



**Making life better,
together**

Belfast Strategic Partnership



Active Belfast Grant Scheme 2016/17

Stage II: Application Form

Closing date: 12 noon, Monday 11 April 2016



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

Focusing on Life Inequalities

Active Belfast Grant Scheme 2016/17

Invitation to apply for an award

On behalf of the Active Belfast Partnership, we invite you to apply for an award under this grant scheme, which is now in its fifth year.

The scheme aims to create opportunities to participate in physical activity and healthy eating within Belfast to help reduce health inequalities. It also raises awareness about how important it is to be active and the benefits that come from regular, moderate activity.

The Active Belfast Partnership is committed to supporting a wide range of organisations that can effectively make a contribution to delivering on the key priorities of reducing health inequalities and promoting the long term health and social wellbeing of the population through physical activity.

We would encourage you to take the opportunity to help people get active. Regular physical activity can help combat some of our most serious health issues, such as obesity and promote mental and emotional health.

This scheme will help you give people the chance to experience the benefits of physical activity and will support the drive to create a healthier population in Belfast.



Séamus Mullen
Chair, Active Belfast Partnership

Guidance on completing the Application Form

How to apply

1. Your application will not be assessed unless you have completed Stage 1 - Self Assessment Form (SAF) forwarded to the Active Belfast Team and you answered Yes to ALL questions that were applicable.
2. 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 sought and marked by the panel;
PART C Referee and Declaration.
3. 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.
4. 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.
5. The application form must be returned in hard copy and signed. We cannot accept faxed or electronic applications. Supporting information will not be accepted.
6. Please return your completed application form to Belfast Health Development Unit at the address shown below by **12 noon, Monday 11 April 2016**. Late applications or those sent to another address will not be accepted.

If you have any questions regarding the Active Belfast Grant Scheme please contact activebelfast@bhdu.org or telephone: 028 9050 2073.

Eligibility Criteria: Stage II

On submission of your application you must provide a hard copy of your organisation's;

- 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 Scheme Application Form will result in the immediate rejection of your application.

How likely are you to get an award?

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. If you are unsuccessful in this round of funding, you can request feedback.

While there is no formal appeals process, queries may be made via email to activebelfast@bhdu.org and a written response will be provided. We regret individual queries cannot be dealt with by telephone.

Completed Application Forms should be sent by 12 noon, Monday 11 April 2016 to the address below;

**Contracts Officer,
Belfast Health Development Unit,
5th Floor,
9 Lanyon Place, Belfast,
BT1 3LP.**

How the aims of Active Belfast & Nutrition Funding can be met

Strategic priorities and themes	Active Travel Examples	Active Neighbourhoods Examples	Nutrition Examples
Provide skills and support development opportunities for People	<p>Cycle training and activities</p> <p>Bicycle maintenance skills training</p>	<p>Building capacity of local people to acquire new skills to deliver physical activity opportunities</p>	<p>Volunteers or workers receive training in nutrition programme delivery e.g. Good food toolkit, Weigh to Health or Cook it!</p>
Provide high quality Places for all	<p>Family Cycle Programmes in suitable parks or using cycle routes</p> <p>Walking programmes utilising green spaces</p>	<p>Utilising and enhancing indoor and outdoor spaces e.g. Community Garden/Allotment</p>	<p>Kitchens and venues can be utilised or shared for programme delivery</p> <p>Use of produce from local allotment/community garden in programmes</p>
Increase opportunities for Participation and engagement	<p>'Cycle for Health' programmes</p> <p>Purchase of bicycles and safety equipment (e.g. lights, helmets, high visibility vests)</p>	<p>Physical activity taster or 'Try it' events</p>	<p>Project participants take part in events e.g. Taster events or themed events</p> <p>Nutrition sessions delivered by trained volunteers or workers or by community dietician</p>
Improve Partnership working	<p>Link with voluntary, community and statutory organisations to share resources e.g. expertise or space</p>	<p>Use existing local community based facilities</p>	<p>Set up a 'Nutrition Action Group' within your facility e.g. to develop healthy eating policy with users, partners etc.</p> <p>Link with local providers of programmes e.g. local health workers who deliver Cook it!/ Weigh to Health etc</p>
Promote the benefits of being more active and/ or eating more healthily	<p>Highlight benefits of walking to school, work or home</p>	<p>Use personal stories of participants on benefits of regular physical activity to encourage others to take part</p>	<p>Provide nutrition information at events e.g. stand/ leaflets/ verbal information.</p> <p>Provide incentives to eating more healthily as part of programmes</p>

Examples relate to the Active Belfast strategic priorities and themes

Funding Themes

Criteria for Assessing Applications

The two thematic areas which are aligned to the Active Belfast Action Plan and will be considered this year for grant funding are:

- Active Travel
- Active Neighbourhoods

Bids must:

- Demonstrate how they contribute to the vision of an Active Belfast
- Be clearly aligned to one of the funding themes
- Provide visibility for the Active Belfast brand
- Demonstrate a partnership approach of at least two or more other partners
- Demonstrate value for money
- Include activities targeting people who do not currently engage in physical activity
- 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 overall grant awarded
- Affiliation or professional membership fees.

Funding

Priority 1 funding is £26,000 for a citywide project during the financial year 2016/17. Applicants are only entitled to submit one application for Priority 1 funding during this time.

Priority 2 funding is £11,000 for either a local or citywide project during the financial year 2016/17. Applicants are entitled to submit one application within each category of 'Active Travel' and 'Active Neighbourhoods' but will only be awarded funding for one project per year.

Help notes

Question 1
You will be given a unique reference number (URN) upon submission of application

Put any abbreviation used for your organisation in brackets after the full name

Full postcode needed

Chief Executive or Treasurer of organisation

Main contact leading the programme

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 Lead (Mr/Ms/Mrs/Miss/Dr/Other):

Position held in organisation:

Phone:

Email address:

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

Address (If different from above):

Postcode:

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

5.1 Priority Area *(please tick one)* £26,000 £11,000

5.2 Theme *(please tick one)* Active Travel Active Neighbourhoods

Question 6 - Project information

6.1 Project name:

6.2 Details of the project *(5 marks)*

Start date	End date	Activity	Venue/Location	No. of sessions

Question 7 - How many people will have the opportunity to take part in your project?

Question 8 - Who will benefit from the project? (5 marks)

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)		
People living in deprived areas		
Inactive people		
Volunteers		
Other (please give details below)		

Question 5.1
£26,000 - Citywide
£11,000 - Local or Citywide

Question 6.2
Note all activities must take place between 1 April 2016 to 31 March 2017

Please complete the table in full

Question 7
Please give most accurate figure possible as this will become a measurable objective for reporting purposes

Question 8
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 shown on p16 of the form.

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

Question 9 - About this project (Total marks 35)

9.1 Please briefly describe your project? (Word limit 100) (5 marks)

Physical Activity

Nutrition

9.2 Tell us how your project will develop new skills or increase the knowledge of the participants? (Word limit 150) (10 marks)

Physical Activity

Nutrition

9.3 Tell us how your project will support more people in your neighbourhood/city to be more active and eat more healthily? (Word limit 150) (10 marks)

Help notes

*Question 9.1
This should be a short overview outlining the aims and objectives of your physical activity and nutrition project*

*Question 9.2
For example by:*

Developing coaching skills and qualifications

Delivering education sessions

Raising awareness of opportunities to be more active

Increasing knowledge

Developing cooking, food budgeting or food growing skills

*Question 9.3
For example by:*

Providing lunchtime walking groups

Offer healthy food choices

After schools programmes

Workplace cycling schemes

Meeting Chief Medical Officer's Physical Activity Guidelines (Refer to Question 8 on p7)

Question 9 - About this project *(continued)*

9.4 Tell us how your project will improve opportunities for participants to access places in order to be more active and eat more healthily? *(Word limit 150) (10 marks)*

9.5 Is there anything else you would like to tell us about your project?
(Word limit 150)

Help notes

*Question 9.4
For example by:*

*Providing free access
to recreation facilities*

Enhancing unused space

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

*Question 9.5
Use this box to note any
additional information relating
to Questions 9.1 - 9.4*

Question 10 (10 marks)

10.1 Tell us about each of the primary partner organisations that will support this project.
(Word limit 300) (10 marks)

Partner 1:

Empty text box for Partner 1 details.

Partner 2:

Empty text box for Partner 2 details.

10.2 Please list other partners involved who will support this project.

Empty text box for other partners.

Help notes

*Question 10.1
Provide details of partner organisations contribution, roles and responsibilities in relation to your project*

In-kind contributions for example volunteer time or equipment donated

The support where no money is exchanged. Goods or services may be given in support of your project

Enclose a copy of partnership agreement if available

Physical Activity and Nutrition Partners

Question 11 (5 marks)

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

Physical Activity

Nutrition

Question 12 (10 marks)

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

Physical Activity

Nutrition

Help notes

*Question 11
For example:*

- *Social media*
- *Newsletter*
- *Forum*
- *Target audience*
- *Workshop*

*Question 12
For example:*

What is currently happening in your area that this project could tie in with, support or build on

Question 13 (5 marks)

How have beneficiaries/service users been involved in planning the project?

(Word limit 150)

Physical Activity

Nutrition

Question 14 (10 marks)

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

(Word limit 150)

Physical Activity

Nutrition

Question 15 (5 marks)

Please indicate your experience in the management and delivery of similar projects.

(Word limit 150)

Physical Activity

Nutrition

Help notes

Question 13

Do they have (or will have) a say in the design of the initiative?

Are they, or will they be involved in the delivery of the project to allow engagement and ownership?

How will their views on this project be taken into account?

Question 14

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

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 16 - Breakdown of funding requested (10 marks)

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

Salary costs per post		Rationale for costing
1. Job Title	£	
2. Salary	£	
3. Employer's NIC	£	
4. Employer's Pension	£	
5. Total Salary Cost (annual) (i.e. 2+3+4)	£	
6. Hours Worked	£	

Programme costs (detail)		Rationale for costing
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

Project running costs & overheads		
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

Capital costs (if any – detail)		
	£	
	£	
	£	
	£	
	£	

Other expenditure		
	£	
	£	
	£	
	£	
Total Expenditure (annual)	£	

Help notes

Please provide exact costs in table

Programme costs

For example:

- Delivery or Management Fee
- Coaching Rate or facilitator fees
- Facility Hire

Project running costs & overheads:

Day to Day overheads

For example:

- Travel
- Rent & rates
- Heat, lighting & power
- Telephone
- Postage
- Printing & stationery
- Cooking Utensils
- Food Ingredients

Question 17 - Has your organisation applied/secured additional funding for this programme or similar?

Funding Organisation	Project Title	Amount Requested	Status	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.

Help notes

*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*

Part D – Referee and Declaration

Referee

Name:

Occupation:

Contact address:

Postcode:

Phone:

Email:

Declaration

Please ensure all information given is complete and correct

Name:

Occupation:

Contact address:

Postcode:

Phone:

Email:

Please sign below

Signed:

Signed:

Print Name:

Print Name:

Position:

Position:

Date:

Date:

Active Belfast Grant Scheme Application Form/s must be returned no later than 12 noon, Monday 11 April 2016 to:

**Contracts Officer, Belfast Health Development Unit,
5th floor, 9 Lanyon Place, Belfast, BT1 3LP.**

Tel: 028 9050 2073.

Email: activebelfast@bhdu.org

Final decisions are expected by late April 2016.

Help notes

Please include contact details of the referee for this project

Application Form requires signatures from two members of the lead organisation, including the most senior staff (for e.g. CEO or Chairperson) or application is VOID



Belfast City Council District Electoral Areas 2016

