**Mottingham Big Local Refocused - Support Fund**

**Proposal Form: tutoring**

**The purpose of this Fund is to support organisations operating within the MBLR area to meet identified Covid-19 related needs. Organisations and individual Tutors are invited to bid for grants of up to £1000.**

**Please send your completed form by email to:** **janew@mottinghamblr.com**

**Section One: Contact Details**

* 1. Please note: the information you provide will be kept by our Local Trusted Organisation Community Links Bromley and stored electronically for up to 7 years. Information will only be used in relation to this proposal.

**[ ]  I give permission for MBLR and its partner organisations to keep my details as above.**

**[ ]  I am happy to be contacted regarding future funding opportunities arising in the Big Local delivery area.**

 **Your name:**

|  |
| --- |
| **Name of group or organisation:** |
| **Address** |
|  **Postcode**  |
| **Telephone number:** |
| **Email:** |

**Section Two: Proposal**

**2.1 Please describe the Covid-19 related needs you have identified in the MBLR area and how additional funding will help your organisation to address these.**

**Tutors: also describe which level of schooling you will deliver: Special Needs, Primary or Secondary?**

Give examples, such as case studies. If you work with children or vulnerable adults, please explain how you will manage safeguarding issues and DBS responsibilities. Maximum 400 words.

**Tutors/tutoring organisations, please attach (scanned documents):**

* Appropriate qualifications
* Safeguarding: documentary evidence of DBS checks
* Two references (these should be from schools, colleges or relevant institutions)

**Section Three: Budget**

**Please break down your budget into appropriate headings – e.g. cost of materials, travel costs. Include VAT if applicable.**

|  |  |
| --- | --- |
| **Item** | **£ amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total cost** |  |

**Section Four: Bank Details**

**Please tell us if you want payment to be made into your own organisation’s bank account or if another group has agreed to hold the grant on your behalf:**

**[ ]** Using own bank account - please complete section **4a** OR

 [ ]  Using a supporting organisation’s bank account - please ask the organisation to complete section **4b**

 **4a – your bank account**

 **Bank Account Name:** ……………………………………………………………………………………………………………………….

 **Bank Account Number:**

 **Bank Sort Code: - -**

 **Bank Name and Branch:** …………………………………………………………………………………………………….

**OR**

 **4b – an organisation holding the grant on your behalf**

 **Name of Organisation:** ……………………………………………………………………………………………………………………

 **Name of Contact:** ……………………………………………… **Position:** …………………………………………………………..

 **Address:** ……………………………………………………………………………………………………………………………………………

 ………………………………………………………………………………………………. **Postcode:** ………………………………………

 **Bank Account Name:** ……………………………………………………………………………………………………………………….

 **Bank Account Number:**

 **Bank Sort Code: - -**

 **Bank Name and Branch:** …………………………………………………………………………………………………….

 **Main Activity of this Group:** …………………………………………………………………………………………………

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

 **Start Date of this Group:** ……………………………………………………………………………………………………..

 **Statement from organisation that has agreed to accept the grant on behalf of the applicant**

 I confirm that [group name] …………………………………………………………………………….………………………

 has agreed to accept the grant on behalf of [name of applicant] ……………………………………………………

 I am authorised to give this permission. I agree to ensure that all of the grant will be passed on to

 the applicant to be spent solely for the purpose for which it was given, and that the grant will be

 accounted for separately in the organisation’s annual accounts.

 **Name:** ……………………………………………………………………… **Position:** …………………………………………………………

 **Signed:** ……………………………………………………………………. **Date:** ……………………………………………..

**Section Five: Declaration of Applicant**

**By signing this proposal form my organisation agrees to abide by any additional special conditions detailed on any grant offer letter sent by Mottingham Big Local Refocused (MBLR).**

**I/we understand we will be expected to monitor expenditure and report on the progress of the project. We will provide accounts or receipts if requested and participate in any evaluation carried out by MBLR.**

**Name:** ……………………………………………………………………… **Position:** …………………………………………………………

**Signed:** ……………………………………………………………………. **Date:** ………………………………………………………………

*Notes for completing this form*

* Please save it on your computer with the name of your Proposal in the file title
* Click in each text or number box to type in your information
* To tick (check) a Y or N box, right-click and select ‘Properties’
* If you have any queries about completing the form, please contact Jane Walker: email janew@mottinghamblr.com