











# **Active Belfast Grant Scheme 2019-20**

# **Application Form**

Closing date: Wednesday 1 May 2019 at 12 noon





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

Junior Pollon

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 <b>People</b>   | 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 <b>Participation</b> 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 <b>Partnership</b> 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.

|                                   |                                 |   | Help notes  |
|-----------------------------------|---------------------------------|---|---|
| Part A - About your org           |                                 |   |   |
| Please type or write clearly i    | n black ink                     |   |   |
| Information about your            | organisation                    |   | Question 1<br>You will be given a unique                    |
| Question 1                        |                                 |   | reference number (URN) upon submission of application       |
| URN (office use only):            |                                 |   |   |
| Organisation Name:                |                                 |   | Put any abbreviation used for your organisation in brackets |
| Address:                          |                                 |   | after the full name   |
|                                   |                                 |   |   |
| Postcode:                         |                                 |   | Full postcode needed  |
| Organisation Contract Lead (      | Mr/Ms/Mrs/Miss/Dr/Other,        | ):  | Chief Executive or<br>Treasurer of organisation             |
| Position held in organisation:    |                                 |   |   |
| Phone:                            | Mobil                           | e:  |   |
| Email address:                    |                                 |   |   |
| Lead Project Officer Name (M      | r/Ms/Mrs/Miss/Dr/Other):        |   | Main contact leading the programme                          |
| Address (If different from above  | ve):                            |   |   |
|                                   |                                 |   |   |
| Postcode:                         |                                 |   |   |
| Phone:                            |                                 |   |   |
| Email address:                    |                                 |   |   |
| If your organisation is a limited | d company please provide        | e registered name and full address:         |   |
|                                   |                                 |   |   |
| Question 2 - When was your        | organisation established        | Year:                                       |   |
| Question 3 - What type of o       | rganisation/group are yo        | u? (please tick all those which apply to yo | our organisation)   |
| A Social Enterprise               |                                 |   |   |
|                                   | b, society or association, o    | community based group or organisation       |   |
| Organisation recognised           | d by HM Revenue & Custo         | ms (previously known as Inland Revenue)     | as charitable for tax purposes                              |
| O Charity Registered with         | the Charity Commission fo       | or NI                                       |   |
| O Charity registered in Eng       | gland or Scotland (OSCR)        | or Wales                                    |   |
| O Education Establishmen          | t                               |   |   |
| Registered Charity Number ar      | nd date of registration:        |   |   |
| Company Limited by Guarant        | ee Number:                      | Date of registration:                       |   |
| VAT registration number if app    | plicable:                       |   |   |
|                                   |                                 |   |   |
| Question 4 - How many peo         | ple are involved in runnir      | ng your organisation?                       |   |
| Committee and/or Board:           | Volunteers (unpaid)<br>members: |   | Paid staff -<br>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   | 0   | 0  | 0   |
| A written policy on banking arrangements   | 0   | 0  | 0   |
| A written policy on purchasing goods and services  | 0   | 0  | 0   |
| A written policy on delegated authority  | 0   | 0  | 0   |
| A written policy on how to report and respond to a suspected fraud within the organisation                           | 0   | 0  | 0   |
| A written policy on segregation of duties i.e. where no one person can order, receive and pay for goods and services | 0   | 0  | 0   |
| A written policy on travel and subsistence expenses  | 0   | 0  | 0   |
| Systems for regular bank and cash reconciliation   | 0   | 0  | 0   |
| A system for recording income and expenditure transactions   | 0   | 0  | 0   |
| Cheque and receipts are held in a safe/cash box to which access is strictly controlled                               | 0   | 0  | 0   |
| Necessary insurance cover for public liability,<br>employer liability, property/contents – where<br>applicable       | 0   | 0  | 0   |
| Have all of the above systems been approved by the management committee?   | 0   | 0  | 0   |

#### 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      | 0   | 0  | 0                  |    |
| Equal Opportunities Policy    | 0   | 0  | 0                  |    |
| Child Protection Policy       | 0   | 0  | 0                  | 0  |
| Vulnerable Adults Policy      | 0   | 0  | 0                  | 0  |
| Freedom of Information Policy | 0   | 0  | 0                  |    |
| Data Protection Policy        | 0   | 0  | 0                  |    |
| Bribery Policy                | 0   | 0  | 0                  |    |
| Fraud Policy                  | 0   | 0  | 0                  |    |

| Question 6   | Help notes   |
|--|--|
| 6.1 Priority area (please tick one) C £25,000 C £10,000  | Question 6   |
| 6.2 Which Get Active Belfast pledge does the project support? OPledge 1 Pledge 6   | Question 6.1<br>Up to £25,000 – Citywide<br>Up to £10,000 – Local  |
| Question 7 - Project information (Total marks 20)  | or Citywide  Question 6.2  |
| 7.1 Project name:  | The Get Active Belfast Framework aims to promote and implement a   |
| 7.2 Please briefly describe your project? (Word limit 100) (10 marks)  | series of seven pledges. Under<br>the 19/20 grant programme we<br>are providing the opportunity to<br>support projects under the 2<br>identified Pledges |
|  | Pledge 1: Support Schools to offe<br>physical activity throughout the<br>day, and  |
|  | Pledge 6: Deliver wide ranging<br>and inclusive community based<br>activity programmes   |
|  | For more information on the Get<br>Active Belfast Framework and<br>pledges visit:  |
|  | https://www.makinglifebettertogo<br>ther.com/wp-<br>content/uploads/2015/07/Get-<br>Active-Belfast-WEB.pdf   |
|  | Question 7.2   |
| 7.3 What are the <b>main</b> objectives of your project? (10 marks)  | This should be a short overview outlining the aims and objectives of your physical activity and healthy  |
| Example: Provide 10 dance sessions for older people, by December 2019.  Example: Train 3 volunteers to deliver Food Values programme, by March 2020. | eating project   |
|  | Question 7.3   |
| 1.   | All activities must take place<br>between 1 July 2019 and 31<br>March 2020   |
| 2.   | Please complete the table in full  |
|  | When listing your main objectives  |
| 3.   | <ul> <li>be Specific include a<br/>Measurement</li> </ul>  |
|  | <ul> <li>make sure it is Achievable<br/>and Realistic, and</li> </ul>  |
| 4.   | <ul> <li>set a Time for when it is<br/>planned to happen.</li> </ul>   |
|  | If your application is successful, you will be required to report  |
| 5.   | on these objectives.   |
|  | Question 8   |
| 6.   | Please give the most accurate figure possible as this will become a measurable objective for reporting purposes  |
| Question 8 - How many people in total will have the opportunity to take part in your project?  | F 5 F 5.5.5  |
|  |  |
|  |  |

## Question 9 - Who will benefit from the project? 9.1 What Belfast District Electoral Groups who will benefit How many people? 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) What Belfast District Electoral Groups who will benefit How many people? 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)

#### Help notes

#### Question 9

Your project should benefit at least one of the groups noted in the table – Funding is for Belfast based projects only

Note specific District Electoral Area of Belfast or Citywide

The District Electoral Areas of Belfast are available at http://www.belfastcity.gov.uk/cou ncil/Yourcouncil/yourcouncil.aspx

#### Question 9.2

Inactive people are those not meeting the Chief Medical Officer's Physical Activity Guidelines https://www.gov.uk/ government/publications/ ukphysical-activity-guidelines

A sedentary lifestyle is defined as sitting or remaining inactive at work and at home and failing to participate in moderate activity for 30 minutes per week.

Examples of moderate activity include:

brisk walking, climbing stairs, dancing, heavy gardening and heavy housework.

#### Question 10.1

For example by: Developing coaching skills and qualifications

Delivering education sessions

Raising awareness of opportunities to be more active

Increasing knowledge of the benefits of regular physical activity

Working towards/meeting Chief Medical Officers physical activity guidelines and reducing sedentary behaviour.

Providing lunchtime walking aroups

After schools programmes

Workplace cycling schemes

Providing free access to recreation facilities

Enhancing unused space

Connecting people to local walks/ cycle trails/ community gardens/ allotments

Providing inclusive or adaptive sporting opportunities

|   |  | 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  11.1 Please confirm the two main p | partner organisations that have agreed to support this p | Question 11.1 Your project requires at least two   |
| Organisation                                    | Organisation   | additional partnering organisations. Please tell us who these will be They could be a physical activity or healthy eating partners   |
| Contact   | Contact  | 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   |
| Position  | Position   | coaches/volunteering time,<br>equipment, use of facilities<br>Enclose a copy of partnership<br>agreement if available  |
| 11.2 Tell us how many additional p              | partners you plan to work with.                          |  |

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

Help notes

Receiving training from Belfast HSC Trust to deliver sessions to develop skills (for example

cooking/ food preparation or budgeting skills)

Deliver quality assured nutrition

Question 10.2

# Help notes Question 12 (5 marks) Tell us how you will promote this project to potential participants? (Word limit 150) Question 12 For example: • Social media Newsletter • Forum Target audience Workshop Question 13 Question 13 (10 marks) For example: What is currently happening in your area that this Tell us how your project will build on/enhance work currently happening in your project could tie in with, support neighbourhood/city? (Word limit 150) or build on? Question 14 (5 marks) Question 14 Do beneficiaries or service users have (or will have) How have beneficiaries/service users been involved in planning the project? (Word limit 150) a say in the design of the initiative? Are beneficiaries or service users involved in the planning and delivery of the project (or will they be involved) to allow engagement and ownership? How will their views on this project be taken into account?

|  | Does it require future sources of funding and do you have these in place?  |
|--|--|
|  | Question 15.2  |
| 15.2 If further funding was to become available for an additional 3 years, how would you develop/shape the programme? (Word limit 150) | Although there is no guarantee o 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. You answer here will help us develop indicators to monitor and assess throughout the year. |
|  | Question 16  |
|  | Reference could be made in this section to:  |
|  | <ul> <li>Experience relating to<br/>project development</li> </ul>   |
| Question 16 (5 marks)  | • Promotion  |
|  | Day to day management  |
| Please indicate your experience in the management and delivery of similar projects.  | Staff management   |
| (Word limit 150)   | Budgetary control  |
|  | Monitoring experience  |
|  | <ul> <li>Expertise and experience<br/>of staff/volunteers</li> </ul>   |

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

15.1 How will you sustain the project i.e. long term development of the project?

**Question 15** 

(Word limit 150) (10 marks)

| Funding<br>Organisation | Project Title | Amount<br>Requested | Status | Date |
|-------------------------|---------------|---------------------|--------|------|
|                         |               |                     |        |      |
|                         |               |                     |        |      |
|                         |               |                     |        |      |
|                         |               |                     |        |      |

## coming from another source. Under 'Status' column please

Question 17

one source to pay for the costs of a project.

Securing funds from more than

A funder may offer to award 50% funding based on the other 50%

select from the following options:

Help notes

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

Question 15.1

• Secured Pending

Not approved

| Project Costs    Physical activity   File   Healthy eating   File   Total Budget   File   Total Salary costs  | Question 18 - Breakdown of fu   | unding requested    |                  |                | Help notes                           |
|---|---|---------------------|------------------|----------------|--------------------------------------|
| Total  Running Costs  Running Costs  Running Costs  Running Costs  Running Costs  Running Costs & overheads: Day to Day overheads For example:  - Travel Real Rates - Heal Individual Real Rates - Heal Individual Real Rates - Programme Costs  Running Costs - Travel - Rates - Programme Costs  Running Costs & overheads: - Day to Day overheads - For example: - Travel - Rates - Heal Individual Repower - Talephone - Postage - Printing & stationery - Cooking Uteralis - Food Ingredients - Equipment                  | This pro-forma will be used to determine the cost effectiveness of your programme |                     |                  |                |                                      |
| Salary costs For example: Project officer salary (Port time) Programme Costs  Programme Costs  Programme Costs  For example: Delivery or Management Fee Coaching Rate or facilitator fee Facility Hiro  Total  Running Costs  Running costs & overheads: Day to Day overheads For example: Travel Running Costs  Programme Costs  Running costs & overheads: Day to Day overheads For example: Travel Running Costs Programme Costs  Capital Costs  Capital Costs  Capital Costs  Capital costs  Equipment                      | Project Costs   | Physical activity £ | Healthy eating £ | Total Budget £ | Please provide exact costs in table: |
| For example:  Programme Costs  Programme Costs  Programme Costs  Programme Costs  Programme Costs  For example:  Delivery or Management Foe Coaching Rate or facilitator fee Facility Hire  Running Costs  Running costs & overheads: Day to Day overheads For example: Travel Running Costs  Running Costs  Capital Costs  For example: Travel Cooking Utensils Food Ingredients  Capital Costs  Capital costs  Equipment  | Salary Costs  |                     |                  |                | Salary costs                         |
| Total  Programme Costs  For example:  Delivery or Management Fee Coaching Rate or facilitator free Facility Hire  Total  Running Costs  Running costs & overheads: Day to Day overheads For example: Travel Rent & rates Heat, (lighting & power Printing & stationery Cooking Utensils Food Ingredients  Capital Costs  Capital costs  Facility Hire  Programme costs For example: Pacility Hire  Programme costs For example: Cooking Power Printing & stationery Cooking Utensils Food Ingredients  Capital costs  Equipment |   |                     |                  |                |                                      |
| Programme Costs  For example:  Delivery or Management Foe Coaching Rate or facilitator fit Facility Hire  Total  Running Costs  Running Costs  Programme Costs  Running Costs  Only to Day overheads For example: Travel Rent & rates Heat, lighting & power Tolephone Postage Printing & stationery Cooking Utensils Food Ingredients  Capital Costs  Capital costs  Equipment   |   |                     |                  |                | Project officer salary (Part time)   |
| Programme Costs  For example:  Delivery or Management Foe Coaching Rate or facilitator fit Facility Hire  Total  Running Costs  Running Costs  Programme Costs  Running Costs  Only to Day overheads For example: Travel Rent & rates Heat, lighting & power Tolephone Postage Printing & stationery Cooking Utensils Food Ingredients  Capital Costs  Capital costs  Equipment   |   |                     |                  |                |                                      |
| Programme Costs  For example:  Delivery or Management Foe Coaching Rate or facilitator fit Facility Hire  Total  Running Costs  Running Costs  Programme Costs  Running Costs  Only to Day overheads For example: Travel Rent & rates Heat, lighting & power Tolephone Postage Printing & stationery Cooking Utensils Food Ingredients  Capital Costs  Capital costs  Equipment   | Total   |                     |                  |                |                                      |
| Delivery or Management Fee  Caaching Rate or facilitator fe  Facility Hire  Total  Running Costs  Running costs & overheads: Day to Day overheads For example:  Travel Rent & rates Heat, lighting & power Total  Total  Capital Costs  Capital Costs  Capital costs  Capital costs  Capital costs  Equipment   |   |                     |                  |                | Programme costs                      |
| Coaching Rate or facilitator feels facility Filine  Facility Filine  Total  Running Costs  Running costs & overheads:  Day to Day overheads  For example:  Travel  Rent & rates  Heat, lighting & power  Telephone  Postage  Printing & stationery  Cooking Utensils  Food Ingredients  Capital Costs  Capital costs  Equipment   | Programme Costs   |                     |                  |                |                                      |
| Total  Running Costs  Running Costs  Day to Day overheads: Day to Day overheads For example:  • Travel • Rent & rates • Heat, lighting & power • Telephone • Postage • Printing & stationery • Cooking Utensis • Food Ingredients  Capital Costs  Capital costs • Equipment   |   |                     |                  |                | Coaching Rate or facilitator fee.    |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                | Facility Hire                        |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Running Costs  Running costs & overheads:  Day to Day overheads  For example:  • Travel  • Rent & rates  • Heat, lighting & power  • Telephone  • Postage  • Printing & stationery  • Cooking Utensils  • Food Ingredients   Capital costs  • Equipment   |   |                     |                  |                |                                      |
| Total  Capital Costs  Day to Day overheads For example:  • Travel • Rent & rates • Heat, lighting & power • Telephone • Postage • Printing & stationery • Cooking Utensils • Food Ingredients  Capital costs  • Equipment   |   |                     |                  |                |                                      |
| For example:  Travel  Rent & rates  Heat, lighting & power  Telephone  Postage  Printing & stationery  Cooking Utensils  Food Ingredients  Capital costs  Capital costs  Equipment  | Running Costs   |                     |                  |                |                                      |
| • Rent & rates • Heat, lighting & power • Telephone • Postage • Printing & stationery • Cooking Utensils • Food Ingredients  Capital Costs  Capital costs • Equipment   |   |                     |                  |                |                                      |
| <ul> <li>Heat, lighting &amp; power</li> <li>Telephone</li> <li>Postage</li> <li>Printing &amp; stationery</li> <li>Cooking Utensils</li> <li>Food Ingredients</li> </ul> Capital costs <ul> <li>Equipment</li> </ul>   |   |                     |                  |                |                                      |
| • Postage • Printing & stationery • Cooking Utensils • Food Ingredients  Capital costs  • Equipment   |   |                     |                  |                | Heat, lighting & power               |
| Total  Capital Costs  Capital costs  Capital costs  Capital costs  Equipment  |   |                     |                  |                | • Postage                            |
| Capital Costs  Capital costs  Equipment   | Total   |                     |                  |                |                                      |
| Capital costs  • Equipment  | Capital Costs   |                     |                  |                | • Food Ingredients                   |
| • Equipment   |   |                     |                  |                |                                      |
|   |   |                     |                  |                |                                      |
| Total Total   |   |                     |                  |                | - Ечиртеп                            |
| Total Total   |   |                     |                  |                |                                      |
|   | Total   |                     |                  |                |                                      |
|   |   |                     |                  |                |                                      |
| Total Costs   | Total Costs   |                     |                  |                |                                      |

# Help notes Part C - Referee and Declaration Please include contact details of Referee the referee for this project. Name: This person should be i.e. should not be a member, Occupation: trustee, beneficiary, or a relation. Contact address: Postcode: Phone: Email: 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. **Lead Project Officer Organisation Contract Lead** If successful you will be issued Name: Name: with a letter of offer and will be asked to provide two signatures from your organisation. 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.

independent of your organisation

#### **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

# 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:                                |  | 0 |
| Email:                                  |  | 0 |
|   |  |   |
| Please indicate the Belfast Strategic I | Partnership areas you are interested in receiving information about: |   |
| O Lifelong Learning                     | O Active Belfast   |   |
| Healthy Ageing                          | O Poverty  |   |
| O Alcohol and Drugs                     | Mental Health and Wellbeing  |   |
|   |  |   |