ] **No**

Organisations should review the [Safeguarding Adults](https://www.saeb.org.uk/)information for guidance, training and other resources.

1. **SAFER RECRUITMENT**

Is your Organisation registered with the Disclosure and Barring Service?

 [ ] **Yes** [ ] **No**

Or with an Umbrella Body (Provide the name and details of the umbrella body below)

 [ ] **Yes** [ ] **No**

Do all staff who will have direct and unsupervised contact with children, young people and/or vulnerable adults have current enhanced DBS disclosure checks/references?

 [ ] **Yes** [ ] **No**

Or will you undertake to ensure that enhanced DBS checks are completed prior to the commencement of the project? Note that DBS checks/clearance can take up to three months or longer, therefore factor this into any planning.

 [ ] **Yes** [ ] **No Non applicable** [ ]

Use this box to explain the current status of staff where appropriate:

*Example to be typed over:*

*All staff that will have direct and unsupervised contact with children, young people and/or vulnerable adults are enhanced DBS checked, and these certificates are in place for the duration of the project and available for inspection upon request by the Council.*

1. **INSURANCE & LIABILITIES**

Please indicate whether your organisation has the below insurance polices in place or will undertake to have them in place by the start date of the project:

Employer’s Liability Insurance up to the value of £5m.

 [ ] **Yes** [ ] **No** [ ]  **Will be obtained prior to commencement**

Public & Products Liability Insurance up to the value of £5m.

[ ] **Yes** [ ] **No** [ ]  **Will be obtained prior to commencement**

\*The above policies and limits are mandatory for all organisations and cannot be changed.

**Professional Indemnity Insurance (the current level is set at £2m).** This insurance is dependent on the project being delivered, therefore it may or may not be required and the Council will assess this if the application is successful.

 [ ] **Yes** [ ] **No** [ ]  **Will be obtained prior to commencement**

1. **DATA PROTECTION**

Indicate if your organisation has an up-to-date Data Protection Policy.

 [ ] **Yes** [ ] **No**

1. **HEALTH & SAFETY**

Organisations must have a policy which should be up to date and renewed regularly.

Does your organisation have a Health and Safey Policy?

 [ ] **Yes** [ ] **No**

As part of the Health and Safety Policy, **Risk assessments** should be in place for the core service as well as any specific trips or activities to be delivered as part of the project and should address both premises, service and project-related risks.

Indicate below if the project activities in the application require a separate risk assessment. The risk assessment will be requested if the application is successful and should be available upon request.

A **Risk Assessmen**t is required for the SNB funded project activity.

 [ ] **Yes** [ ] **No**

1. **REFERENCES**

Please ensure that your referees complete the **SNB Reference Form** provided with this application form and guidance. The completed reference template must be included with your application submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **TBC** |
| 1 | [ ]  | [ ]  | [ ]  |
| 2 | [ ]  | [ ]  | [ ]  |
| 3 | [ ]  | [ ]  | [ ]  |
| 4 | [ ]  | [ ]  | [ ]  |
| 5 | [ ]  | [ ]  | [ ]  |
| 6 | [ ]  | [ ]  | [ ]  |
| 7 |[ ]  [ ]  |[ ]
| 8 |[ ]  [ ]  |[ ]
| 9 |[ ]  [ ]  |[ ]
| 10 |[ ] [ ] [ ]

**Checklist – Office use only**

1.Financial Information

2.Safeguarding Children Policy

3.Safeguarding Adults Policy

4.Safer Recruitment Compliance

5.Employer’s Liability, Public & Products Insurance Policies up to the value of £5m for each (This is mandatory for all programmes and cannot be changed)

6.Professional Indemnity Insurance (the current level is set at £2m), however the requirement for this insurance is subject to the activity being delivered.

7.Health and Safety Policy

8.Data protection policy

9.Risk Assessment

10. References