

Partnership Development Fund Application Process



Contact us for an application pack and view our Funding Policy and Criteria on our website:
www.berkshirewest-pct.nhs.uk (Go to the Working in partnership section of About Us)

Please read the application form, our funding Policy and Criteria guidelines very carefully to check that your organisation and your project are eligible before applying to the Partnership Development Fund. If you are unsure whether your project is suitable, or would like to discuss your ideas, please contact us on 0118 982 2926 before you begin filling in the form.

The deadline for submissions is **5pm, Friday 18 December 2009**

Please note that only complete, signed and dated application forms submitted with the appropriate documents we ask for will be considered. Emailed applications will not be accepted. Bids for funding must not exceed £30,000 for each year.



Complete the application form and checklist, asking for help if you need it, from your local Council, Voluntary Services or your Community Enterprise Agency.

Reading Voluntary Action – Nakhat Zahir, E-mail: nakhat@volaction.demon.co.uk Tel: 0118 957 4123

Community Council Berkshire – Shelly Hambrecht, E-mail: shelly.hambrecht@ccberks.org.uk
Tel: 0118 961 2000

Voluntary Action Wokingham Borough – Claire Tuckett, E-mail: development@vawb.org.uk
Tel: 0118 912 3145

Social Enterprise Berkshire – Tony Davis, E-mail: tony@seberkshire.org Tel: 0118 901 5798

Post your completed, signed and dated application form, checklist and supporting information to the PPI and voluntary Sector Officer at the address below. When we receive your application, we will check that you have sent everything and acknowledge safe receipt in writing.



Your application is assessed against the grants criteria for eligibility. Then, the PPI and Voluntary Sector Officer for the Fund will contact you, either to discuss your application by telephone, or to arrange an assessment visit to discuss it with you prior to the Fund Committee meeting.



The Fund Committee will consider all eligible and assessed applications at a meeting in March 2010. We will write to let you know the outcome. If you are successful and awarded a grant, we will send you a Funding Contract detailing the costs, activities, aims and expected outcomes. Grants will not be awarded retrospectively or to cover expenditure incurred before the contractual start date. The Funding Contract will fully explain the conditions on which the grant is awarded and how we will expect you to reporting on your monitoring.

If your application is unsuccessful, we will write to you outlining the reasons and provide guidance on whether or not you should reapply in the future. All decisions made by the Partnership Development Fund Committee are final.



Contact us on 0118 982 2926 for an application pack or an informal chat about your proposed project.

E-mail: pdfgrants@berkshire.nhs.uk

Write to: The Partnership Development Fund, Berkshire West PCT, 57-59 Bath Road, Reading RG30 2BA