



Neighbourhood Voluntary Sector Grants Scheme 2013/14 Guidance Notes

What could you do to improve your local community?

INTRODUCTION AND GUIDANCE

Please read this guidance to ensure you complete the application form correctly.

What is this programme for?

Trafford Council is looking for local people to develop and deliver innovative projects that will tackle the most challenging issues in our neighbourhoods and enhance their local community.

The South Locality Partnership still has £20,000 remaining from the 2013-14 grant pot to distribute and awarding the grants will be decided by people who live and work in that community.

The South neighbourhood is defined by these Council wards:

South Altrincham, Bowdon, Broadheath, Hale Barns, Hale Central, Timperley, Village

We are looking for projects that will benefit the local area and meets one of the four priority issues identified in the previous round of the Voluntary Sector Grants- **Adult Health & Wellbeing, Child Poverty, Community Safety & Crime and Local Economy, Skills and Volunteering**. Furthermore the South Locality Partnership has decided on three priority issues they would like projects to tackle:

- 1) **Child Obesity**
- 2) **Intergenerational Activities**
- 3) **Youth Activities**

Applicants should refer to the Evidence Statement for Grant Themes provided as part of the application pack.

The important thing is that you can tell us why it is really important for people living in the area, how it will benefit the people living in that community and how you will get local people involved.

Who can apply

Anyone can apply, as long as the project will benefit Trafford residents. This includes:

- Groups of friends
- Voluntary or Community groups
- Tenants and Residents groups
- Not for profit social enterprises and local charitable organisations

Groups and organisations do not need to have a constitution or a bank account. However, groups that do not have a bank account will have to nominate a group or organisation who does in order to receive the grant if application is successful.

Who Cannot Apply

1. Individuals.
2. Any private sector or “for profit” organisations.
3. Public sector organisations i.e. local authorities, education institutions, health authorities etc. These organisations can be included in formal partnership applications but must not receive income from the Voluntary Sector Grant Programme.
4. Projects that promote specific religious or political views.
5. Projects that exceed 12 months to deliver.

How Much You Can Apply For

The maximum amount for grant applications is £4,000.

There is no minimum amount but you can apply for revenue costs only (e.g. staffing, stationery, equipment etc.), not capital (e.g. construction) costs.

Organisations can submit a maximum of 2 applications.

How Your Application Will Be Scored

Projects will be considered by the Shortlisting panel against the criteria set out in the application form on how the proposed project meets the identified needs of the neighbourhood. The projects scoring highest by the panel will be invited to the Participatory Budgeting event.

The shortlisting panel will consist of representatives from the South Locality Partnership which include representatives such as Trafford Council Members, Locality Boards, Voluntary Sector Groups and Community representatives that have good knowledge of that area of which they will be shortlisting applications for.

Shortlisted applicants will then be invited to attend the Participatory Budget event scheduled for their locality at Altrincham Town Hall on Saturday 18th January 2014.

Participatory budgeting (PB) allows the citizens of an area (neighbourhood, regeneration or local authority area) to participate in the allocation of part of the local Council's or other statutory agency's (health services, police) available financial resources.

If you are curious as to how PB works, please see the following link:

<http://www.participatorybudgeting.org.uk/>

Project groups will also have the opportunity to hold a stall at the Participatory Budget events, where they can provide information, literature and speak with attendees to explain their projects. This will allow groups and organisations to expand on the information provided in their applications. Once residents have had the chance to view the project information, they will then vote for their favourite projects to receive funding.

Those projects scoring the highest number of votes will be allocated funding to deliver their schemes.

If you need help

We want to encourage people to apply who may not have applied for funding before. We will therefore be offering independent guidance and training with grant applications for anyone interested in applying for a grant.

There will be a drop in session for applicants who would like to access assistance with completing their application forms:

Tuesday 19th November 2013, Stretford room, Sale Point, 126-150 Washway Road Sale 4-6pm.

Friday 22nd November 2013, Altrincham Library, 20 Stamford New Rd, Altrincham WA14 1EJ 3-5pm.

Additionally, for those who are unable to attend the drop in session can access one to one support by contacting Angela Madin, Community Development Officer on 0161 9680071 or email angela.madin@traffordhousingtrust.co.uk.

Participatory Budget Events

South	Saturday 18 th January 2014 10am-4pm	Altrincham Town Hall, Market Street Altrincham WA14 1PG
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Monitoring

Successful applicants to the fund will be expected to have measures in place to monitor the development of their project. Applicants should consider how they will be

able to measure the desired outcomes of their project and demonstrate how they are successfully delivering their proposals.

Applicants should clearly explain how long the project will run for and what the project will deliver as outcomes by the end. If it is expected that the project will continue, the applicant must consider how they will find the resources for the project to continue or what alternative means of funding they will acquire to continue the project, whether you find alternative funding streams and grants or will generate income to help the project become self-sustainable.

If you want to apply

- Read the guidance notes and complete every section in the application form.
- Ensure the form is signed by both named applicants.
- Contact the Thrive team if you need further information by calling **0300 777 0145** or at info@thrivetrafford.org.uk.
- Take a photocopy for your own records and send all the required information to info@thrivetrafford.org.uk by the closing date of **5pm, Friday 29th November 2013**.

For Further Information

Contact the Thrive team if you need further information by calling **0300 777 0145** or at info@thrivetrafford.org.uk.

Complete this form by 5pm, Friday 29th November 2013- applications submitted after this deadline will not be considered.

Please return this form to the Thrive Partnership Team either by email on info@thrivetrafford.org.uk or by mail to Thrive Trafford, Customer Hub, Sale Point, 126-150 Washway Road, Sale M33 6AG