



**Making life better,
together**

Belfast Strategic Partnership



Active Belfast Grant Scheme 2016/17

Self-Assessment Form

Closing date: 12 noon, Monday 7 March 2016



Focusing on Life Inequalities

Active Belfast is calling on community, voluntary, statutory and private organisations across Belfast to apply for funding through the Active Belfast Grant Scheme 2016/17.

If you have an innovative and sustainable project which encompasses partnership working and enables more people in Belfast to be physically active and eat more healthily, you may be eligible for a large citywide grant of £26,000 or a small grant of £11,000.

If your organisation can answer YES to ALL of the questions on the self-assessment form, the Active Belfast team will issue an electronic copy of the application form and guidelines to the email address provided.

Categories for funding:

- Active Travel - To increase the number of people cycling/walking throughout the city and encourage healthy eating.
- Active Neighbourhoods - Utilising resources within local communities such as places, equipment or people to allow more individuals to be physically active and to eat more healthily.

Active Belfast Grants will not cover projects which involve:

- Applications from individuals
- Activities promoting political and religious beliefs; this does not preclude Faith Community Groups applying for activities related to the aims of the scheme
- Groups or travel outside Belfast City Council boundaries
<http://www.belfastcity.gov.uk/council/Yourcouncil/yourcouncil.aspx>
- Existing projects or one-off events
- Funding to set up a new club
- General running costs which are not related to the specific project for which funding is sought to include endowments/loan payments
- Costs already incurred (retrospective funding)
- Donations (to individuals, groups or charities)
- Fundraising events or activities
- Projects indicating a disproportionate cost for transport
- Management costs of more than 15% of overall grant awarded
- Affiliation or professional membership fees.

Please note: Previously funded organisations who did not submit quarterly monitoring returns and end of project evaluation reports are not eligible for application.

Eligibility Checklist

This form is designed to assist you in deciding whether your organisation will be eligible to apply for funding from the Active Belfast Grant Scheme 2016/17.

Please complete the following sections fully.

Policies & Procedures Checklist

Your organisation must have the following policies in place to assure compliance with the law;

- | | | |
|--|---------------------------|--------------------------|
| • Finance Procedures Policy | <input type="radio"/> Yes | <input type="radio"/> No |
| • Health and Safety Policy | <input type="radio"/> Yes | <input type="radio"/> No |
| • Equal Opportunities Policy | <input type="radio"/> Yes | <input type="radio"/> No |
| • Child Protection Policy [if applicable] | <input type="radio"/> Yes | <input type="radio"/> No |
| • Vulnerable Adults Policy [if applicable] | <input type="radio"/> Yes | <input type="radio"/> No |
| • Freedom of Information Policy
[applicable to all non charity organisations] | <input type="radio"/> Yes | <input type="radio"/> No |
| • Data Protection Policy | <input type="radio"/> Yes | <input type="radio"/> No |
| • Fraud Policy | <input type="radio"/> Yes | <input type="radio"/> No |
| • Bribery Policy | <input type="radio"/> Yes | <input type="radio"/> No |

Have all of the above systems been approved by the management committee? ☐ Yes ☐ No

Are all of the above reviewed regularly? ☐ Yes ☐ No

Upon submission of application you must provide a hardcopy of;

- Governing document/Constitution
- Current Audited/Unaudited accounts
- Current bank statement
- List of current Committee Members/Trustees/Directors
- Organisational chart

Please note: Failure to submit the above documentation with your Active Belfast Grant Application will result in immediate dismissal of your application.

Active Belfast Grant Scheme 2016/17 is available for new projects or initiatives only - please indicate which category you are requesting funding for;

☐ Active Travel ☐ Active Neighbourhoods

Is your organisation involved in partnership working with at least two other organisations for the proposed project or initiative? ☐ Yes ☐ No

Are the beneficiaries of your project Belfast based? ☐ Yes ☐ No

Please describe in no more than 100 words the nature of your project or initiative:

Organisation Name:

Address:

Postcode:

Lead Project Officer:

Email:

Phone:

Mobile:

Do you require hard copies of Active Belfast Grant Application Form? ☐ Yes ☐ No

In order to receive Grant Application Form please return completed self-assessment form no later than 12 noon Monday 7 March 2016 to:

Contracts Officer, Belfast Health Development Unit
5th floor, 9 Lanyon Place, Belfast, BT1 3LP.
Tel: 028 9050 2073 Email: activebelfast@bhdu.org

Please note: Active Belfast Grant Application Forms must be returned to the above address no later than 12 noon, Monday 11 April 2016. Final decisions are expected by late April 2016.

Information held is processed in accordance with the Data Protection Act 1998. We will not disclose your information to any third party except where it is necessary for us to comply with the law and provide this service.