

Public Document Pack

INNER NORTH EAST COMMUNITY COMMITTEE

29TH JUNE 2015

AGENDA ITEM 12 – SUPPLEMENTARY PACK

The attached documents relate to two late applications for funding from the INE CC Wellbeing Fund, and due to time constraints, required consideration at this meeting

**** Following the meeting, the documents were amended to redact personal information****

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Office Use Only			
Ref:			
Revenue		Capital	



Community Committee Well-being Fund Large Projects Application Form

Please read the Guidance Notes BEFORE completing this form

1	Name of project	Up North Urban All Stars.		
2 (a)	Name of organisation/group	Community Black Achievers Organisation		
2 (b)	Organisation address	23 Lovell Park Hill Little London Leeds LS71DF	Tel No.	[REDACTED]
			Fax No.	
2 (c)	E-mail address	[REDACTED]		
2 (d)	Contact name	Irma Heyliger (OBE)	Position	Chair Person

Section 1: About the Project

3 What will the Well-being grant be used for?

Briefly describe your project and its overall aim. Why is the project needed? What will this funding be used for?

A musical Event in Leeds that will showcase a varied age range of Artists, performing a variety of musical genres, alongside promoting and exposing the talent from within Leeds with the objective of the music created reaching a mainstream audience. This will be a free event open to all that wish to attend, allowing the opportunity for some of Leeds finest artists to showcase some of their original material.

To create a show as part of a documentary; the aim is to widen the audience's awareness of the raw musical talent from within the LS7 and wider communities of Leeds, such as:

- Roundhay
- Chapel-Allerton
- Moortown

There are 22 Artists which make up 16 acts all performing different genres of music, on the night the artists will perform a total of 31 tracks some of which will be backed by a live band and professional P.A system.

The details of the event are as follows:

Date: Friday 31st July

Venue: Leeds West Indian Centre
10 Laycock Place
Leeds 7

Time: Doors open @ 6:00pm

Show time – 7:00pm prompt

The documentary will highlight some of the hurdles and challenges these Artists face and overcome whilst trying to pursue their journey and build a musical career.

The objective of the musical event and the documentary alongside other media sources is to create a platform on which to build a series of outlets and supporting partnerships in order to enable, recognise and utilise the up and coming artists from within Leeds.

Constructing a series of networks and partnerships will help Leeds current and future artists to have a variety of optional outlets for their music.

This event is distinctive in highlighting the wealth of talent we have within our local communities throughout Leeds. The event is distinctive to Leeds in the respect that it is representing Leeds talent only, and through the varied age range of the artists and the mixed genre of music it portrays a history of talent from within a selected few communities in Leeds. Highlighting from a different perspective what drives this hidden talent to the music art-form, and why there is so little music in the Industry representative of Leeds, when there is clearly limitless talent. Music is a diverse art-form yet there is little or no music in the charts that has been created by anyone of an ethnic background from Leeds. Yet the music from within Leeds can line up alongside most artists in which ever musical genre that is currently in the mainstream industry.

Whilst aiming to make an annual occasion of showcasing fresh new talent, creating a consistent flow of artists coming from within Leeds.

The Up North Urban All Star event is in partnership with the Community Black Achievers and adheres to all of their policies.

3a	Total cost of your project	£1800
3b	Funding from other sources (if any)	£400 mice fund
3c	Amount of Well-being funding requested	£1200

4	Date project will start?	31st July
4a	Date project will end?	31st July

5	Which neighbourhoods / wards will benefit?	Inner North East
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6	List the targets for the project, how will you measure success?
<p>How will you monitor the project and what measurable outcomes will a successful project deliver?</p> <p>It is possible to monitor the project by setting targets and deadlines and achieving them. Alongside the increasing amount of interest and support from media organisation, local councillors, shops, businesses participants and members of the public.</p> <p>The first evaluation of success will be from the level of internal support of the artists by the attendance of the wider community. Alongside the airing of the documentary and the response obtained from it. Also the partnerships and networks that are built up along the way with various organisations and establishments will be testament of the success of the event likewise the possibility of it continuing to run as an annual event inclusive of all communities of Leeds, will be the ultimate success of the event.</p>	

7 Tell us about your organisation, what experience do you have running similar projects?

Briefly outline the purpose of your organisation and any similar projects you've run in the past

The purpose of the event is aimed at Leeds inner-city talent involved in musical art-forms, from age 16 up, to illustrate the wide variety of talent Leeds has to offer. As a first pilot event we aim to host a selection of artists who currently already have individual projects to promote, for example, albums, EPs, mixed tapes and singles. This event is aimed at supporting and promoting artists and their musical projects, and providing artists with opportunities to further their musical careers and gain performing experience. We will expose artists to a range online and mainstream media outlets including, BBC Radio, BBC 1-Xtra, Yorkshire Evening Post, Calendar News and Made in Leeds TV, in addition to appropriate social media sites. The overall aim is to create a platform from which artists are able to showcase their music and generate interest among audiences and mainstream promoters. Collaborating with the communities across the city, this event is one of hopefully many more that aims to make an annual occasion of showcasing fresh new talent, creating a consistent flow of artists coming from within Leeds. We aim to build networks and collaborations with various community groups and associations across Leeds to continue to provide equal opportunities for all of Leeds up and coming new talents, and creating a platform for future artists to progress in their musical career.

Organisation type	<input type="checkbox"/> Charity	<input type="checkbox"/> Company Limited by Guarantee
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Council Service
	<input type="checkbox"/> Education Provider	<input type="checkbox"/> Other Public Sector Organisation
	* <input type="checkbox"/> Community / Voluntary Group	<input type="checkbox"/> Other (please state): _____

Company/Charity Registration No. (if applicable)

8 Tell us how many people are involved in your organisation

Management Committee Members	14
Staff	6
Volunteers	8

9 If volunteers are involved in the delivery of the project, please describe their role and state approximately how many volunteer hours will be provided

9 (a) Please calculate any volunteer hours at £11.06ph per volunteer. This can be used to demonstrate match funding.	No of volunteers	No of hours	Cost
Volunteer Role			
Promotion team – To distribute flyers and promotional materials to local and wider communities of Leeds and within the city centre	8	60	£663.60
To support the event on the night hosting media and VIP.	8	6	£66.36
To help set up for the event on the day	8	6	£66.36

10 Which Community Committee priorities does the project meet?

See guidance notes for details. List the top three if the project meets more than one objective.

Support projects, organisations and activities that are new and innovative and tackle poverty.

The event supports the development of career building with the aspiration to achieve a better lifestyle, whilst building networking partnerships with organisations to create a continuous partnership.

Support projects, organisations and activities that strengthening grassroots community projects and activities.

This event is a grass roots project involving all elements of community from local business, shops, media, and trades people, and the general public both young and old.

Support projects, organisations and activities that increase community cohesion

As previously stated this project/event has been structured through community cohesion. Different varieties of members of the Leeds community both local and wider to collaborate to increase the impact of the event whilst bringing different communities together for a common goal, for example In the local ethnic community there is a stigma towards persons of different sexual preference, where as in the music world it is more tolerated. We have 2 acts that represent the L, G, B, T society and are now working with other members from the event. Their aim is to widen awareness through their music of l.g.b.t related issues and to perform at Pride and other well-known L.G.B.T festivals.

11 Are there any other organisations involved in the project?

Please list and explain their role.

Black Achievers – supporting the event - U.N.U.A.S. is an umbrella project adhering to the policies of the Black Achievers Organisation.

Community Highlights - Local Magazine supporting the promotion and advertisement of the event

Made in Leeds TV – Filming the interviews with artists for the documentary, and filming the live event for broadcast.

BBC Radio Leeds – Support in promoting the show also coverage of the night live on BBC Radio.

Leeds University – are supporting the event by liaising with the Leeds Music College – To hopefully provide accreditation to the talented artists in the relevant areas of musical study.

12 What consultation have you carried out ahead of the project?

Please describe how others, including those who will benefit, have helped develop the project.

All of the organisations, businesses and participants are offering their services freely or at an incredibly reduced fee. All of the Artists have agreed the event should be free to the public as they (the artists) are benefiting from the experience promotion and exposure of the event.

13 Is this project similar to any others in the area? How have you avoided duplication?

If you know of similar schemes, please indicate how yours is different or complements existing provision.

This event is exclusive and distinctive in the respect that it is the first musical event to be presented in a live yet documented form based on Leeds Urban inner city talent, with the objective to formulate partnerships with the necessary organisations to build a continuous and accessible network to support the exposure of the musical talent from within Leeds.

14 Who owns the building / land where the works / project will take place?

If you do not own the building/land, tell us what permission you have from the owner to undertake the works/project there and what arrangements are in place to ensure on-going access/benefit for your organisation/local residents

For Leeds City Council owned buildings or land please state which department. Provide proof of permission e.g. letter, lease etc.

Community Project....N/A*

<p>15 How will you promote the project and encourage participation?</p> <p>The project will continue to liaise with Media and other music related organisations to support and spread awareness and exposure of the talent within Leeds whilst continuing to support the artists by exposing their musical projects.</p>

<p>16 Does the project require an exit strategy? Will it continue after the funding period?</p> <p>At the end of the funding period will the project continue? How will it be managed and funded?</p> <p>The project will not require an exit strategy as it aspires to continue as an annual event. In order to fund this as an annual event the project will research other sources of funding that the project may be eligible, alongside holding fundraising events and performances to raise money towards the next year's event. The project will remain under the Black achievers organisation until it is able to construct its own management committee and is able to establish itself as an independent community organisation.</p>

<p>17 What are the potential risks attached to your project and what preventative action have you taken or will you take to avoid them?</p> <p>You should include risks such as increased costs, bad weather, theft/vandalism, failure to secure match funding etc</p>		
	Risk	Action
1	Failure to secure enough funding to cover event	Collect donations from Local shops and businesses
2	Failure to secure enough funding	Collect donations from Local shops and businesses.
3	Problems with filming	2 Extra film crews filming on the night
4		
5		

<p>18 Does your project specifically target any of the groups below?</p>	
Which equality group(s) will your project work with? (Please tick/highlight)	Please specify how you are going to achieve this
<p>*<input type="checkbox"/> Young People</p> <p><input type="checkbox"/> Older People</p> <p><input type="checkbox"/> Disability</p> <p>*<input type="checkbox"/> Gender</p> <p>*<input type="checkbox"/> Race</p> <p><input type="checkbox"/> Religion & Belief</p> <p><input type="checkbox"/> Sexual Orientation</p>	<p>The Project is inclusive of young people aged 16 - 24 alongside participants of both genders and providing opportunity to ethnic minority as well as the inner city communities of Leeds by allowing participation in the organisation promotion and execution of the show.</p> <p>By also providing a continuation of support through the development of the artists journey through their musical career.</p>

<p>19 How have you considered community cohesion or any other equality issues in the planning of your project?</p> <p>Will the project promote good community relations between different groups? Have you considered any barriers that might prevent particular groups from participating, and what have you done to overcome them?</p> <p>This event / initiative provide many different artists from a variety of age ranges, backgrounds, cultural and religious beliefs with one common goal. Many of the artists feel that an amalgamation of reasons, including financial, cultural, geographic or institutional act as barriers</p>
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hindering them furthering their career. Many artists also feel that living in Leeds stagnates their music as there are no real musical agencies within the city that are willing to support their music styles; Whereas London has many supporting agencies, and outlets providing a range of opportunities for up and coming artists from within their city. This event is the beginning of breaking down these barriers, and creating new opportunities.

This event is bringing together a variety of people from within Leeds communities of all different ages and background to work together as a collective towards a unanimous goal. Providing opportunities for the artists to meet collaborate and network with each other, whilst working as a larger team to create a platform that will benefit all artists and help them to further their careers.

Through networking with various media agencies, the aim is to create a continuous source that is representative of the unsigned talent from within Leeds communities. Also creating a medium between local artists, music industry representatives and recording labels, allowing opportunities for signings up talent from Leeds inner-cities.

Section 2: Financial information

20 Provide a breakdown of all the costs related to this project and tell us what would be covered by the Well-being grant

Item	Cost (£)		
	Well-being	Other (please specify funding body)	Date of decision (if not yet approved)
P.A. System Hire	£500		
Additional Stage Setting	£350		
Security	£300	Mice fund	19 th June
Travel, Equipment Transport	£100	Mice fund	19 th June
Printing of Promotional Material	£150	Local Business Donations	
Band Expenses	£400		
Total Costs	£1800		
Please Note – THREE QUOTES SHOULD BE OBTAINED WHERE POSSIBLE. PLEASE PROVIDE COPIES			

21 If there is a shortfall in funding for the project, explain how you would meet this

Apply to any other possible funders with deadline dates which coincide with the date of the event.
Continue to request donations from local & City businesses, shops, organisations and wherever possible.
Fundraising performances to raise fund to cover the shortfall.

22 Has your organisation received funding from the Council in the past?

If so, please provide more details here – for example – type of funding, purpose and who gave you it

No

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23 Bank account details

Please provide details about your organisation's bank account

Bank account name			
Sort Code		Account Number	
Signatories to bank account	1.	2.	

**Please Note: CHEQUES WILL ONLY BE MADE PAYABLE TO GROUPS NOT INDIVIDUALS
BANK ACCOUNTS MUST HAVE A MINIMUM OF TWO SIGNATORIES**

24 LEEDS CITY COUNCIL APPLICANTS ONLY

Name of Finance Manager	
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25 Please include the following documents (Public Sector Organisations exempt)

If you are unable to send them, please state the reason for this

	Attached?	If 'No' please state why you have not included these documents with your application
Your Constitution	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard copy
List of Management Committee Members	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard Copy
Child Protection Policy (if your project involves young people under 18 yrs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard Copy
Evidence of enhanced CRB checks dated in last 3 years (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard Copy
Vulnerable Adults Policy (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Your Equal Opportunities Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard Copy
Your latest bank statement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard Copy
Audited accounts from last 2 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	Community Project only financed every 2 years
Relevant Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE NOTE ** if your project involves working with young people you may be asked to register on the Breeze Culture Network where further Safeguarding and Child protection checks will be made**

COMPLETE FOR CAPITAL WORKS ONLY (if revenue please move to question 24)

26 (a) Does the building/land have any special statutory designation?

If yes, please give details of the designation, date of issue (if known) and how your proposal will affect it e.g. Site of Special Scientific Interest, Area of Outstanding Natural Beauty, Listed Building, Green Belt, Scheduled historic monument?

No

26 (b) Does your project require planning permission or other form of consent?

Please give details and attach copy of decision notice/consent.

No

26 (c) Who will be responsible for ongoing maintenance/repair and what insurance arrangements will there be? (If another organisation will be responsible please attach details confirming their agreement to this)

All participants are responsible for the maintenance, repair and insurance arrangements of their personal/group equipment:

Venue is independently insured

Artist equipment independently insured

P.A System Independently insured

27 Declaration

- I can confirm that to the best of my knowledge the information contained in all parts of the application and any supporting information is complete and accurate.
- If funding is granted the delivery organisation is aware it will be required to enter into an agreement to adhere to terms and conditions of the funding, to supply any additional information which is required, and that failure to comply may result in legal action being taken to recover any monies paid.
- I agree to details about the project/organisation being entered onto a computer database.
- I agree to details about the project/organisation being shared with council officers, ward members and third parties involved in the assessment of the application and monitoring of any funding awarded.
- I am authorised by the organisation to sign and submit this application on their behalf.

This project application has been completed by:

Name	Irma Heyliger
Organisation	Community Black Achievers
Date	25/06/15
Signature	I.V. Heyliger

FINAL CHECKLIST

- ☐ All sections of application form completed
- ☐ Included any permissions for Question 14
- ☐ Included any documents needed for Question 20
- ☐ Included any documents needed for Question 26
- ☐ Signed and dated the form

We accept applications and supporting documents submitted via email to east.north.east@leeds.gov.uk or in paper form. If you are intending to post your application, please ensure you have attached the correct postage to the envelope otherwise your application may not be delivered.

On completion of this application form, please return a signed copy and supporting documents to:

✉ east.north.east@leeds.gov.uk

East North East Area Support Team

Leeds City Council

Reginald Centre,

263 Chapeltown Road,

Leeds

LS7 3EX

☎ 0113 336 7644

Office Use Only			
Ref: _____			
Revenue		Capital	



Community Committee Well-being Fund Large Projects Application Form

Please read the Guidance Notes BEFORE completing this form

1	Name of project	Fusion Cafe		
2 (a)	Name of organisation/group	Black Health Initiative (BHI)		
2 (b)	Organisation address	231 Chapeltown Road LEEDS LS7 3DX	Tel No.	[REDACTED]
			Fax No.	
2 (c)	E-mail address	[REDACTED]		
2 (d)	Contact name	Heather Nelson	Position	CEO

Section 1: About the Project

3 What will the Well-being grant be used for?

Briefly describe your project and its overall aim. Why is the project needed? What will this funding be used for?

Fusion Café is a community based intergenerational luncheon club which caters for the residents of the East North East locality. The Café is unique in that it has clients of all ages attending although the majority are over the age of 65. The overall aim of the programme is to:

- Reduce social isolation
- Encourage and support physical fitness
- Provide factual information on service providers by having guest speakers from organisations promoting their services
- Provide factual information on medical issues by having key speakers on health issues which disproportionately affect the targeted community and is sometimes surrounded by cultural myths/taboo

Project has been identified as needed as many who attend the Café are social isolated and value the social interaction with others, this in turn works towards addressing depression. The eating of cultural appropriate, healthily prepared foods educates those attending on healthy eating and portion sizes in a vibrant environment.

The café has been running successfully for 10 months and funding is at an end it is this in mind that we are submitting this bid to ensure continuation until a large citywide bid is considered through the Leeds Community Foundation scheme.

The funding will pay for:

- Chef

BHI will support the café with staffing and volunteers and the purchase of produce/ingredients for meals

3a	Total cost of your project	£6,960.00
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3b	Funding from other sources (if any)	
	Austin Burke Centre in-kind time limited support Kitchen and Training Room hire	£3,000.00
	BHI purchase of ingredients/produce	£1,800.00
3c	Amount of Well-being funding requested	£2,160.00

4	Date project will start?	July 2014
4a	Date project will end?	January 2015

5	Which neighbourhoods / wards will benefit?	Chapel Allerton Ward
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6	List the targets for the project, how will you measure success?
How will you monitor the project and what measurable outcomes will a successful project deliver?	
<ul style="list-style-type: none"> • How many locality residents attend • Introductory of organisations providing services which hadn't previously reached these communities • Less frequent visits to 	

7	Tell us about your organisation, what experience do you have running similar projects?
Briefly outline the purpose of your organisation and any similar projects you've run in the past	
<p>BHI is a well established organisation which has immense experience of accountability for public monies it receives. We have provided healthy cooking classes, sports initiatives, health and wellbeing information sessions etc</p>	

Organisation type	<input type="checkbox"/> Charity <input type="checkbox"/> Partnership <input type="checkbox"/> Education Provider <input type="checkbox"/> Community / Voluntary Group	<input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Council Service <input type="checkbox"/> Other Public Sector Organisation <input type="checkbox"/> Other (please state): _____
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Company/Charity Registration No. (if applicable)	
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8	Tell us how many people are involved in your organisation
Management Committee Members	7
Staff	5
Volunteers	24

9	If volunteers are involved in the delivery of the project, please describe their role and state approximately how many volunteer hours will be provided			
9 (a)	Please calculate any volunteer hours at £11.06ph per volunteer. This can be used to demonstrate match funding.	No of volunteers	No of hours	Cost
Volunteer Role				
Meet and Greet, Kitchen Help, Serve Meals		4	5	5,309.80

10 Which Community Committee priorities does the project meet?

See guidance notes for details. List the top three if the project meets more than one objective.

- Addressing social isolation
- Addressing community cohesion
- Improvement on physical and emotional health and wellbeing

11 Are there any other organisations involved in the project?

Please list and explain their role.

We work with other 3rd sector and statutory bodies within the café. However this is a single organisation programme

12 What consultation have you carried out ahead of the project?

Please describe how others, including those who will benefit, have helped develop the project.

The consultation was carried out by Westfield Medical Centre and St. Martins Practice

13 Is this project similar to any others in the area? How have you avoided duplication?

If you know of similar schemes, please indicate how yours is different or complements existing provision.

There are no other Cafes/Luncheon clubs in the locality that works as Fusion, therefore there is no duplication.

14 Who owns the building / land where the works / project will take place?

If you do not own the building/land, tell us what permission you have from the owner to undertake the works/project there and what arrangements are in place to ensure on-going access/benefit for your organisation/local residents

For Leeds City Council owned buildings or land please state which department. Provide proof of permission e.g. letter, lease etc.

The venue is Austin Burke Centre, Chapeltwon Road, LEEDS.LS7. This is ongoing and totally supported as stated Austin Burke Centre will be supporting this programme via in-kind contribution for the 6 months duration of this bid.

15 How will you promote the project and encourage participation?

We will promote and encourage uptake of this programme by using:

- Social media
- Local radio station
- Flyers

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16 Does the project require an exit strategy? Will it continue after the funding period?

At the end of the funding period will the project continue? How will it be managed and funded?

It is envisaged that this programme will continue. BHI will monitor and evaluate the programme. With findings BHI will submit a proposal to the joint NCCG and SECCG funding through Leeds Community Foundation.

17 What are the potential risks attached to your project and what preventative action have you taken or will you take to avoid them?

You should include risks such as increased costs, bad weather, theft/vandalism, failure to secure match funding etc

	Risk	Action
1	Bad weather equate low attendance	Access bus is utilised
2		
3		
4		
5		

18 Does your project specifically target any of the groups below?

Which equality group(s) will your project work with? (Please tick/highlight)	Please specify how you are going to achieve this
x Young People x Older People x Disability <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Sexual Orientation	

19 How have you considered community cohesion or any other equality issues in the planning of your project?

Will the project promote good community relations between different groups? Have you considered any barriers that might prevent particular groups from participating, and what have you done to overcome them?

Referrals are predominantly made through GP through their practice which is based in the locality. The locality is made up of diverse communities

Section 2: Financial information

20 Provide a breakdown of all the costs related to this project and tell us what would be covered by the Well-being grant

Item	Cost (£)		
	Well-being	Other (please specify funding body)	Date of decision (if not yet

Chef	£2,160.00		approved)
Kitchen Hire/training room hire (dining room) (In-kind time limited support)		£3000	Approved
Ingredients for Meals		£1,800 BHI	Approved
Total Costs		£6,960.00	
Please Note – THREE QUOTES SHOULD BE OBTAINED WHERE POSSIBLE. PLEASE PROVIDE COPIES			

21 If there is a shortfall in funding for the project, explain how you would meet this

BHI will cover the shortfall as this bid is for a time limited period prior to the larger bid submission to Leeds Community Foundation.

We also have in-kind support for the hiring of the Kitchen and Training Room (Dining Room) from Austin Burke Centre

22 Has your organisation received funding from the Council in the past?

If so, please provide more details here – for example – type of funding, purpose and who gave you it

Yes – Caribbean Healthy Cooking Course

23 Bank account details

Please provide details about your organisation's bank account

Bank account name	[REDACTED]		
Sort Code	[REDACTED]	Account Number	[REDACTED]
Signatories to bank account	1. [REDACTED]	2. [REDACTED]	

**Please Note: CHEQUES WILL ONLY BE MADE PAYABLE TO GROUPS NOT INDIVIDUALS
BANK ACCOUNTS MUST HAVE A MINIMUM OF TWO SIGNATORIES**

24 LEEDS CITY COUNCIL APPLICANTS ONLY

Name of Finance Manager	
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25 Please include the following documents (Public Sector Organisations exempt)

If you are unable to send them, please state the reason for this

	Attached?	If 'No' please state why you have not included
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		these documents with your application
Your Constitution	/ Yes <input type="checkbox"/> No	
List of Management Committee Members	/ Yes <input type="checkbox"/> No	
Child Protection Policy (if your project involves young people under 18 yrs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evidence of enhanced CRB checks dated in last 3 years (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vulnerable Adults Policy (If applicable)	/ Yes <input type="checkbox"/> No	
Your Equal Opportunities Policy	/ Yes <input type="checkbox"/> No	
Your latest bank statement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hard copy able to be given
Audited accounts from last 2 years	/ Yes <input type="checkbox"/> No	
Relevant Liability Insurance	<input type="checkbox"/> Yes / No	Hard copies able to be given
PLEASE NOTE ** if your project involves working with young people you may be asked to register on the Breeze Culture Network where further Safeguarding and Child protection checks will be made**		


COMPLETE FOR CAPITAL WORKS ONLY (if revenue please move to question 24)	
26 (a)	Does the building/land have any special statutory designation? If yes, please give details of the designation, date of issue (if known) and how your proposal will affect it e.g. Site of Special Scientific Interest, Area of Outstanding Natural Beauty, Listed Building, Green Belt, Scheduled historic monument?
26 (b)	Does your project require planning permission or other form of consent? Please give details and attach copy of decision notice/consent.
26 (c)	Who will be responsible for ongoing maintenance/repair and what insurance arrangements will there be? (If another organisation will be responsible please attach details confirming their agreement to this)

27	Declaration
	<ul style="list-style-type: none"> I can confirm that to the best of my knowledge the information contained in all parts of the application and any supporting information is complete and accurate. If funding is granted the delivery organisation is aware it will be required to enter into an agreement to adhere to terms and conditions of the funding, to supply any additional information which is required, and that failure to comply may result in legal action being taken to recover any monies paid. I agree to details about the project/organisation being entered onto a computer database. I agree to details about the project/organisation being shared with council officers, ward members and third

parties involved in the assessment of the application and monitoring of any funding awarded.

- I am authorised by the organisation to sign and submit this application on their behalf.

This project application has been completed by:

Name	Heather Nelson
Organisation	Black Health Initiative (BHI)
Date	18th June 2016
Signature	

FINAL CHECKLIST

- ☒ All sections of application form completed
- ☐ Included any permissions for Question 14
- ☐ Included any documents needed for Question 20
- ☐ Included any documents needed for Question 26
- ☒ Signed and dated the form

We accept applications and supporting documents submitted via email to east.north.east@leeds.gov.uk or in paper form. If you are intending to post your application, please ensure you have attached the correct postage to the envelope otherwise your application may not be delivered.

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✉ east.north.east@leeds.gov.uk

East North East Area Support Team

Leeds City Council

Reginald Centre,

263 Chapeltown Road,

Leeds

LS7 3EX

☎ 0113 336 7644

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