



# Active Belfast Grant Scheme 2018/19

Self-Assessment Form

Closing date: 12 noon, Thursday 29th March 2018

Active Belfast is calling on community, voluntary, statutory and private organisations across Belfast to apply for funding through the Active Belfast Grant Scheme 2018/19.

If you have an innovative and sustainable project which encompasses partnership working and enables more people in Belfast to be physically active and eat healthier, you may be eligible for a large citywide grant up to £25,000 or a small grant up to £10,000.

In order to receive a Stage 2 Active Belfast Grant Application Form, please complete this form and email it to **bsp@bhdu.org** no later than **12 noon, Thursday 29th March 2018**.

### Your project must include both of the following:

- Physical activity – supporting the delivery of Get Active Belfast including: programmes to support people to walk and/or cycle for everyday journeys; offering inclusive sports which reduce barriers to participation; activities in the community which support people to get active.
- Healthy eating - offering healthy snacks and drinks as part of physical activity programmes; information sessions on healthy eating/food labelling; growing fruit and vegetables to use in a cooking skills programmes; running a food budgeting course for example Food Values.

### 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.

## Eligibility Checklist

This form is designed to help you in deciding if your organisation will be eligible to apply for funding from the Active Belfast Grant Scheme 2018/19.

### Section 1: Policies & Procedures Checklist

Your organisation must have ALL of the following policies and procedures in place. Please confirm your organisation has:

• Finance Procedures Policy	Yes	No	
• Health and Safety Policy	Yes	No	
• Equal Opportunities Policy	Yes	No	
• Child Protection Policy [if applicable]	Yes	No	N/A
• Vulnerable Adults Policy [if applicable]	Yes	No	N/A
• Freedom of Information Policy [applicable to all non charity organisations]	Yes	No	N/A
• Data Protection Policy	Yes	No	
• Fraud Policy	Yes	No	
• Bribery Policy	Yes	No	
• Approved the above policies through its management committee	Yes	No	

### Section 2: Your project

- |  |     |    |
|--|-----|----|
| • Is your planned project <b>new</b> and does it include both <b>physical activity</b> and <b>healthy eating</b> ?                   | Yes | No |
| • 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 briefly describe your project or initiative in no more than 100 words:

### Section 3: Your organisation

Organisation Name:

Address:

Postcode:

Lead Project Officer:

Email:

Phone:

Mobile:

If your organisation has answered YES to ALL of the questions in sections 1 and 2, the Active Belfast team will issue an electronic copy of the Stage 2 application form to the email address provided above.

When submitting your Stage 2 application you will also have to provide an electronic copy 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 by the deadline, will result in the immediate dismissal of your application.***

For more information please email [bsp@bhdu.org](mailto:bsp@bhdu.org) or visit:  
[www.makinglifebettertogether.com](http://www.makinglifebettertogether.com)

***Please note: If successful you will be invited to submit a Stage 2 Active Belfast Grant Application Form, which should be submitted no later than 12 noon, Tuesday 1 May 2018. Final decisions are expected by late May 2018.***

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.