



Gold Standard Application form

An award scheme to recognise and reward excellent tenant and resident associations in the Royal Borough of Kensington and Chelsea



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

It takes all of us

Return completed application to:

Royal Borough of Kensington and Chelsea
Community Engagement Team
2 to 4 Malton Road
London W10 5UP

Tel: 020 7598 4633

Email: communityengagement@rbkc.gov.uk

Web: www.rbkc.gov.uk

Facebook: www.facebook.com/communityengagement

The Gold Standard

To make your application, please refer to the guidance booklet which may be requested from the Community Engagement Team using the contact details on the facing page. An electronic copy of this form can be provided by the Community Engagement Team if you wish to type your answers and email your application.

Ensure you attach any supporting documentation, such as a copy of your constitution or equalities statement. If you have adopted any supporting statements or policies in addition to your constitution to achieve the Standard, please include a copy of the minutes of the meeting where your association formalised this.

Please contact us if you require any support to make your application, or if you have any questions. Attach additional sheets for your answers or use the boxes at the end of the booklet if necessary.

Name of association:

Type of association:

Area covered:

Contact details:

These details will be held by the Community Engagement Team for the purposes of the Gold Standard scheme only and will not be shared with any other party without your express permission.

Name of contact	
Position in association	
Contact address	
Contact telephone number/s	
Contact email address	
Preferred method of contact (please circle)	<input type="checkbox"/> Email <input type="checkbox"/> Post

Named contact for consultation: (include contact details if different from above)

Name of contact	
Position in association	
Contact address	
Contact telephone number/s	
Contact email	
Preferred method of contact (please circle)	<input type="checkbox"/> Email <input type="checkbox"/> Post

1. Constitution

Please attach a copy of your constitution and any other statements, records, minutes or policies that are relevant. If you need support, a 'model' constitution can be provided by the Community Engagement Team.

2. Membership

Please indicate how many potential members and how many active members you currently have in your association. Active members are those that have provided contact details, attend meetings or events, or get involved in other ways such as responding to consultations.

Attach any evidence that you have, such as: the results of consultation; attendance sheets; lists of registered addresses; minutes of attendance at meetings, Annual General Meetings or other events.

Please tell us if you keep a membership register and how often you update it. Attendance numbers at social or community events would also be regarded as evidence.

Any information that you provide will be confidential and used only in relation to your Gold Standard application. We are aware that some information may be covered by data protection rules.

Please do not send information of a personal or confidential nature.

Potential members (how many households)	Active members

In part 2a of the Standard, associations are asked to demonstrate that they have a good understanding of the area and who is living there. Please use the space below to briefly outline your knowledge of the area. You might like to include information on whether houses are privately owned, rented or owned by social landlords.

There might be specific issues that are challenging for your association when you are trying to engage residents - such as a high proportion of isolated elderly residents, or a lack of community spaces to hold meetings.

3. Meetings

Please attach copies of the agendas and minutes from your last AGM and the last three committee meetings.

Date and time of last AGM	
Dates and times of last three committee meetings	
How do you advertise your meetings?	
Where do you hold your meetings?	
How do you get feedback from your meetings?	
How do members put items on meeting agendas? How is this communicated to them?	
How can members contribute at meetings? How is this communicated to them?	
How do you give feedback from meetings to members unable to attend?	

4. Communication and consultation

Please attach copies of any information that you provide to new members and any induction information that you provide to committee members.

How does your association communicate regularly with members about opportunities to be consulted on local issues?

Please attach examples of any responses to consultation or emails, newsletters, letters or flyers from the last year.

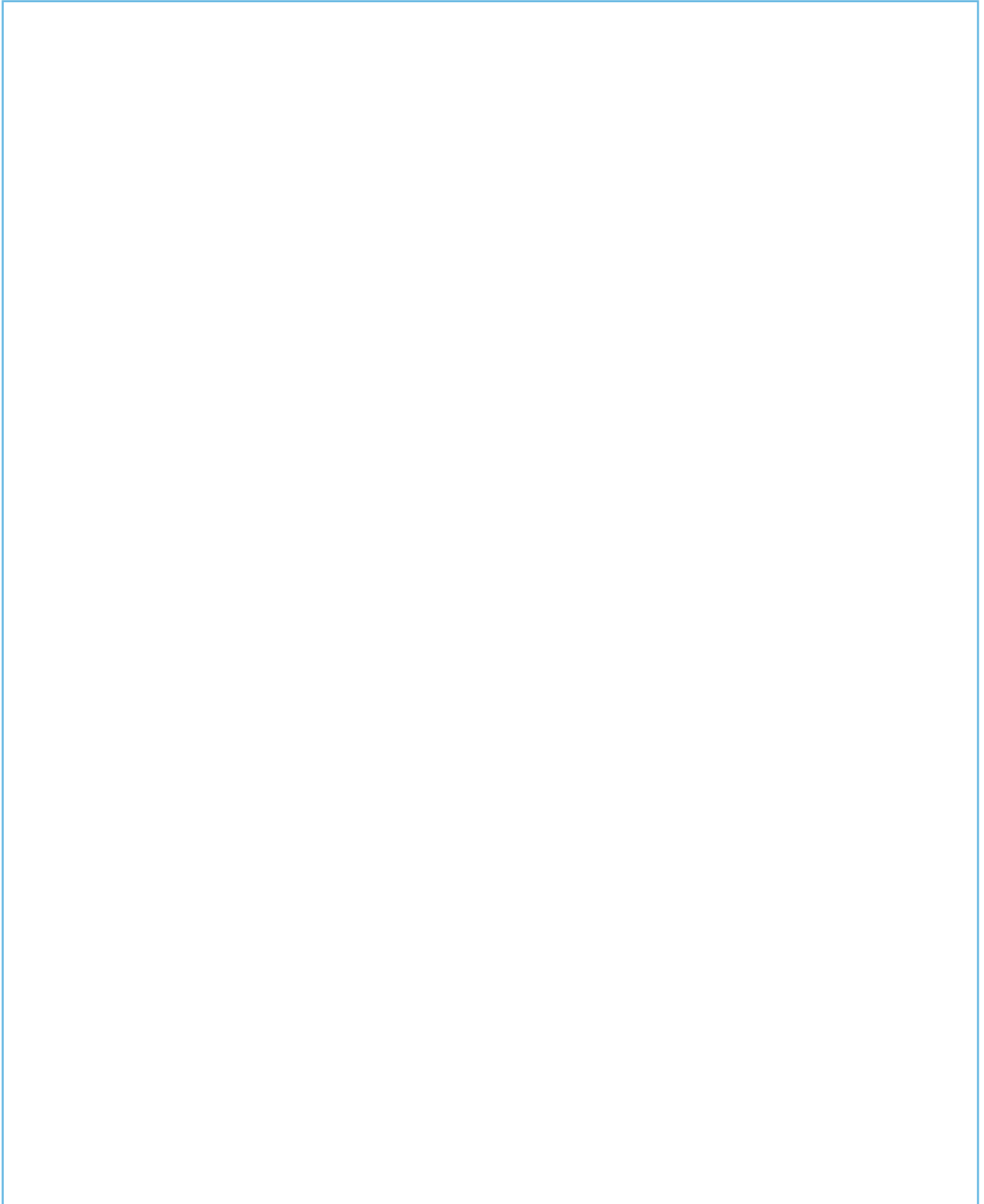
The space below is for you to provide additional information to support your application. Please include any examples of innovation or resources that you provide, that you would be willing to share with other associations.

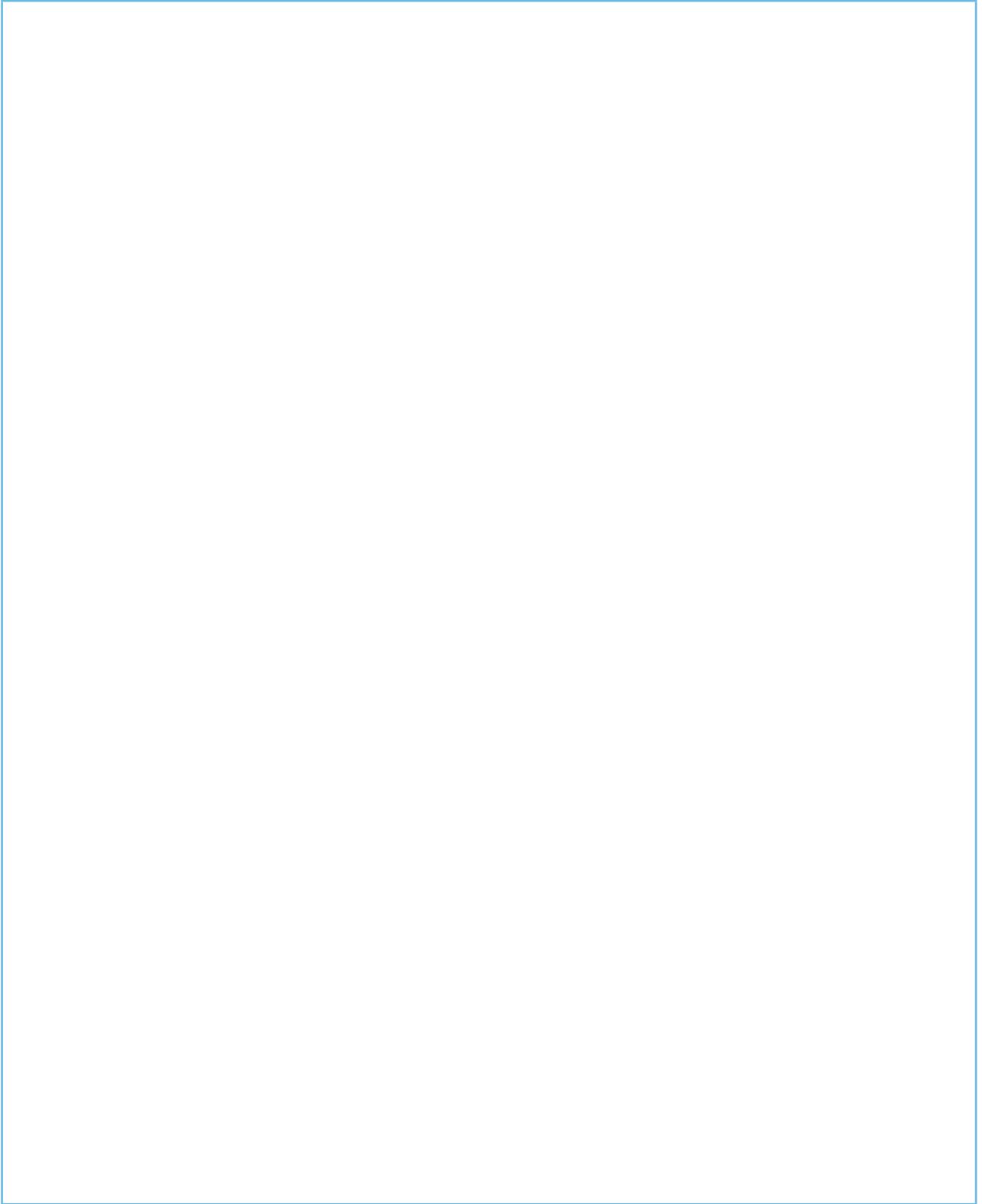
Checklist

These are some of the things that you might like to include with your application. Items in bold must be included to obtain the Gold Standard:

- ✓ **Constitution**
- ✓ **General information on the area that you cover**
- ✓ **Equalities statement or policy (if not included in the constitution)**
- ✓ **Agenda from last AGM**
- ✓ **Agendas from last three committee meetings**
- ✓ **Minutes from last AGM**
- ✓ **Minutes from last three committee meetings**
- ✓ **Financial statement from last financial year**
- ✓ **Evidence of a bank or building society account**
- ✓ **Charity number (if applicable)**
- ✓ **Company number (if applicable)**
- ✓ **Annual report**
- ✓ **List of titles and names of committee members/officers**
- ✓ Descriptions of officer roles
- ✓ Emails
- ✓ Flyers
- ✓ Letters
- ✓ Posters
- ✓ Membership application forms
- ✓ Information for new members
- ✓ Newsletters
- ✓ Feedback from consultations
- ✓ Membership cards
- ✓ Details of activities undertaken by the association in the last year
- ✓ Any information that shows that your association is representative of the area that it covers
- ✓ Induction information for committee members/officers.

Additional notes:

A large, empty rectangular box with a thin blue border, occupying most of the page below the 'Additional notes:' header. It is intended for the user to write their notes.



English

Information from this document can be made available in alternative formats and in different languages. If you require further assistance please use the contact details below.

Arabic

يمكن توفير المعلومات التي وردت في هذا المستند بصيغ بديلة ولغات اخرى. إذا كنت في حاجة إلى مزيد من المساعدة، الرجاء استخدام بيانات الاتصال الواردة أدناه.

Farsi

اطلاعات حاوی در این مدارک به صورتهای دیگر و به زبانهای مختلف در دسترس می باشد. در صورت نیاز به کمک بیشتر لطفاً از جزئیات تماس ذکر شده در ذیل استفاده کنید.

French

Les informations présentées dans ce document peuvent vous être fournies dans d'autres formats et d'autres langues. Si vous avez besoin d'une aide complémentaire, veuillez utiliser les coordonnées ci-dessous.

Portuguese

A informação presente neste documento pode ser disponibilizada em formatos alternativos e em línguas diferentes. Se desejar mais assistência, use por favor os contactos fornecidos abaixo.

Somali

Macluumaadka dokumentigan waxaa lagu heli karaa qaabab kale iyo luuqado kala duwan. Haddii aad u baahan tahay caawinaad intaas dhaafsiisan fadlan isticmaal xiriirka faahfaahinta hoose.

Spanish

La información en este documento puede facilitarse en formatos alternativos y en diferentes idiomas. Si necesita más ayuda por favor utilice la siguiente información de contacto.

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