St George Neighbourhood Partnership
Wellbeing Budget Grant Scheme

Eligibility
Funds will be distributed to groups or organisations from any sector that
- Is part of a community or voluntary group based in the Neighbourhood Partnership area or which intends to run the piece of work for the benefit of people within the neighbourhood partnership area.
- Shows clearly the benefit of the piece of work to the residents of the neighbourhood partnership area.
- Have a democratic, written constitution or are sponsored by an organisation with such a constitution
- Have a bank account requiring at least two signatories or have secured the support of another organisation with such an account

Note: In certain cases where a group has no bank account or constitution, grants may still be agreed and special arrangements made for direct payment to suppliers.

Non-eligibility
The following are not eligible
- Individuals or non-constituted groups
- Organisations seeking to use the grant to promote particular political parties or religious beliefs
- Organisations seeking to use the grant for the advancement of particular private business interests
- Replacement of statutory funding
- projects that have already been completed

Process and size of grant
- Applicants should complete an application form
- The application form will be reviewed by the Neighbourhood Co-ordinator and the Wellbeing sub-group. The applicant

may be contacted to answer questions about the application. If the application is eligible for funding it will be forwarded for a decision by the St George councillors in their role as the Neighbourhood Partnership Committee in a public meeting of the St George Neighbourhood Partnership.

- We welcome applications from alliances, i.e. two or more groups working together
- We are quite keen to part fund projects where applicants have secured (or attempted to secure) funding and other resources (e.g. materials, volunteers) elsewhere, but this is not a requirement
- We will normally award grants of between £1,000 and £5,000 but we will be happy to discuss smaller or larger projects.

Purpose of grants

- Grants will be awarded to support ideas that promote community benefit within the partnership area, usually within the financial year i.e. before 31st March.
- any funding left unspent at the end of the term of the project agreed with the St George Neighbourhood Partnership must be returned
- All grants will promote at least one of the priorities of the Neighbourhood Partnership. These priorities are:
  1. Providing or improving community facilities, activities and services
  2. Stopping dog fouling, litter and flytipping
  3. Improving the environment and its appearance: Parks, green spaces and the neighbourhood including shopping areas
  4. Addressing traffic & transport issues
  5. Promoting community cohesion and engagement

Awarding of grants

- Awards will be made by the elected councillors for the partnership area upon advice from the steering group and/or a panel set up by the steering group.

Monitoring

- Successful applicants will be required to submit a brief report , usually within two months of the project end date, outlining

how the money was spent. If the project is to take over 6 months then an interim report may be required. This will be specified in the offer letter.

- This report will include a financial statement and receipts
- A few photographs would be good too, if relevant. These may be used on the partnership website and in other PR ways
- Grant recipients should acknowledge the support of the Neighbourhood Partnership on any published material.
- We are interested in anything you have learned. We would like to hear about anything that went particularly well or particularly badly, what you learned, any tips you would give other people who may be doing something similar.

Guidance for completing the application form.

If you are filling in a paper version of the application form and you need more space just write the number of the question on a blank piece of paper and continue writing on that sheet. Attach it to your application form when you have finished.

Question 1. Please give your project a name that briefly describes the project.

Question 2. We expect the project to benefit part or all of the area covered by the St George Neighbourhood Partnership. You can see maps that cover this area on
https://www.bristol.gov.uk/WardFinder/pdfs/st-george-eastmap-high.pdf
which shows the electoral ward of St George East
and
https://www.bristol.gov.uk/WardFinder/pdfs/st-george-westmap-high.pdf
which shows the electoral ward of St George West
.
If your project will cover more than just the St George area write to the Area Co-ordinator, whose contact details are at the end of the application form and see whether you can also apply to the other area's wellbeing fund.

Question 3 - Please give your group or organisation's name and their contact address for this project and your name.

Question 4 - Tell us briefly about your group or organisation. Tell us what your group does. It would be helpful to tell us how long you have been in existence. If you are a new group tell us what you intend to do as a group.

Question 5 - Tell us about the work you are asking us to fund, what the aims of the work and who you intend will benefit from the work.

Question 6 - Tell us when the piece of work that you are asking for funds to support which start and when it will end.

Question 7 - Tell us why your project is need and how you know. So, for example, if it is something that will directly benefit certain people tell us is you have asked them if this is something that they want and what their feedback has been.

Question 8 - on the form we have listed the priorities for the neighbourhood. Your project must address at least one of those priorities. Tick the one(s) your project addresses and explain how your project will meet that priority. You will not find the tick (√) symbol on your keyboard. Just copy and paste it from the form to where you want it.
Explain how you will prove your project has met that priority. Examples of how this can be done is by taking photos or asking people to fill in a slip with their name and postocde to show they used the results of the project .

Question 9 - this question ask how your project will benefit everyone. It is acceptable that it does not. If your project only benefits elderly but is open to all elderly people regardless of race and religion, and its happening somewhere that is wheelchair accessible that is fine. Just explain how you are making sure it is open to as wide an audience as possible within what your project is trying to do.

Question 10 - just state the amount of money you would like us to grant to your group.

Question 11 - give the main headline costs of your project, so if refreshments are being provided just give the overall figure, not the individual items of cups, plates, sugar, tea etc. Do not forget to include a figure for publicity if it is something you need to publicise.

This could include printer ink, paper, laminating pouches, etc.

Question 12 - Tick the boxes to show which of the items listed your group has. Not all of them are necessary for all projects. The most important item is the formal constitution sometimes known as a terms of reference. These are the set of rules your group follows. If you do not have one then you will be need to be supported by an organisation that does.

Question 13 - Give the bank details of your group if cheques from that account need to be signed by two or more signatories. If they do not then you need to be backed a group who with an account of that type to hold the grant money for you.

Question 14 - only answer this question is your group does not have a formal constitution or a bank account which needs two signatories on its cheques. You will need the name and address of the group backing you and their bank account details.

Question 15 - there are two statements here, just cross out the one that does not apply to your group. If there are links between your group and the people who have quoted prices for your project then you need to describe what that link is, for example, they might be your employers or a relative.

You also need to sign and date the form and complete your name and what position you have in your group. If you have a chair and you are not the chair then you also need the chair's signature with a date and name. If it is the chair completing the applicationform then another member of the management committee must also sign,date and add their name to the form.

For 2012, applications must arrive at Brunel House by one of the following dates:

Monday 23rd April
Monday 2nd July
Monday 8th October

Applicants will be told whether they have been successful within two weeks of the decision being made at the George Neighbourhood Partnership meetings of 26th June, 11th September, 11th December.

At the end of the form there is a checklist for you to use as a reminder to make sure you have done everything necessary and included everything you need to with your application.

Please send your completed application form and other required documents to the address shown at the end of the application form.