 **Community Safety - Building Stronger Communities**

**Tameside Community Inspiration & Innovation Fund**

**Guidance Notes**

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| **Before completing the application form, please read the following guidance notes. Failure to fulfil the criteria and follow the guidelines below may result in your application being unsuccessful. If you need advice or support to complete your application form, please contact your area Project Officer:-**  **Ashton, Stalybridge, Dukinfield & Mossley** [**sue.moorcroft@tameside.gov.uk**](mailto:sue.moorcroft@tameside.gov.uk)  **Denton, Droylsden, Audenshaw, Longdendale,** [**sharron.power@tameside.gov.uk**](mailto:sharron.power@tameside.gov.uk)  **Hattersley, Hyde, Godley & Newton** |

**Aims of the building stronger communities fund**

The Tameside Community Inspiration & Innovation Fund gives local communities the opportunity to support and build community led activities or projects in their communities in Tameside which feed into the Community Safety and Greater Manchester Combined Authorities Strategic Priorities. TMBC Community Safety are leading on this with assistance from Action Together and Greater Manchester Combined Authorities (GMCA) £12,000 has been allocated for each neighbourhood area: North, East, South and West and this year we will be running Participatory Budgeting events across Tameside in community venues.

**Themes for the projects**

We have delivered two successful community grants programmes in Tameside over the last couple of years including community events and targeting groups who had not previously applied for funding based on our previous feedback. Our themes for this programme will focus on under-represented areas such as Youth Anti-Social behaviour, Keeping People Safe, Supporting Poverty & Vulnerability and Strengthening Communities/Green Spaces. We strongly want to support new groups to apply and in particular youth applications. Projects will be ranked initially by a Criteria Panel and those demonstrating the most need will then be invited to attend an event where the public will vote which projects they wish to receive funding. We also encourage existing groups to apply but you will need to explain and demonstrate how your project has developed and contributes to these themes within your application:

* **PREVENTING/REDUCING YOUTH ANTI-SOCIAL BEHAVIOUR –** anew project that respects and involves young people, preventing them becoming involved in crime, or continuing to commit crime, by delivering diversionary activities to reduce anti-social behaviour. Enhancing ideas and skills to create personal and social development, giving a voice to influence ideas, linkages to intergenerational projects and inspiring young people to get involved in their neighbourhood, learning skills to create a safer Tameside.
* **KEEPING PEOPLE SAFE:** A new project/activity that raises awareness and makes your neighbourhood/area or street in which you live safer. For example, this could include working with partner organisations in your area to develop Neighbourhood Watch or getting involved in crime reduction initiatives, improving security or developing an area to make it safe.
* **SUPPORTING POVERTY & VULNERABILITY:** Any project/activity that demonstrates need, supporting the most vulnerable residents who need help to improve or enhance their skills, enabling them to feel valued and accepted in society, reduce isolation and insufficiency and contributing to their community and livelihoods.
* **STRENGTHENING COMMUNITIES THROUGH GREENER SPACES:** A new community led projectthat creates or enhances a community Green Space, improving an area where you live inspiring the community to come together, promoting Community Growing Initiatives or rejuvenation/re-use of wasteland.

**Applications must:**

* Only request up to a maximum of £2,000 per group (please only apply for what you need giving other groups an opportunity)
* Clearly meet at least one or more of the themes above.
* Demonstrate how you can manage the activity and the changes you want to make.
* Encourage and support grass root community activity. This means actions and activities that are small, community-based, locally controlled, organised by volunteers. This includes new and emerging groups and those with minimal cash reserves.
* Have a positive and lasting impact on the lives of communities; for example, food and refreshments is not a priority unless you can demonstrate that it is essential to the running of the activity.
* Only 10% of your budget must be spent on food unless your project is promoting healthy eating or a specific food project.
* Provide value for money e.g. by showing you have shopped around for items, by only applying for what you need etc.

**Who CAN be funded?**

**Applications can be made by:**

* **Constituted Voluntary, Community, Faith or Charity groups/organisations i.e. *Groups of three or more local people*** *that have a set of rules that set out how they will work together and have a named bank account & terms of reference*
* **Group based in or operating from one of the above areas in Tameside**
* **CICs – the majority of funds must be project based and not spent on high sessional fees, please discuss with project officer prior to application**

***Group/Organisations need to:***

* Be based within in the above areas or carry out activities in these areas.
* Agree to complete a monitoring form to show what difference you have made as a result of this project.
* Encourage active participation from volunteers and the involvement of local residents in improving, designing, identifying and providing community activities.
* Provide activities that benefit communities and who can demonstrate their commitment to bettering the lives of the people in their communities.
* If working with children, young people and/or vulnerable adults, you will need to have the necessary safeguarding policies in place (e.g. Child Protection Policy and DBS checks), or are willing to take part in training by Action Together to develop these before their project begins.
* Projects must be completed and monies spent by 31st March 2024
* Priority will be given to groups with an annual income of **below** £50,000.
* Attend the whole Tameside Community Inspiration & Innovation Event for your area (see below)
* At this event, you can hold an information stall explaining what your group does, talk to local people about your project and seek support for it. At least one person from your organisation will need to attend.

**Area Events**

**North - Tues 16th May at St John’s Church, King St, Ashton OL6 8EZ 6.30-9pm**

**East - Wed 24th May at Baptist Church Ambleside Stalybridge SK15 1EB 6.30 -9pm**

**West - Thurs 8th June at New Chapel Unitarian, Clare St Denton M34 3LQ 6.30-9pm**

**South - Tues 13th June at Hyde Chapel Knott Lane Hyde SK14 5BS 6.30-9pm**

**Drop In Support Sessions**

**North – 4C Community Ctr Ashton Mon 13th March 10.30am - 12 noon**

**New Life Church Ashton Thurs 16th March 10.30am – 12 noon**

**East – The Together Ctr Dukinfield Thurs 9th March 10.30am – 12 noon**

**Emmaus Mossley Fri 17th March 10.30am - 12noon**

**West St Martins Church Droylsden Thurs 16th March 10.00am – 12 noon**

**Library Denton Fri 24th March 10.00am – 12.30pm**

**South Library Hyde Mon 13th March 10.00am -12.30pm**

**POP Hyde Fri 17th March 12.30pm – 2.30pm**

**Who CANNOT be funded?**

Applications will not be accepted from groups/organisations that:

* Are not fully constituted.
* Are trading for profit or are statutory services or are intending to redistribute grant award.
* Business Enterprises and Company Business Constitutions unless a Charity or CIC.
* Are aimed at increasing the membership of a particular political party.
* Are aimed at the promotion of one religious belief.

**What CANNOT be funded?**

***You cannot apply for:***

* More than one grant per group (including umbrella organisations e.g. national charities, uniform groups etc).
* We will not fund activities that are already being delivered in that neighbourhood unless they demonstrate significant development.
* Activities to replace funding from a statutory source such as Tameside Council, schools or health services.
* Seed funding for business start-ups.
* Activities or travel abroad. Holidays, trips and social outings that are outside Tameside and cannot be evidenced as improving one of the themes for the grant. If public transport can reasonably be used it must be.
* Retrospective costs (i.e. money that’s already been spent or project already taken place)
* Sponsorship/fundraising events or contributions to larger/major appeals.
* Any activity that does not contribute to the grant themes (identified in the guidance), unlawfully discriminates against people, or is illegal.
* Salaries, (although reasonable fees for sessional workers can be requested as appropriate).
* Core running costs of groups (although start-up costs and initial running costs for new projects may be requested). For example regular rental of premises are not fundable but reasonable room hire for events will be allowed.
* Consultation, management fees & evaluations.
* Sponsorship/fundraising events or contributions to larger/major appeals.
* Cost of utilities (gas, electricity etc) and insurances, petrol.
* Presents/gifts.
* Capital requests i.e. building repairs and construction work.
* iPads laptops, games & equipment will be discretionary by the Panel.
* Attendance at conferences and mandatory training which groups are required by law to provide.
* Clinical service provision (this includes counselling), child-care provided by unregistered childminders or interpreters who are not qualified to the standard in Diploma in Public Service Interpreting.
* Academic or medical research and equipment.
* Large Event production costs i.e. security, toilets, barriers, and professional fees & expenses, parties, lunches, meals out.

**Who makes the decisions?**

* Applications will initially be reviewed for eligibility. If we receive a high volume of bids they will be ranked and prioritised to those bids which demonstrate need and cover multiple themes.
* Who gets funded will then be decided by the event audience.
* You will receive a letter informing you that the project has been successful & invited to present your project at the event along with the other groups.
* The grant that is awarded to groups must be spent on what it was awarded for, and by the 31st March 2024. Failure to do so may result in the group being asked to repay the grant in full.

**Evaluation process**

***We will require groups to:***

* Submit an evaluation form supplied by us – a case study following their activity.
* Reflect on the project they have delivered to learn for the future.
* Provide basic evidence to support how their activity has been delivered. This may include details of accounts, invoices, receipts, photographs, articles, attendance records, evaluation forms and any other relevant documents.
* Ensure that Tameside Community Safety Partnership and Partner Organisations are used on any publicity/marketing material for all successful grant applications and we would expect that the Building Stronger Community Funds would be referenced in all press releases/promotional activity.

**How do we apply?**

The funds will be open from 1st March 2023 and you will be asked to complete an application form and email it to the Project Officer for your area below prior to the Approval Panel date given to you in advance.

**Ashton Wide, Dukinfield Stalybridge and Mossley -** [**sue.moorcroft@tameside.gov.uk**](mailto:sue.moorcroft@tameside.gov.uk)

**Tel: 07976972206**

**Denton, Droylsden, Audenshaw, Longdendale, Hyde,** [**sharron.power@tameside.gov.uk**](mailto:sharron.power@tameside.gov.uk)

**Hattersley, Godley and Newton Tel: 07980993553**

**What if we are unsuccessful?**

* Should a group’s application be unsuccessful, we will contact you for more information and if this does not fit out criteria we will signpost to other possible sources of funding for projects.
* Unsuccessful groups will be contacted by TMBC Community Safety Partnership Project Officer.

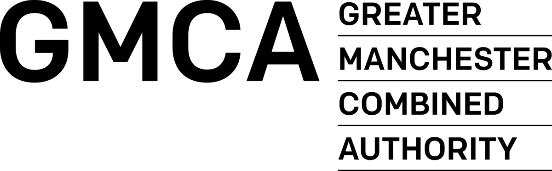
**Contact Officer**

If you would like help with your application form or are unable to use the internet please contact your area Community Safety Project Officer above.

**What happens after I submit my application?**

* All applications **must be received by** the Project Officer before **Friday 31st March 16.00.**
* All applications will then be accessed by a panel against the criteria (we may contact you for additional information).
* Shortlisted projects will then receive an invitation to the Community Inspiration & Innovation event for your area listed above.
* You must attend the event to be considered for funding.
* Your group will be required to attend and deliver a short talk (maximum of 2 minutes) and be available to and answer any questions from voters.
* The group can have a display to promote the work you do, please let us know in advance.
* Late arrivals will not be allowed into the event once it has started.
* Your project will be reviewed and considered by members of the public from the relevant neighbourhood and votes cast.
* The results will be announced on the day of the event.
* The grant must be spent by 31st March 2024 but activities can continue after this date. Tameside MBC will be administering payment of grants on behalf of Community Safety Partnership.
* You will be required to complete an Agreement and Bank Form, along with a copy of a recent bank statement of the account in the name of the group promptly.
* All spend must be monitored and any unspent monies returned. You will be required to complete an end of project Monitoring Form and submit copies of receipts and other evidence of expenditure must be submitted to the Community Safety Project Officer.
* Project reports will be fed back to the funders; GMCA and the Community Safety Partnership Board.
* Only 10% of your budget must be spent on food unless your project is promoting healthy eating or a specific food project.
* For more information or for any queries please contact your area Project Officer.

When will I receive my grant payment?

If your project is successful at the event and we have received a copy of your Constitution & relevant documentation, you will receive an email letter, Contract Agreement and Bank Details Form which you need to complete within 7 days, sign and email back to us. Tameside MBC Finance will be processing the grant payment and will request information regarding your bank details in order to make the BACS payment into your bank account which may take a few weeks to process.