

# Trafford Council Inclusive Neighbourhoods Grants 2019 – Events Guidance Notes

## 1. What is this document?

This document explains how to complete the application form for grant applications of up to £500 to support a community event. If you are applying for up to £2,000 for longer-term project please refer to the 'projects' guidance on [www.trafford.gov.uk/inclusiveneighbourhoods](http://www.trafford.gov.uk/inclusiveneighbourhoods)

This guidance explains how the different sections will be checked for eligibility and scored by the decision-making panel. Please read it carefully before completing your form.

## 2. Inclusive Neighbourhoods Grants

Trafford Council values our local communities; they are strong, diverse, resilient and inclusive. We want residents to be proud of where they live, and be active in their local community. When people come together they build lasting relationships, celebrate their community and have fun.

Our new Inclusive Neighbourhoods Grant will support local people to put on an event or deliver a project that brings people together, is organised by residents, improves a local asset, such as a park, or showcases community strengths.

We are particularly interested in events and projects that support health and wellbeing, make places safer or improve the local environment. We are also looking to support our diverse communities, who come together across geographic areas such as our LGBT, Disability and BME communities. Projects that bring different people together, across faith, generations, places or diversity, integrating residents and strengthening cohesion will be prioritised. All projects must benefit Trafford residents.

Trafford Council are making £120,000 available in 2019 in grants of up to £500 for events and up to £2,000 for projects.

£20,000 will be released every two months. Closing dates for each period will be:

- 31st January
- 31st March
- 31st May
- 30th July
- 30th September
- 30th November

A panel of Councillors from across the borough will come together one week after each closing date to decide on the applications. \*The scheme is a pilot for a year and could be withdrawn at any time (for example should demand be minimal).

## 3. Eligibility check and decision panel

All submitted applications are considered to ensure that they meet the required eligibility standard. The next page of these notes outlines what they will be looking for.

All applicants who meet the criteria will be put forward to the Grant Panel consisting of local councillors - three Labour, two Conservative, one Liberal Democrat and one Green Party.

#### **4. Who can apply**

For grants of up to £500 for community events all residents and groups can apply. This includes groups of neighbours, friends and small informal community groups, as well as voluntary organisations, not for profit social enterprises and local charitable organisations.

We require that two unrelated people are named on the application form.

#### **5. Who cannot apply**

- Any private sector or “for profit” organisations
- Public sector organisations i.e. local authorities, housing associations, education institutions, health authorities etc. (These organisations can be included in partnership applications but must not receive income from the Inclusive Neighbourhoods Grant)
- Events that do not benefit the residents of Trafford
- Events that promote specific religious or political views over others

#### **6. How much you can apply for**

- The amount you can apply for is up to **£500**
- There is no minimum amount and you can apply for any type of cost (including staffing, stationery, equipment etc.)
- You can only submit one application at a time.

#### **7. Closing date**

£20,000 will be released every two months. Closing dates for each period are:

- **31<sup>st</sup> January**
- **31<sup>st</sup> March**
- **31<sup>st</sup> May**
- **30<sup>th</sup> July**
- **30<sup>th</sup> September**
- **30<sup>th</sup> November**

You can submit your application by emailing it to [partnershipsteam@trafford.gov.uk](mailto:partnershipsteam@trafford.gov.uk) or by posting it to: *Partnerships & Communities Team, Trafford Council, 1<sup>st</sup> Floor Extension, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.*

All applicants will receive a receipt once the application is submitted. If you are not contacted to confirm receipt of your application please let us know on the contact details below.

#### **8. Filling out the form**

There are three sections to the form which you must complete. The following table explains each section and how it will be used to check your application.

<b>Section</b>	<b>What is it for?</b>	<b>How will it be checked?</b>
<b>Section 1: Your details</b>	This section lets us know who you are, how we contact you and that you have the necessary permissions and safeguarding in place to deliver your event.	This section will be used to check that your application is eligible to apply.
<b>Section 2: About your event</b>	This is where you tell us about your event	<b>This section will be checked against the following....</b> <ul style="list-style-type: none"> <li>You have described the 'what, where, when, who, how and why' of your event</li> <li>The event directly benefits the residents of Trafford</li> </ul>
<b>Section 3: Budget</b>	This is where you tell us what you want to spend the grant on and whether you are getting any other money to run the project other than the grant you are applying for.	<b>This section will be checked against the following.....</b> <ul style="list-style-type: none"> <li>The budget table is clear and adds up correctly</li> <li>The budget contains reasonable costs</li> <li>Whether you are seeking other funding or getting other help towards the project</li> </ul>

## 9. Sharing of information

Please note to ensure the allocation of our grants achieves maximum impact for Trafford's communities; we work closely with other funders in the borough. Non-personal details of your application will be shared with Trafford Housing Trust Social Investment Board and other departments within Trafford Council to ensure there is no duplication of funding and that any previous activity by your organisation was effectively delivered and reported.

## 10. Grant agreement and terms and conditions

All successful grant recipients will be required to sign our terms and conditions.

Ongoing advice and support will be provided by the Partnerships and Communities Team.

## 11. Checklist

- Complete every section in the application form
- Ensure you have names of two unrelated people on the application form
- Take a copy / photocopy of the application form for your own records
- If you are not contacted by the Partnerships and Communities team to confirm receipt of your application within three working days please contact us

## 12. Help and support

Contact the Partnerships and Communities team if you need help and support by calling 0161 912 1173 or emailing [partnershipsteam@trafford.gov.uk](mailto:partnershipsteam@trafford.gov.uk)

**If you have not received acknowledgement of receipt of your application from the Partnerships and Communities Team within 3 working days of submission please contact us immediately.**