

# CIVIC PRIDE – INVESTING IN NEIGHBOURHOODS

## APPLICATION FORM FOR BIDS

### PART A – your details

1. Your name:
2. Your email address:
3. Your telephone number:

*Please ensure that you provide the details we can contact you on if we need to get in touch following submission.*

### PART B – about your bid

1. Name of Project or programme for which funding is sought (the “Project”) (Maximum of 75 characters):
2. Short description of project (Maximum of 500 characters):
3. Bid Amount (£):
4. Total Cost of the Project (£):

Merton Council’s Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*

5. What will the Investing in Neighbourhoods Fund and other money be spent on:

Cost item (Maximum of 50 characters)	Amount of Neighbourhoods Funding (£)	Amount of Other Funding (£)	Total cost (£)
total			

6. Other funding secured/potential

Amount (£)	Secured or Potential?	Funding Source (Maximum of 50 characters)	Purpose Restrictions
	total		

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*



10. List names of Councillors that have sent you emails or letters of support  
(Maximum of 200 characters):

*Note: You will need to send these emails or letters to us after you submit your application. Ward specific proposals, such as improvements to public spaces in a ward, should be endorsed by at least one ward councillor for that ward.*

11. List using short bullet points what specifically the project will deliver (your deliverables) and the outcomes for Merton neighbourhoods (Maximum of 500 characters):

12. Who will be responsible for delivering the project? (circle one of a), b) or c)):

- a) Grant to external/for delivery by external organisation
- b) Merton Council deliver (direct or through contractors)
- c) I don't know

If you answered "a" proceed to PART C – External Organisation delivery

If you answered "b" proceed to PART D – Merton Council delivery

If you answered "c" please skip to end.

*Note: Applications submitted without the relevant approval and prioritisation of the department or organisation who would deliver it are unlikely to be successful. Please refer to the guidance for more information.*

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*

## PART C - External Organisation delivery

1. Name of Delivery Organisation:
2. Your name and relationship to the Organisation (Maximum 50 characters):
3. Organisation company number:
4. Organisation charity number:
5. If you are acting as an agent for the Organisation the name of your business/employer and contact at the Organisation

### Agent details

Agent business name:

your position:

### Organisation contact

Name:

position:

email:

phone:

Organisation website:

6. Contact details for the director/trustee of the Organisation that has authorised this bid:

Name:

Position:

Email address:

Phone:

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*

## 7. Declaration

### **\*\*PLEASE READ THIS CAREFULLY\*\***

- i. I declare that all information provided as part of this bid is correct and true
- ii. I understand that:
  - the funding will be secured by way of a grant agreement between Merton Council and the Organisation only and funding cannot be released without the grant agreement being in place;
  - the Organisation will be responsible for the delivery of the project and appropriate use of the funding under the grant agreement;
  - the Organisation will be responsible for securing agreements and contracts that may be required with any other organisations that it proposes may assist in delivering the Project;
  - funding will be withheld or may require refunding while any permissions, certifications or licences necessary for the delivery of the project are outstanding, or where a conflict with any statute or policy of the council or other regulatory body arises or where the project delivers little or no public benefit to the London Borough of Merton;
  - funding may be paid in instalments with payments triggered when project milestones have been reached as evidenced by the council's verification of documentation submitted by the Organisation in accordance with the grant agreement;
  - the council may require any deliverable or outcome that is listed in this application to be a requirement under the grant agreement and the Organisation may accordingly be liable for the delivery of that deliverable or outcome;
  - the Organisation will be responsible for ensuring best value is achieved in its use of any grant funding or other monies paid by the council to be applied to the Project and the council may require estimates, quotations, copies of invoices and other information to be submitted to it before the a decision on the bid or before the grant agreement is signed or before a payment is made under the grant agreement and that this could be from 3 or more different providers of the same item (product, work, activity, service or other type of expenditure) so as to establish best value in terms of the council's investment in that item and the Project overall; and

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*

- the Organisation will provide all information to the council that is necessary for reporting and auditing of the use of the funding that is paid to it by the council for the Project;
- iii. this funding application (exactly as written) has been authorised by the Organisation and I have been given the authority by the Organisation to submit the application on its behalf (authority given by a director as listed for the Organisation on Companies House website and/or trustees listed on the Charities Commission website and any other person required to give authority in accordance with the Organisation's constitution or articles of incorporation);
- iv. I have permission of the owners of any relevant land and buildings required for the successful delivery of the project including (but not limited to) for access, works, occupation and activities;
- v. I have sent (or shall send before the expiry of the Civic Pride – Investing in Neighbourhoods Fund 2022 bidding round or at another date or Project milestone as approved by the Planning Contributions Manager of the council) written confirmation of the authorisations and permissions required under iii and iv above to the council at NeighbourhoodFund@merton.gov.uk;
- vi. the Organisation has appropriate public liability insurance and employee liability insurance cover for the purposes of the delivery of the project;
- vii. the Organisation has a bank account open in its name and is constitutionally formed;
- viii. the Organisation will ensure DBS or other accreditation of its staff, directors or owners involved in delivering the Project is secured where necessary to protect customers or the general public.
- ix. all information other than personal information (email address and telephone number and individual persons names) I submit as part of this bid and subsequently should funding be awarded may be disclosed in a response to a request under of the Freedom of Information Act [insert date of Act];
- x. I give permission to Merton Council to keep a record of the information submitted as part of this bid including accompanying information submitted separately by email or other means for its business purposes necessary for administering the Civic Pride – Investing in Neighbourhoods Fund; and
- xi. I understand that a false declaration herein may result in this bid being refused or funding withheld or the Organisation being liable for repayment of the full amount of any grant/sum paid by the council.

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*



Print Name:

Position in Organisation:

Signature

Date

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*



## PART D - Merton Council delivery

1. Merton Council department/contact officer responsible for delivery of the Project

Name of department:

Name of officer:

2. Name and Location of Project

Name of project:

Location of project:

3. Level of authorisation secured by the council for the project (Maximum 100 characters):

*Ask the council contact officer responsible for delivery of the Project for this information.*

4. Declaration for Merton Council delivery:

I have contacted the appropriate service area for the council – via the named contact that I have given in the Merton Council delivery part of this form – who has confirmed in writing that (subject to the funding applied for in this bid being awarded) this bid is supported and can be delivered (directly or procured) within two years of the date of this application.

Print Name:

Address:

Signature:

Date:

**\*END OF APPLICATION FORM\***

Merton Council's Civic Pride Investing in Neighbourhoods Fund – application form

\*Email your application to [neighbourhoodfund@merton.gov.uk](mailto:neighbourhoodfund@merton.gov.uk)\*

\*For more information visit [www.merton.gov.uk/cpneighbourhoods](http://www.merton.gov.uk/cpneighbourhoods)\*