

Octavia Better Lives Community Fund

Application Form

Please read the information supplied carefully, before completing this form. If you have any queries then please contact us at grants@octaviafoundation.org.uk

Organisation	
Name	
Address	
Telephone number	
Email address	
Key contact details	
Name	
Address (if different to the above)	
Telephone number	
Email address	
About your organisation	
Type of organisation e.g. company limited by guarantee. Include registered charity number if applicable.	
Website address	
Please describe the project you would like to deliver and its key objectives of your project. (Maximum 200 words)	

<p>Describe your work in Westminster and/or RBKC If this is not obvious from the objectives, please give brief details of your work in one or both of these boroughs.</p>	
<p>Your application</p>	
<p>Description of the project or activity Please provide full details of the project or activity to be funded, on a separate sheet, to a maximum length of 2 sides of A4. You should include the following:</p> <ul style="list-style-type: none"> • What are the expected changes in the community or in people's lives your project is expected to achieve i.e. your outputs and numbers – 20 more older people from Westminster will attend fitness classes for 12 months. • How will Octavia residents be involved in shaping the project? (With our support if needed) • How will you know you have made a difference – i.e. what will be the outcomes for residents – the changes, benefits or learning from your activities and the broader or long term effects for service-users or the wider community i.e. improved health, reduced isolation. Etc... • How will you show it i.e. video, case studies, monitoring information. • Please tell us about any risks or problems that you anticipate may arise when delivering your project that could prevent it from being a success. What will you do to ensure they don't prevent it being a success? • Timetable of key dates. • Please provide a budget and breakdown of costs related to your project or event. 	
<p>Sum requested and its % of the total budget for this project</p>	
<p>The number of people that your project will meet and the % of this that the Better Lives Funding will support</p>	
<p>Other funding secured for the project or activity</p>	
<p>Proposed start and end date (if applicable)</p>	

General information about the organisation	
Constitution or governing document	Please supply web link or attach separately, with this form, to an email.
List of Trustees	Please supply web link or attach a list separately, with this form, to an email.
Annual plan (if available)	Please supply web link or attach separately, with this form, to an email. If you do not have a plan, please let us know.
Budget for the current year (for the whole organisation)	Please supply web link or attach separately, with this form, to an email.
Annual accounts or Income-Expenditure statement	Please supply web link or attach separately, with this form, to an email.
Recent bank statements (for 3 consecutive periods)	Please supply copies attached to an email.
Safeguarding Policy (Adult and/or Children as applicable)	Please supply web link or attach separately, with this form, to an email.
Insurance Policy	Please supply copies of the insurance policies relevant to the project/activities for which funding is being sought, attached to an email.

Important note for applicants
<p><i>We will assess your application against the following criteria:</i></p> <ol style="list-style-type: none"> a. How your application demonstrates that your project/activity has clear outputs and outcomes. b. How your application demonstrates that it will reach local people and how many it will reach. c. How your application demonstrates that it will measure impact. d. How your application demonstrates that it will have an impact of delivering better lives for local people. e. How your application demonstrates that it will involve Octavia residents <p><i>We expect to have more applications than funds available so it is really important that you consider these criteria when completing the application form.</i></p>

