Creative Action – Community Fund

Guidance Notes

Creative Action is an Action Together programme funded by [*The Bridge Cultural Consortium*](https://cultureinstalybridge.co.uk/) which aims to work with local community /arts /cultural organisations and projects to increase access to cultural opportunities and volunteering in Stalybridge.

The Bridge is a group of local creative organisations and individuals who are passionate about the culture-led regeneration of Stalybridge including Action Together, Sarah England School of Dance, Global Grooves, Made by Mortals, Industry, local groups and artists. You can find out more about their work here: <https://cultureinstalybridge.co.uk/>

Your group can apply for £500 to engage local people in cultural activities and volunteering opportunities. Cultural activities may include arts and crafts, dance, theatre, singing, writing, photography, festivals, workshops etc. You may also want to develop your existing activities and increase your volunteering opportunities. Please use this form to tell us more about your activity, how it will work to engage local people and how much it will cost.

What we are looking for.

We are looking for groups with ideas that:

* Can deliver in the Stalybridge area. (Priority will be given to groups in the Stalybridge area).
* Create opportunities for local people to engage in cultural activities.
* Create opportunities for local people to engage in active volunteering.
* Can bring people together from different generations/communities through this activity.
* Can increase opportunities for local people to socialise.
* Can develop creative skills, knowledge and build on the experiences of local people.
* Can work to make the idea sustainable so it can carry on after the investment has been spent.

If your group is already working with local people to engage in cultural and volunteering activities in Stalybridge, we can invest in developing/sustaining the group e.g. paying for volunteer expenses.

You can ask for investments to go towards a range of costs including running activities, equipment, room hire, skills and development opportunities.

There are some things that we are unable to fund:

* Any costs that someone else is already paying for e.g. if you have been gifted free use of a venue.
* Funds to build up your reserves of money.
* Any investment money spent before it is agreed.
* Building or refurbishment work, unless we have agreed that this is necessary to the delivery of your activity.
* Activities that are statutory obligations such as a loan or mortgage.

Who can apply?

Constituted community groups, registered charities, social enterprises can apply. If you are applying outside the Stalybridge area, you must be able to deliver the project in Stalybridge.

Priority will be given to groups in the Stalybridge area.

Tell us about it!

Following delivery of your activity, we want to know all about it and you will be asked to provide a case study. We will send you a simple monitoring form to complete, which will include questions such as, what has been the impact of the investment, what have you learnt from delivering your activity, who has benefitted, future plans etc. We encourage you to provide photo’s, quotes, links to social media etc to support this monitoring. Please ensure that you gain prior consent of any participants that you include.

How to apply.

The deadline for this investment is Friday April 5 2024.

If you have any concerns/issues/questions, please contact Sandra Jackson Tel: 0161 339 2345 Ext 4301 or Email: sandra.jackson@actiontogether.org.uk

1. Please complete the application by answering all the questions and return to:
2. sandra.jackson@actiontogether.org.uk
3. If you are not already of a member of Action Together please either register free online at: <https://www.actiontogether.org.uk/node/2982> or please contact us on 0161 339 2345 and we will be happy to help you complete the registration form.

Creative Action

 Application Form for Groups

We are looking for groups who have ideas and activities to engage local people in Stalybridge.

Please complete all sections of this form. If your application is incomplete this will delay processing and it may be returned to you. If you need any support in completing this application please contact Sandra Jackson on 0161 339 2345 or email sandra.jackson@actiontogether.org.uk

Action Together, on behalf of the funders, reserve the right to check on the eligibility of groups applying for an investment and therefore, we may ask for extra information.

We encourage you to apply as soon as possible as we have a limited amount of investment. The deadline to apply for this for this investment is Friday 5 April 2024.

Section 1: About your group

|  |
| --- |
| * 1. Your group contact details.
 |
| Name of Group: |  |
| Main contact: |  |
| Position in the group e.g. Chair, project lead etc: |  |
| Contact address for the group: |   |
| Contact Tel: |  |
| E-mail: |  |
| Website if the group has one: |  |
| Facebook if the group has one: |  |
| Twitter if the group has one:  |  |

Section 2: About your activity/idea

|  |
| --- |
| 2.1 What is your activity called? |
|  |
| 2.2 How are you going to encourage local people to take part in your activity.(max 300 words) |
|  |
| 2.3 Where will your activity take place? |
|  |
| 2.4 How many people do you aim to engage in your activity? |
|  |
| 2.5 How many volunteers do you aim to engage in your activity? |
|  |
| 2.6 How will you make the activity sustainable/continue after the funding has finished?(max 200 words) |
|  |
| 2.7 Timescales – when will your activity start and finish?  |
| Start:  |  | End: |  |
|  |

Section 3: Cost of the activity.

|  |  |  |
| --- | --- | --- |
| 3.1 Budget heading(e.g. equipment, venue hire, expenses etc) | Breakdown of activity and costs | Amount requested |
| e.g. Dance Instructor | Session fee 2hrs @£20 per hour X 10 sessions | £400.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |

Section 3: Final questions

|  |  |
| --- | --- |
| 3.2. Does anyone on your management committee/board have a prior connection, affiliation, or interest in Action Together? E.g. employee, councillor, affiliate. | Yes/No *If yes, please state relationship:* |

Section 4: Supporting information

|  |  |
| --- | --- |
| Additional Information you will need to submit along with your application.\* | Please tick which of these documents you have  |
| Bank account in organisation’s name where we can send the monies to.  |  |
| Constitution or Governing Document. |  |
| Insurance – Public Liability  |  |
| Protection of Vulnerable Adults Policy |  |
| Child Protection Policy |  |
| Project Risk Assessment for the activity. |  |

If you do not have any one of the above documents, please contact Sandra Jackson - Sandra.Jackson@actiontogether.org.uk. Sandra can support you in setting these up. Please note that we cannot release any funds unless we have received these documents.

Section 5: Conditions of investment

Please review the following before submitting your application. If successful in full or part, we confirm that we accept the following conditions:

* We will only spend the investment money in accordance with this application form. If there is a need to change the use of the investment, we will request permission from Action Together as soon as possible.
* If things change for example, if the main contact on the application leaves the group and another person takes over the investment on behalf of the group we will inform Action Together immediately.
* We will ensure the group makes the project as accessible as possible and agree to implement and ensure equal opportunities.
* We will ensure we have adequate insurance to carry out the investment and that staff, volunteers, trainers, etc are suitably qualified and trained and we will supply copies of documents if requested.
* We acknowledge responsibility for all risk assessments, health and safety checks and for the funded activity.
* We will ensure that all volunteers and staff working with any vulnerable people are DBS checked and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
* Action Together can visit the group for monitoring and evaluation purposes.
* At the end of the investment, we will provide monitoring on how the idea benefited individuals and the group. This may include pictures, or video/audio and quotes from participants. We will ensure that the monitoring is given to Action Together in the required timescales and understand that failure to do so will influence future funding application decisions. Consent will need to be gained from any participants.
* We accept that we may be asked to return this investment should Action Together deem the evidence we provided was unsatisfactory. This will also apply if Action Together discovers that money has been spent on items not specified in the original application form and investment offer.
* All original receipts will be kept and copies made available for Action Together.
* We will repay any money unspent during the investment lifetime to Action Together within a month of our project ending.
* We understand that if we don't meet these terms and conditions our investment may be withdrawn.

Declaration

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified, and any monies allocated will need to be returned.
2. If the information changes in any way I will inform Action Together as soon as possible.

|  |  |
| --- | --- |
| Main contact for this project:  |  |
| Role within organisation: |  |
| Signature:  |  |
| Date: |  |

|  |  |
| --- | --- |
| Other contact for this project:  |  |
| Role within organisation: |  |
| Signature:  |  |
| Date: |  |

Please send your completed application by Friday 5 April via email to:

sandra.jackson@actiontogether.org.uk