Active Belfast Grant Scheme 2019-20

Application Form

Closing date: Wednesday 1 May 2019 at 12 noon

Office Use Only
Reference Number:
Date Received:
Time Received:

**PLEASE NOTE:
Complete this application
form using Adobe Acrobat**

Active Belfast Grant Scheme 2019-20

Invitation to apply for an award

The Belfast Agenda sets the vision for a city with a thriving, prosperous and growing economy; an inclusive and welcoming city; where people can reach their full potential; experience good health and wellbeing; in a vibrant, connected and environmentally friendly city.

To realise this ambitious vision for Belfast, it will be essential to take collaborative action to address the deep and persistent health inequalities within the city.

As part of this, the Active Belfast Partnership, want everyone in Belfast to experience good health and wellbeing, by being more physically active and eating more healthily. Regular physical activity and eating healthily can help combat some of our most serious health issues, such as obesity, heart disease, some cancers and promote mental and emotional health.

Working through the Belfast Strategic Partnership, we are supporting organisations to design and deliver programmes which support people to make healthy choices, which benefits their health and wellbeing.

On behalf of the Active Belfast Partnership, we invite you to apply for an award under this grant scheme, which is now in its eighth year. This grants scheme will help create opportunities to participate in programmes that work towards supporting more people to eat a healthy, nutritionally balanced diet; and also more people meeting the Chief Medical Officer's guidelines on physical activity.

To enable some projects to develop further beyond this year's scheme, we hope to identify some projects that will benefit from further funding for an additional 3 years.

We are committed to supporting a wide range of organisations that can effectively make a contribution to delivering on these key priorities and we would encourage you to take the opportunity to help people across Belfast get active and eat more healthily.

Chair, Active Belfast Partnership

Séamus Mullen

Guidance on completing the Application Form

How to apply

1. The application form is in three parts

PART A About your organisation, its governance, procedures and size;

PART B About your project/proposal and the funding requested. Where indicated this is marked by the panel.

PART C Referee and Declaration.

2. Your application will be assessed on how well you fulfil the criteria within Part B. The panel will base their decision on the information provided.

3. Answer each question in the box provided; information disclosed will be treated in confidence. You must stay within the word limit. Please type or write clearly in black ink.

4. The application form must be returned by email. We cannot accept faxed applications. Additional supporting information will not be accepted.

5. Please return your completed application form by email to **bsp@bhdu.org** no later than **12 noon, Wednesday 1 May 2019.** Late applications or those sent to another address will not be accepted.

If you have any questions regarding the Active Belfast Grant Scheme please visit:

https://www.makinglifebettertogether.com/active-belfast/active-belfast-grants/

or email

bsp@bhdu.org

Eligibility Criteria

If successful you must have the following documents in place prior to any contract being issued;

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

Please note: If successful you will be sent a contract Letter of Offer. If the above documentation is not received with your signed letter of acceptance by the deadline, this will result in immediate dismissal of your application.

The panel recognises a great deal of work goes into developing proposals and that most submissions are worthy projects in their own right. Each application is judged on how it meets the criteria and its merits.

The panels decision is final.

How the aims of Active Belfast funding can be met

Strategic priorities and themes	Physical activity examples	Healthy eating examples
Provide skills and support development opportunities for **People**	There is a need for more female physical activity coaches. A capacity building programme is delivered offering accredited training, mentoring and volunteering opportunities to women.	Staff recognise a need for skills in food preparation, shopping and budgeting for young people leaving care and access training to deliver a food skills programme, for example Food Values.
Provide high quality **Places** for all	Access to spaces to be physically active are limited due to accessibility or affordability. A suitable space is identified and adapted to provide free opportunities for people to be more active.	A group regularly attending physical activity sessions and with an interest in weight loss decide to provide healthier options at all events and celebrations to help them achieve their goals, so they create a healthy eating policy.
Increase opportunities for **Participation** and engagement	There is a need for more inclusive physical activity and sporting opportunities. A programme of adaptive sport is developed and delivered which supports people to take up or stay involved in physical activity or sport for longer.	Alongside a healthy eating programme for children, 'Give it a go' and themed events for parents and other adults encouraged a wider audience to experience healthier choices first hand.
Improve **Partnership** working	Developing new skills or knowledge is required to deliver a physical activity programme. Links are made with relevant voluntary, community and/or statutory organisations who have the necessary skills and knowledge.	Local health workers team up with a primary school to deliver Cook it! to parents and grandparents. They link with local shops like the butchers and green grocer to learn more about getting good value for money.
Promote the benefits of being more active and / or eating more healthily	As part of a physical activity programme, the benefits of being active and the Chief Medical Officer's Guidelines on Physical Activity, are shared with participants through workshops, newsletters and/or social media.	Groups take part in a healthy eating challenge. Healthy eating messages are provided on websites and on social media at key times of the challenge. The group request more detailed information about current nutrition "hot topics" and sessions are delivered by the dietitian.

Examples relate to the Get Active Belfast Framework (http://www.makinglifebettertogether.com/wp-content/uploads/2015/07/Get-Active-Belfast-WEB.pdf)

Funding Themes

Criteria for Assessing Applications

This year's grant scheme invites applications that focus on and include both **Physical Activity** and **Healthy Eating.**

Bids must:

- Demonstrate how they contribute to the vision of an Active Belfast

- Support people to make healthier choices, including being more physically active and eating healthily

- Target people living in deprived areas

- Provide visibility for the Active Belfast brand

- Demonstrate a partnership approach of at least two or more other partners

- Demonstrate value for money

- Identify other sources of funding for this programme or similar.

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 including 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 the overall grant awarded

- Affiliation or professional membership fees.

Funding

Priority 1 funding is up to £25,000 for a citywide project during the financial year 2019-20. Applicants are entitled to submit one application for Priority 1 funding during this time.

Priority 2 funding is up to £10,000 for either a local or citywide project during the financial year 2019-20. Applicants may submit one application for priority 2 funding. For those who wish to submit an application for both priority 1 and priority 2 funding, only 1 grant will be awarded to a maximum of £25,000.

Part A - About your organisation

Please type or write clearly in black ink

Information about your organisation

Question 1

URN *(office use only):*

Organisation Name:

Address:

Postcode:

Organisation Contract Lead *(Mr/Ms/Mrs/Miss/Dr/Other):*

Position held in organisation:

Phone:	Mobile:

Email address:

Lead Project Officer Name *(Mr/Ms/Mrs/Miss/Dr/Other):*

Address *(If different from above):*

Postcode:

Phone:

Email address:

If your organisation is a limited company please provide registered name and full address:

Question 2 - When was your organisation established?   Year:

Question 3 - What type of organisation/group are you? *(please tick all those which apply to your organisation)*

- ○ A Social Enterprise
- ○ Unregistered charity, club, society or association, community based group or organisation
- ○ Organisation recognised by HM Revenue & Customs (previously known as Inland Revenue) as charitable for tax purposes
- ○ Charity Registered with the Charity Commission for NI
- ○ Charity registered in England or Scotland (OSCR) or Wales
- ○ Education Establishment

Registered Charity Number and date of registration:

Company Limited by Guarantee Number:	Date of registration:

VAT registration number if applicable:

Question 4 - **How many people are involved in running your organisation?**

Committee and/or Board:	Volunteers (unpaid) members:	Paid staff - Full time:	Paid staff - Part time:

Part B: About Your Project and the Costs

Question 5 Policies and procedures checklist

5.1 Financial controls

Your organisation must have the following Financial Controls in place. If you do not currently have these policies/controls they must be in place prior to any contract being issued.

Financial Controls	Yes	No	Will be in place if application sucessful and on receipt of letter of offer
A written policy on cash handling arrangements	O	O	O
A written policy on banking arrangements	O	O	O
A written policy on purchasing goods and services	O	O	O
A written policy on delegated authority	O	O	O
A written policy on how to report and respond to a suspected fraud within the organisation	O	O	O
A written policy on segregation of duties i.e. where no one person can order, receive and pay for goods and services	O	O	O
A written policy on travel and subsistence expenses	O	O	O
Systems for regular bank and cash reconciliation	O	O	O
A system for recording income and expenditure transactions	O	O	O
Cheque and receipts are held in a safe/cash box to which access is strictly controlled	O	O	O
Necessary insurance cover for public liability, employer liability, property/contents – where applicable	O	O	O
Have all of the above systems been approved by the management committee?	O	O	O

5.2 Policies

Your organisation must have policies in place to assure compliance with the law for the following. If you do not currently have these policies they must be in place prior to any contract being issued.

Policies Checklist	Yes	No	Will have in place	NA
Health and Safety Policy	O	O	O	
Equal Opportunities Policy	O	O	O	
Child Protection Policy	O	O	O	O
Vulnerable Adults Policy	O	O	O	O
Freedom of Information Policy	O	O	O	
Data Protection Policy	O	O	O	
Bribery Policy	O	O	O	
Fraud Policy	O	O	O	

Question 6

6.1 Priority area *(please tick one)*   ○ £25,000   ○ £10,000

6.2 Which Get Active Belfast pledge does the project support?   ○ Pledge 1   ○ Pledge 6

Question 7 - Project information *(Total marks 20)*

7.1 Project name:

7.2 Please briefly describe your project? *(Word limit 100) (10 marks)*

7.3 What are the **main** objectives of your project? *(10 marks)*

Example: Provide 10 dance sessions for older people, by December 2019.

Example: Train 3 volunteers to deliver Food Values programme, by March 2020.

1.

2.

3.

4.

5.

6.

Question 8 - How many people in total will have the opportunity to take part in your project?

Question 9 - Who will benefit from the project?

9.1

Groups who will benefit	How many people?	What Belfast District Electoral Area(s) are they from?
Women (19 – 64)		
Men (19 – 64)		
Children and young people (0 – 18)		
Older People (65+)		
People with a disability		
Minority ethnic communities (please state which community)		
Volunteers		

9.2 *(5 marks)*

Groups who will benefit	How many people?	What Belfast District Electoral Area(s) are they from?
People living in deprived areas		
Inactive/sedentary people		

Question 10 - About this project *(Total marks 40)*

10.1 Tell us about the physical activity aspects of your project *(Word limit 350) (20 marks)*

10.2 Tell us about the healthy eating aspects of your project. *(Word limit 350) (20 marks)*

Question 11

11.1 Please confirm the two main partner organisations that have agreed to support this project.

Partner 1	Partner 2
Organisation	Organisation
Contact	Contact
Position	Position

11.2 Tell us how many additional partners you plan to work with.

Question 10.2

Receiving training from Belfast HSC Trust to deliver sessions to develop skills (for example cooking/ food preparation or budgeting skills)

Deliver quality assured nutrition programmes (for example Cook it!, Good Food Toolkit or Food Values) to groups within your community

Creating opportunities to eat more healthily for example by implementing a healthy eating policy

Providing healthy low cost food as snacks for celebrations

Increasing nutrition knowledge using the Eatwell Guide and through Good Food Toolkit training (from Belfast HSC Trust)

Using community facilities for healthy eating programmes.

Question 11.1

Your project requires at least two additional partnering organisations. Please tell us who these will be

They could be a physical activity or healthy eating partners

Partners may contribute financially with goods and services or in-kind contributions. In-kind contributions are the support of goods or services where no money is exchanged for example coaches/volunteering time, equipment, use of facilities

Enclose a copy of partnership agreement if available

Question 12 *(5 marks)*

Tell us how you will promote this project to potential participants? *(Word limit 150)*

Question 13 *(10 marks)*

Tell us how your project will build on/enhance work currently happening in your neighbourhood/city? *(Word limit 150)*

Question 14 *(5 marks)*

How have beneficiaries/service users been involved in planning the project? *(Word limit 150)*

Question 15

15.1 How will you sustain the project i.e. long term development of the project?
(Word limit 150) (10 marks)

15.2 If further funding was to become available for an additional 3 years, how would you develop/shape the programme? *(Word limit 150)*

Question 16 *(5 marks)*

Please indicate your experience in the management and delivery of similar projects.
(Word limit 150)

Question 17 - Please tell us if your organisation has applied for/secured additional funding for this project or similar.

Funding Organisation	Project Title	Amount Requested	Status	Date

Question 15.1

What happens to the project at the end of the funding period?

Does it require future sources of funding and do you have these in place?

Question 15.2

Although there is no guarantee of additional funding, please tell us how you would develop the programme if the opportunity became available.

Please note: If successful any additional funding would be subject to outcomes and performance of the contract. Your answer here will help us develop indicators to monitor and assess throughout the year.

Question 16

Reference could be made in this section to:

* *Experience relating to project development*

* *Promotion*

* *Day to day management*

* *Staff management*

* *Budgetary control*

* *Monitoring experience*

* *Expertise and experience of staff/volunteers*

Question 17

Securing funds from more than one source to pay for the costs of a project.

A funder may offer to award 50% funding based on the other 50% coming from another source.

Under 'Status' column please select from the following options:

* *Secured*

* *Pending*

* *Not approved*

Question 18 - Breakdown of funding requested

This pro-forma will be used to determine the cost effectiveness of your programme

Project Costs	Physical activity £	Healthy eating £	Total Budget £
Salary Costs			
Total			
Programme Costs			
Total			
Running Costs			
Total			
Capital Costs			
Total			
Total Costs			

Part C – Referee and Declaration

Referee

Name:

Occupation:

Contact address:

Postcode:

Phone: Email:

Please include contact details of the referee for this project.

This person should be independent of your organisation i.e. should not be a member, trustee, beneficiary, or a relation.

Declaration

Please ensure all information given is complete and correct.
We the undersigned certify that the information provided is correct and we agree to the terms and conditions contained within this document.

Organisation Contract Lead   *Lead Project Officer*

Name: Name:

Position: Position:

Date: Date:

Key notes:

Ensure you have answered ALL questions within each section of the form in full and supplied all relevant information

Belfast Health Development Unit reserves the right to reject any incomplete applications

The information on this form may be made available to other government departments/agencies/other funding organisations for the purpose of the prevention of double funding or other irregularities and in the interest of public accountability.

Active Belfast Grant Scheme Application Forms must be returned by email, no later than 12 noon Wednesday 1 May, 2019, to: bsp@bhdu.org

Final decisions are expected by late May 2019.

Privacy statement

Any personal details that you provide the Belfast Strategic Partnership/Belfast Health Development Unit will be handled in accordance with the GDPR and Data Protection Act 2018. As such we will only use your data for the purposes that you have given this information for, and will only be shared where necessary to provide the service that you are contacting us about. If you would like further information please see the website belfastcity.gov.uk/about/privacy

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Keeping your contact details for more information on the work of Belfast Strategic Partnership

Belfast City Council (BCC)/Belfast Strategic Partnership (BSP) may wish to contact you about our work on tackling health inequalities in Belfast, for example contacting you about **Lifelong Learning, Active Belfast, Healthy Ageing, Poverty, Alcohol and Drugs and Mental Health and Wellbeing.**

Under the General Data Protection Regulation, (GDPR), Belfast City Council is the Data Controller for the personal data it gathers for the purposes of keeping you updated on the progress of Belfast Strategic Partnership, which includes health and wellbeing news, programmes and events.

Any personal details that you provide the BSP/Belfast Health Development Unit will be handled in accordance with the GDPR and Data Protection Act 2018. As such we will only use your data for the purposes that you have given this information for, and will only be shared where necessary to provide the service that you are contacting us about. If you would like further information please see the website belfastcity.gov.uk/about/privacy

Please tick to indicate most preferred means of contact

Signed:	
Address:	◯
Email:	◯

Please indicate the Belfast Strategic Partnership areas you are interested in receiving information about:

◯ Lifelong Learning   ◯ Active Belfast

◯ Healthy Ageing   ◯ Poverty

◯ Alcohol and Drugs   ◯ Mental Health and Wellbeing