APPENDIX 1



got a big idea?

Application Form

Please complete this form to apply to the Haringey One Borough One Future Fund. Further information is provided in the application guidance notes. If you have any questions, please email **1b1f@haringey.gov.uk** or phone **020 8489 2964**.

All applications should be submitted no later than 12pm on 13 July 2012



www.haringey.gov.uk

section 1 About You

Name

Organisation Name (where applicable)

Address

Telephone Number

Email address

1. What type of organisation are you? (please tick)

Anyone with an interest in Haringey can apply - this is not a screening question.

| Local Authority |
|------------------------------|
| Private Company |
| Registered Charity |
| Not for Profit Company |
| Community Interest Company |
| Community Group/Club/Society |
| Individual |
| Other (Please explain) |

2. Tell us more about you

In under 200 words tell us about you and how you go about developing new ideas. You may wish to give examples of some projects you have been part of.

section 2 About Your Idea

1. Describe your idea

In under 200 words, please tell us what your idea is.

2. What stage is your idea at?

In under 200 words, tell us how far your idea has been progressed.

3. What will be achieved?

In under 200 words, tell us what benefits you expect to happen as a result.

4. Who will be responsible for delivery?

Please provide information on which organisations may be involved in delivering the initiative?

5. How will you measure your success?

In under 200 words, tell us how we will know if your idea is successful.

6. What would be the timescale for your idea to be delivered?

Start

Finish

7a. How much funding are you applying for?

£

7b. Briefly, what would you plan to spend the money on?

7c. Are you already in receipt of funding from Haringey Council?

- ∐Yes ∏No
- (This won't affect your application, it is just good to know)

7d. Do you have any other funding arranged for part of your idea?

□Yes □No

(This won't affect your application, it is just good to know)

8. What additional support might you need to develop your innovation?

Section 3 The Key Criteria

In under 200 words for each, please outline how your idea will meet our 6 key criteria:

1. Reduce inequality

2. Meet needs which aren't currently being met

3. Offer a more efficient approach to deliver our objectives

4. Put the needs of residents at the heart of the process

6. Be sustainable and self-sufficient

5. Offer value for money

















got a big idea?

Guidance Notes



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About the One Borough One Future Fund

The pioneering One Borough One Future Fund was established in February 2012 by Haringey Council to challenge the whole borough to identify innovative approaches to our services, operate more efficiently, and focus on delivering the best outcomes for our community.

We are looking for imaginative ideas from anyone with an interest in Haringey, to help us create new and dynamic services to better serve our residents. As a borough we face significant inequality, with high levels of poverty, homelessness and unemployment. One Borough One Future aims to encourage **social and economic innovation** to **help tackle the biggest issues in the borough**.

The Council has created a £1.2 million fund, to which applicants can bid. Applications can be for any amount of funding for a duration of 12-24 months, and we expect that a minimum of four projects will receive funding.

What are we looking for?

In the face of increasingly tight budgets, we remain determined to adapt to changing times and changing demands. We want to harness the wealth of ideas that exist.

The One Borough One Future Fund will support projects which will:

8 Reduce inequality

Meet needs which aren't currently being met

- Offer a more efficient approach to deliver our objectives
- 🕞 Put the needs of residents at the heart of the process
- Offer value for money
- 🚱 Be sustainable and self-sufficient

We expect to see innovative ideas that suggest radical changes to existing services and working practices, or the introduction of new services which deliver through different mechanisms - such as cooperatives or social enterprises. We would also like to see ideas come forward that re-imagine the role of the council, the community, local partners and stakeholders.

Eligibility

We welcome applications from anyone with an interest in Haringey – residents, community and voluntary groups, statutory partners, public sector organisations, local businesses, council staff and elected representatives. We particularly welcome joint bids that cross organisation or sector boundaries.

Applicants do not have to be based in Haringey, as long as the proposal will be of benefit to the borough.

How to apply and deadlines

You can apply by:

- Completing the application form online at www.haringey.gov.uk/oneborough
- Downloading the application form, and sending your completed form: By email to 1b1f@haringey.gov.uk
 By post to: One Borough One Future Fund Haringey Council
 FREEPOST
 NAT 20890
 PO Box 264
 London N22 8BR
- 1. One Borough One Future will open for applications on 31 May 2012.
- 2. The deadline for the first stage of applications is 12pm on 13 July 2012.
- 3. A decision will be taken on which applications will be shortlisted to the second stage by 31July 2012.
- 4. Shortlisted applications will be supported to develop their detailed business case and invited to present to the Panel in September 2012.
- 5. A final decision will be taken on which projects receive funding in October 2012.

Who are the Innovation Panel?

An Innovation Panel has been set up to consider applications to the One Borough One Future Fund.

For more information on the panel members, visit www.haringey.gov.uk/oneborough

It will be the decision of the Innovation Panel whether to allocate all of the £1.2 million funding in 2012.

How to complete the form

Section] About You

Provide details for the main contact associated with the application.

Question 2 – We want to know a bit more about you as an individual or organisation. How do you go about developing a new idea? What types of projects have you been involved with?

section 2 About Your Idea

Questions 1-5 have a limit of 200 words.

Question 2 – Provide information on how far you have progressed your idea. Is it a brand new idea that you have just developed? Have you tested it out yet? Don't worry what stage your idea is at, we are only asking because it is useful to know.

Question 6 – Provide approximate start and end dates for the initiative. One Borough One Future is intended to fund initiatives for 12-24 months.

Question 7a – Provide the total amount of funding that you are requesting. There is a total of £1.2million funding, and we expect to fund at least four projects.

Question 7b - Provide a brief outline of what the funding would be used for.

Questions 7c and 7d - This is not a requirement, and it won't negatively affect your application either. It is just useful for us to know this information.

Question 8 - Is there any other support you might need in order to develop your idea? This may be something that we can organise.

Section 3 The Key Criteria

All applications should suggest initiatives that meet the following 6 key criteria. These criteria will be the basis on which the panel select bids to progress to the second stage.

Reduce inequality

Across the borough, Haringey faces significant inequality with high levels of poverty, homelessness and unemployment. Applications to One Borough One Future should be ambitious about tackling inequality, by improving services for our most disadvantaged residents. Applicants may outline the groups and approximate number of people their idea would be likely to work with.



Meet needs which aren't currently being met

Our services must adapt to changing times and the changing demands of our community. Services that were designed several years ago may no longer be the best way to deliver the best outcomes for our residents.

We are looking for ideas that will help to address unmet needs or gaps in our service delivery. Applications should set out the needs of the community that are being addressed, and the outcomes that the idea would deliver.

Offer a more efficient approach to deliver our objectives

Ideas should be focused on delivering objectives, rather than improving processes. The starting point for all ideas should be how a final outcome can be reached via a new efficient method, rather than trying to improve an existing process.

We are looking for challenging ideas that suggest innovative changes to existing services and working practices, or the introduction of new services which deliver through different mechanisms. We would like to see ideas come forward that re-imagine the role of the council, the community, local partners and stakeholders. Applications should clearly set out how the idea differs from the status quo.

Put the needs of residents at the heart of the process

We need to go back to basics, and make sure everything we do has our residents at the heart of the process.

Applications should outline how the idea makes sure residents are the focal point of our services. Who are the residents that your idea is targeted at? What are their interests and needs? How is your idea going to change their lives for the better? How can they be involved in developing and/ or delivering services?

Offer value for money

We are looking for ideas that offer a more creative, cost-effective way to achieve our outcomes. The application should outline an estimate of the financial savings your initiative may deliver over its duration, in comparison to what currently exists.

We know that not everything will be about the numbers. The application also needs to identify what the non-financial benefits of your idea are.

Be sustainable and self-sufficient Through the One Borough One Future Fund, we are providing initial funding to get initiatives up and running. We are looking for ideas that can be self-sufficient after that, and the application should clearly set out how this will be possible.

frequently asked questions

1. I am based outside Haringey. Can I apply?

Yes, we will accept applications from outside Haringey, provided that the organisation or individual can demonstrate an interest in Haringey and that the proposal will be of benefit to the borough.

2. Do I need to be part of an organisation to apply?

No, but your application must make it clear which organisations may be involved with project delivery.

- We have already received some funding to run this project. Can I apply?
 If you have already received some funding to help with your idea, you can still apply to One Borough One Future so long as you meet our criteria.
 Please provide details on your other funding in Section 2, question 7.
- 4. **Can I make more than one application?** Yes the more ideas the better!
- 5. Can I attach further information to my application form?

Only the completed application form will be considered by the Innovation panel when assessing bids.

6. Who decides which applications are successful in receiving funding?

An Innovation Panel will consider and judge applications to the One Borough One Future Fund. Full details of membership can be found at www.haringey.gov.uk/oneborough. 7. When will a decision be made on the applications?

The deadline for the first stage of applications is 13 July 2012. An announcement will be made by 31 July which applications have been shortlisted to the final stage. Shortlisted applications will be supported in developing a more detailed business case for their idea, and invited to present this to the Panel in September 2012. A final decision will be taken on which projects receive funding in October 2012.

8. Is there a maximum and a minimum amount I can apply for?

There is no maximum or minimum amount, however we expect that at least four projects will receive funding from the total £1.2million fund.

further help

Not sure how to estimate the financial savings for your idea? Got a question about sustainability?

If you require any help or information in order to write your application, please contact us at 1b1f@haringey.gov.uk or phone 020 8489 2964.



Phase 2 Application

Please complete the Phase 2 application form for the Haringey One Borough One Future Fund. If you have any questions, please contact Francine Oddy or Ben Hunt on **020 8489 2964** or **1b1f@haringey.gov.uk**

All forms should be submitted by 5pm on Tuesday 20 November 2012.



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summary information

| Project Title | | |
|--------------------------------------|--------|--|
| Name of Lead Organisation | | |
| Type of Organisation | | |
| Date when Organisation was set up | | |
| Estimated Project Start Date | | |
| Project Duration | months | |
| Total Project Costs | £ | |
| Is this a collaborative application? | | If Yes please provide details of partners: |

Contact details

| Title | | | Name | | |
|----------|---------|------|------|--------|--|
| Position | | | | | |
| Email | | | | | |
| Telepho | ne | | | Mobile | |
| Organis | ation r | name | | | |
| Address | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Town/Ci | ty | | | | |
| Postcod | е | | | | |

Organisation Details (if applicable)

| Number of employees (including directors) | |
|---|--|
| Company Registration Number | |
| Charity Registration Number | |

Description of the Project (max 150 words)

This should be a brief non-confidential description of the project that Haringey Council may use for publicity purposes.

section 1: looking at the problem

What is the need for this project? (max 300 words)

This section should briefly describe the need that your project will address, the drivers of the problem and why current approaches are not working. It should not describe how the problem will be addressed; only what the problem is. Please supplement your answer with any research or statistics you have.

Who is your project aimed at? How big is your market for intervention? (max 300 words)

Please describe who you would expect to benefit from your project. Who is the target audience? This could be people from a particular race, culture or faith. It could be young people; unemployed or excluded people; victims of crime or abuse; offenders or substance abusers; older people; people with disabilities, illness or impairments; people living in a particular place or any other community members.

section 2: looking at the outcomes

What do you anticipate will be the outcomes from your project? (max 300 words)

Please describe the outcomes you envisage if your proposed project is implemented. This should focus on the residents who will be involved – how will their lives be improved as a result of your initiative?

What do you anticipate will be the financial benefits from your project? (max 300 words)

Please outline how you expect your project will deliver financial savings over its duration. This may involve a more cost-effective way to deliver a service that is currently being provided, or that financial savings will be realised on a preventative scale from services elsewhere.

How will the outcomes from your project be exploited? What business model will you use to expand or spread benefits and generate value from the innovation? (max 300 words)

You should consider how you can maximise the outcomes of your project through the model you are using. For example are you developing a social enterprise or a cooperative, which will deliver further benefits?

How does your project support and align with the Council's strategic priorities for making the borough a more equal place? (max 300 words)

This section should demonstrate knowledge of what the Council's priorities are, and how your project aligns and adds value. Specifically, please describe how your project aims to reduce inequality in Haringey.

section 3: solving the problem

You should also submit a suitable plan, in order to explain your project in more detail. We recognise that different applicants are at different stages and accordingly, different sorts of plans may be needed to explain and set out your next steps. Please identify the most suitable plan for you and submit it as part of your application. Clearly label what sort of plan you have submitted, and keep it succinct. More information on different types of plans is provided in the Guidance Notes.

What approach are you taking to solve the problem? (max 400 words)

Please describe your interventions and how they will be delivered. Explain why they will work.

What is innovative about this approach? (max 300 words)

Referring to your submitted plan, please provide an overview of the actual project you are requesting funding to deliver, and how your ideas will be developed and grown. (max 300 words)

What will be the key milestones and deliverables for the project? (max 300 words)

You should be aware that this answer will form the basis of any Grant Agreement, for the purposes of monitoring and measuring success.

What is your model for ensuring sustainability or self-sufficiency of your project after this grant funding ends? (max 300 words)

You must consider your model very carefully to ensure that your project can continue to be delivered in the long-term after this funding is used. This should be integral to the approach you are taking to deliver the service, so that it can be self-sufficient following this start-up funding.

Could this approach be replicated elsewhere if successful? How do you envisage taking this forward? (max 300 words)

Consider if your model could be used in other areas, in and out of the borough, if it proves successful.

What are the key risks associated with the project? (max 300 words)

How do you plan to engage with the community, stakeholders and your potential service users during the development and delivery of your proposed project? (max 300 words)

section 4: funding the project

Please note you must also complete the Finance Form provided in the Application Pack.

Project Finance Summary

This summary information should match that calculated on the Finance Form.

| Amount of OBOF grant applied for | £ |
|---|---|
| Other funding contributing to the project (if applicable) | £ |
| Total project value | £ |
| Project Start Date | |
| Project End Date | |

Explain the financial commitment required for your project (max 300 words)

List the activities you will undertake, the costs and the outputs

| Timescale | Activity | Cost | Output |
|-----------|-------------|------|------------------------------------|
| Example: | | | |
| Jan 2013 | Recruitment | £xxx | Staff members for service delivery |
| | | | |
| | | | |
| | | | |
| | | | |

Provide a cost-benefit analysis for your project

Please detail the costs of the project, and compare them with the benefits and savings you expect. We understand that your intervention may not deliver savings immediately while you are developing or piloting it, but it will need to be financially viable to be taken into implementation. How will the benefits and costs of your service compare with others?

| Action | Action Type (Cost or Saving) | Description | First Year Costs or Savings (+ indicates costs; - indicates savings) |
|-------------|---------------------------------|--|--|
| Example: | | | |
| Recruitment | Cost | Recruiting 3 staff members to deliver service. | + £xxx |
| | | | |
| | | | |
| | | | |

Explain how the funding you require for your project will be phased over its duration. (max 300 words)

It is expected that funding will normally be made in phases. Any Grant Agreement will reflect this, to allow progress to be reviewed at the end of each phase before funding is released. Although we will consider upfront payment of the grant, a strong case must be made to justify this.

section 5: experience and skills

Who are the team involved with this project?

Please detail the individuals and their roles, who are involved with this application and your proposed project.

Provide details of your track record and experience of delivering projects (max 300 words)

Where applicable please give us examples of your funded activity. Tell us what services or activities you provided, who the funder was, the costs and timescales, who benefited from the service, and what outcomes you achieved. Provide evidence where you can.

section 6: monitoring the project

How will you learn during the course of your project? What will you monitor or measure, how will you appraise it and how will you identify improvements? (max 300 words)

This section should consider your monitoring approach in alignment with the phases and key milestones of your project. You should be aware that this answer will be part of any Grant Agreement.

| Signature I confirm that all information submitted in this application form is accurate and correct. | | |
|--|--|--|
| Name of Organisation | | |
| Signature | | |
| Name of Signatory (please print) | | |
| Position in Organisation | | |
| Date | | |



Phase 2 Guidance Notes



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Haringey Council

congratulations!

Well done on being shortlisted to Phase 2 of the Haringey One Borough One Future Fund. We are looking forward to seeing your project now being developed up over the coming weeks.

Aims of the One Borough One Future Fund

The £1.5m Haringey One Borough One Future Fund is a pioneering initiative to redesign the way public services are delivered in our borough. In May 2012 the Council set the challenge for anyone with an interest in Haringey to put forward an innovative idea to help us create new and dynamic services, to deliver the best outcomes for our community.

The One Borough One Future Fund is about tackling the biggest issues in the borough, and suggesting radical changes to existing services. We also invited ideas that look at delivering through different mechanisms such as cooperatives and social enterprises, and consider working in partnership with different organisations and sectors.

We set out the following criteria for projects to receive funding:

Reduce inequality



Meet needs which aren't currently being met

11

Offer a more efficient approach to deliver our objectives

Put the needs of the residents at the heart of the process



Offer value for money



Be sustainable and self-sufficient

About the London Borough of Haringey

Haringey is an exceptionally diverse and fast-changing borough. We have approximately 225,000 residents. Almost half of our population are from ethnic minority backgrounds, and around 200 languages are spoken in the borough. Our population is the fifth most ethnically diverse in the country.

Haringey has a relatively young population; over two thirds are under 50 and over half are under the age of 35. This is above both the London and England averages.

Despite this, following the national trend our population is ageing. 9.5% are of pensionable age with a projected increase to 11.7% by 2021.

The borough ranks as one of the most deprived in the country with pockets of extreme deprivation in the east. Haringey is the 13th most deprived borough in England and the 4th most deprived in London.

Our vision of 'One Borough One Future' is to create a more equal borough, and to sustain and improve the life chances of our residents – especially those who are most vulnerable. We recognise the impact the current economic climate is having on our residents and we want to do our best to ease this. We believe that by focusing on the following priorities we can reduce inequality in Haringey:



Further information on the Council's priorities can be found in the Council's Plan 2012-14 here.

overview of phase 2

What is expected at Phase 2?

Phase 2 is an opportunity for shortlisted projects to develop up your firm proposals, and reshape your idea based on feedback from the Innovation Panel. In some cases this may also involve working in partnership with another applicant, reconsidering your delivery model, looking in more detail at your proposals for sustainability, and amending your requested funding value as necessary.

1. Preliminary Pro-Forma and Financial Viability Checks

We are asking you to complete a Preliminary Pro-Forma, to provide us with some initial information on your project and organisation. This is for publicity purposes and also to allow us to undertake financial viability checks. This is a normal undertaking for any grant funding process, to ensure your ability to deliver the proposed service to the community. The information you provide about your project will **not** be used during our assessment, and is for publicity purposes only.

The Pro-Forma is provided within this information pack, and we ask that you return this by Tuesday 16 October 2012.

2. Application Form

You will be required to complete a Phase 2 Application Form, which provides more detailed information on your proposed project and financial model. As part of your Application Form you will be asked to submit a suitable plan (such as a Project Plan) and also complete our Finance Form.

Further information on completing the Application Form is provided in Section 7 of these guidance notes.

3. Presenting your Project

After submitting your Phase 2 Application Form, you will be invited to present your idea to the Innovation Panel and other representatives. This will give the Innovation Panel an opportunity to ask specific questions on your proposed project, and for you to explain the vision of your service in more detail. Further information on this will be given later in Phase 2.

Feedback on your Phase 1 Application

Within this information pack is provided your detailed feedback from the Innovation Panel, for your consideration. You have also been provided with a direct contact within the Council, who can provide further guidance and support during Phase 2. If you would like to discuss your feedback in more detail, please liaise with your contact who can answer any queries and set up a meeting where needed.

Support from the Innovation Expert

Our Innovation Expert will be available to meet with each of the shortlisted projects, to provide more specific support and guidance on your application. You will be contacted directly to discuss this, in order to schedule a convenient time during Phase 2 for this session.

There will also be other opportunities during Phase 2 for workshop support to be organised on a group basis.

Timescales

| Phase 2 commences | Tuesday 9 October 2012 |
|--------------------------------------|----------------------------|
| Preliminary Pro Forma deadline | Tuesday 16 October 2012 |
| Application Form deadline | Tuesday 20 November 2012 |
| Presentation of Project | w/c 26 November 2012 |
| Decision on Final Projects | Beginning of December 2012 |
| Funding and Implementation Commences | January 2013 |

Decision of the Innovation Panel

The Innovation Panel will select which projects receive funding at the end of Phase 2, and this will then be ratified at a meeting of the Council's Cabinet. It is expected that a minimum of five projects will be awarded funding; however it will be the decision of the Innovation Panel whether to allocate all of the £1.5 million in 2012.

submitting your phase 2 application

Please submit your Preliminary Pro-Forma by email to <u>1b1f@haringey.gov.uk</u> no later than 5pm on Tuesday 16 October 2012.

You should submit your Phase 2 Application Form, along with all accompanying attachments, by email to <u>1b1f@haringey.gov.uk</u>. This should be received no later than 5pm on Tuesday 20 November 2012.

grant agreements and monitoring

Successful applicants who are funded at the end of Phase 2 will sign up to a Grant Agreement.

In your Application Form you are asked to detail whether you are requesting funding to be made upfront or in phases. It is expected that funding will normally be made in phases. The Grant Agreement will reflect this, to allow progress to be reviewed at the end of each phase before funding is released. You are also asked to detail in your application how you will monitor your proposed project to measure success against key deliverables and milestones.

Although we will consider upfront payment of the grant, a strong case must be made to justify this.

guidance on completing the phase 2 application form

This section gives some additional guidance on completing the Phase 2 Application Form. The majority of questions in the form also include explanatory notes to assist you.

Applications will be judged based on the information provided in your Application Form and any supporting information you submit. Any graphs, diagrams or supporting evidence that you are providing to support your application should be attached to your submission.

Summary Information and Contact Details

The initial section of the Application Form asks you to provide details about your organisation and your idea. Please note the following:

| Duration | Projects are expected to last between 12 and 24 months |
|--|--|
| Organisation Details (registration number, turnover etc) | Please complete as much as you can. If you are not applying from an organisation you may answer N/A. |

Looking at the Problem

The One Borough One Future Fund is about addressing some of the biggest problems we face in the borough, and meeting unmet needs. This is your opportunity to outline the issue you are trying to tackle with your project or service. You should be utilising any research or statistics you have to explain what the problem is, conveying to the Innovation Panel why there is a need for your idea, and why now.

We also expect projects to be completely focused on the people who will benefit from them. You should therefore have a firm understanding of who your target audience is, and be able to communicate this both qualitatively and quantitatively.

Looking at the Outcomes

We expect ideas to be focused on delivering outcomes, rather than simply improving existing processes. In this section you should therefore clearly outline what the outcomes of your project will be, ensuring that these are the best possible outcomes for our residents.

One of our key criteria is about offering value for money. In this section we expect you to also outline what the financial savings will be as a result of your project.

Knowledge of the Council's strategic priorities, and in some cases existing service provision, will be needed. These guidance notes provide some of this information in Section 2, however if you require further information you should liaise with your Phase 2 contact.

Solving the Problem

How are you proposing to solve the problem you have outlined in Section 1 of the Application Form?

You should be considering in your answers to this section:

- How is your idea innovative for Haringey?
- Does your idea have the replicability factor, if proven successful?
- What are the key milestones and deliverables for your project? You should be aware that this
 answer will form the basis of any Grant Agreement, for the purposes of monitoring and measuring
 success.
- How will your service be sustainable after this funding ends?
- What are the risks and how do you propose to manage them?
- How will you engage with the community and potential service users on developing and delivery your project?

Please also submit a suitable innovation plan to explain and set out your next steps. We recognise that applicants are at different stages and accordingly, different sorts of plans may be needed to set this out. Please identify the most suitable plan for you and submit it as part of your application. Clearly label what sort of plan you have submitted, and keep it succinct.

Please confirm the suitability of your plan with our team before you embark on it; we can provide guidance on different methods and plans for developing your innovation. To illustrate what might be appropriate:

• If you are proposing a brand new idea that has undergone limited development or testing, you may need to undertake detailed market research before you can develop a full Business Plan. You may therefore submit as part of your application a **Market Research Plan** together with a **Commercialisation Plan** that sets out your route to service delivery.

- If your idea is closer being ready for implementation, you may choose to submit a full **Business Plan** or **Operational Plan**.
- You may want to first use customer experience to work through rapid iterations of your proposed service before a full launch. In this case you would submit a **Beta Plan**.

Funding the Project

In this section you need to detail the breakdown of your funding request, and justify where the anticipated spend will be made. You are also asked to complete a Finance Form spreadsheet, to provide the full detail of your project costs. Further guidance on completing the Finance Form is given below.

We ask you to provide a summary of the <u>activities</u> you will undertake, and link these specifically to both the <u>costs</u> and the expected <u>outputs</u> as a result.

You are also asked to complete a cost-benefit analysis, which will enable the Innovation Panel to see where the costs and savings are expected over the lifetime of your project funding.

You should detail whether you are requesting funding to be made up-front or in phases. It is expected that funding will normally be made in phases. The Grant Agreement will reflect this, to allow progress to be reviewed at the end of each phase before funding is released. Although we will consider upfront payment of the grant, a strong case must be made to justify this.

Experience and Skills

This section is your opportunity to tell us about your project team, and your track record for being innovative and delivering projects. You should give specific evidence of previous projects and any funded activity where relevant.

Monitoring the Project

You are asked in this section to detail how you will monitor your proposed project, to measure success against your key deliverables and milestones.

Completing the Finance Form

The information you submit in the Finance Form should be consistent with the information in Section 4 of your Application Form.

The Finance Form consists of 6 worksheets:

- Summary
- Staff Costs
- Premises and Office Costs
- Material and Equipment Costs
- Other Costs
- Quarterly Phasing of Costs

Within the spreadsheet there are various fields which are auto-calculating. You should not amend these formulas.

Worksheets only need to be completed if you have costs in those categories. The form will assume these entries are £0 and calculate without them.

The Quarterly Phasing worksheet provides the breakdown of all costs across the duration of your project.

contacts and further help

If you have any questions on completing your Phase 2 Application Form, please do not hesitate to speak to your contact within the One Borough One Future Fund Team.

You can also follow progress and find out about the other shortlisted projects on our website at <u>www.haringey.gov.uk/oneborough</u>.

Follow the discussion on Twitter using **#obof**