

Trafford Council Inclusive Neighbourhoods Grants 2019 – Projects Guidance Notes

1. What is this document?

This document explains how to complete the application form for grant applications of up to £2,000 for community projects. If you are applying for £500 to support an event please refer to the 'events' guidance on www.trafford.gov.uk/inclusiveneighbourhoods

This guidance explains how the different sections will be checked for eligibility and scored by the decision-making panel. **Please read it carefully before completing your form.**

2. Inclusive Neighbourhoods Grants

Trafford Council values our local communities; they are strong, diverse, resilient and inclusive. We want residents to be proud of where they live, and be active in their local community. When people come together they build lasting relationships, celebrate their community and have fun.

Our new Inclusive Neighbourhoods Grant will support local people to put on an event or deliver a project that brings people together, which is organised by residents, improves a local asset, such as a park, or showcases community strengths.

We are particularly interested in events and projects that support health and wellbeing, make places safer or improve the local environment.

We are also looking to support our diverse communities, who come together across geographic areas such as our LGBT, Disability and BME communities. Projects that bring different people together, across faith, generations, places or diversity, integrating residents and strengthening cohesion will be prioritised.

All projects must benefit Trafford residents.

Trafford Council are making £120,000 available in 2019 in grants of up to £500 for **Events** and up to £2,000 for **Projects**.

£20,000 will be released every two months. Closing dates for each period will be:

- 31st January
- 31st March
- 31st May
- 30th July
- 30th September
- 30th November

A panel of Councillors from across the borough will come together within two weeks of each closing date to decide on the applications. *The scheme is a pilot for a year and could be withdrawn at any time (for example should demand be minimal).

3. Eligibility checks and decision panel

All submitted applications are considered to ensure that they meet the required eligibility standard. The next page of these notes outlines what they will be looking for. All applicants who meet the criteria will be put forward to the Grant Panel consisting of local councillors - three Labour, two Conservative, one Liberal Democrat and one Green Party.

4. Who can apply

For grants of up to £2,000 for **projects** any group or organisation that has a minimum of **three** unrelated members as committee members and is **constituted** with a **bank account** can apply.

This includes voluntary or community groups, not for profit social enterprises, local charitable organisations, Community Interest Company (CIC) and Charitable Incorporated Organisation (CIO).

5. Who cannot apply

- Individuals (unless they are planning to set up as a group and have a host organisation)
- Any private sector or “for profit” organisations including sole traders and limited companies. (These organisations can be included in partnership applications but must not receive income from the Inclusive Neighbourhoods Grant)
- Public sector organisations i.e. local authorities, housing associations, education institutions, health authorities etc. (These organisations can be included in partnership applications but must not receive income from the Inclusive Neighbourhoods Grant)
- Events that do not benefit the residents of Trafford
- Events that promote specific religious or political views over others

6. How much you can apply for

- The amount you can apply for is up to **£2,000**
- There is no minimum amount and you can apply for any type of cost (including staffing, stationery, equipment etc.) Quotes/evidence of costs are required for any item over £200.
- You can only submit **one** application at a time for either an event or a project.

7. Closing date

£20,000 will be released every two months. Closing dates for each period are:

- **31st January**
- **31st March**
- **31st May**

- 30th July
- 30th September
- 30th November

You can submit your application by emailing it to partnershipsteam@trafford.gov.uk or by posting it to: *Partnerships & Communities Team, Trafford Council, 1st Floor Extension, Trafford Town Hall, Talbot Road, Stretford, M32 0TH*. Please return as a Word document not a pdf.

All applicants will receive a receipt with one week once the application is submitted. If you are not contacted to confirm receipt of your application please let us know on the contact details below.

8. Filling out the form

There are 5 sections to the form which you must complete. The following table explains each section and how it will be used to check your application.

| Section | What is it for? | How will it be checked? |
|--|--|---|
| Section 1: Details of your organisation | This section lets us know who you are, how we contact you, what kind of group you are and that you have the necessary permissions and safeguarding in place to deliver your project. | This section will be used to check that your group and application is eligible to apply. |
| Section 2: Financial information | This section tells us your ability to receive a grant. You must have a non-personal bank account. | This section will be used to check that your group and application is eligible to apply. |
| Section 3: About your group and project | This is where you tell us about the work of your group, what it is you want to do, why the activity is needed and how you know this. It needs to be clear and concise. | <p>This section will be checked against the following:</p> <ul style="list-style-type: none"> ▪ You have told us about your organisation. ▪ You have described the ‘what, where, when, who and how’ of your project ▪ You have explained how your project will involve local people ▪ You have explained how you know your project is needed and/or supported by local people ▪ The project directly benefits the residents of Trafford |

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|---|---|--|
| Section 4: Monitoring and evaluation | <p>It's important that funding makes a difference to the people who take part in activities. You need to tell us about the impact your project will have, what will be different after the project, how will you know and what tools you will use to show this. There are lots of different ways to measure difference – like talking to people, questionnaires, online surveys</p> | <p>This section will be checked against the following.....</p> <ul style="list-style-type: none"> ▪ What will be different after the activity has happened ▪ How you will know / what will you measure? ▪ How you will collect information to demonstrate success ▪ The aims, methods and measures are realistic and achievable |
| Section 5: Budget | <p>This is where you tell us what you want to spend the grant on, how you know the costs are accurate and whether you are getting any help to run the project other than the grant you are applying for. Tell us if you receive any in kind support such as help from a local business, free resources or access to meeting space.</p> | <ul style="list-style-type: none"> ▪ This section will be checked against the following..... ▪ The budget table is clear and adds up correctly ▪ The budget contains reasonable costs ▪ Whether you are seeking other funding or getting other help towards the project |

9. Sharing of information

Please note: To ensure the allocation of our grants achieves maximum impact for Trafford's communities we work closely with other funders in the borough. Non-personal details of your application will be shared with Trafford Housing Trust Social Investment Board and other departments within Trafford Council to ensure there is no duplication of funding and that any previous projects delivered by your organisation which were funded were effectively delivered, monitored and reported.

10. Grant agreement and terms and conditions

- All successful grant recipients will be required to complete and sign a grant agreement detailing how they will spend, monitor and evaluate the grant, and sign our terms and conditions.
- Your project must start within four months of your application bid.
- If your application is successful you cannot submit another bid for the same event or project for 12 months.
- You cannot apply to both the Event and Project fund in each round; we will not consider bids to both funds in the same round.

- Applications will only be submitted to the panel if all of the additional documentation is received ahead of the closing date for that grant period, e.g. quotes and safeguarding policies.
- Ongoing advice and support will be provided by the Partnerships and Communities Team.

11. Checklist

Please complete every section in the application form and enclose the relevant supporting documentation

- Ensure you have names of two unrelated members of your group on the application form together with their contact details and full postal address.
- Take a copy / photocopy of the application form for your own records
- If you are not contacted by the Partnerships and Communities team to confirm receipt of your application within three working days please contact us

12. Help and support

Contact the Partnerships and Communities team if you need help and support by calling 0161 912 1173 or emailing partnershipsteam@trafford.gov.uk

If you have not received acknowledgement of receipt of your application from the Partnerships and Communities Team within one week of submission please contact us immediately.