

**Standing Together Community Grant**

**(for funding between £500 and £10,000)**

**Guidance Notes**

Oldham Community Safety and Cohesion Partnership (CSCP) is keen to invest in inspiring ideas from community groups and organisations who will work with us to promote healthy relationships, and to support young people and families affected by domestic violence and abuse and prevent them from becoming involved in violence themselves.

**Do you have a brilliant idea that will build resilience and capacity in communities by:**

* **Promoting a culture of respectful healthy relationships**
* **Challenging attitudes that promote violence and abuse**
* **Developing aspirations of young people and adults**
* **Engaging individuals and groups who do not traditionally work with services**

You have an opportunity to apply for up to £10,000 from the Standing Together Community Grant, supported by the Oldham Community Safety and Cohesion Partnership and the Greater Manchester Combined Authority

**To give your group or organisation the best chance of success please read the following application guidance notes carefully.**

**What can be funded:**Successful projects and ideas will focus on preventing and reducing the harm caused by seeing, hearing or engaging in violence, which contribute to a long term legacy of reducing the number of violent incidents which occur.

We are looking to support projects and ideas that help to meet at least one of the priorities and objectives of the following plans:

[Greater Manchester Standing Together Plan:](https://www.greatermanchester-ca.gov.uk/media/1268/police-and-crime-plan-standing-together.pdf)

1. Keeping people safe
2. Reducing harm and offending; and
3. Strengthening communities and places

[Oldham Community Safety and Cohesion Plan](http://www.oldhampartnership.org.uk/community-safety-and-cohesion-partnership/):

1. Tackle crime and anti-social behaviour
2. Protect people and communities from harm
3. Reduce offending and re-offending
4. Build confident and cohesive communities
5. Build and strengthening partnerships

We are particularly keen to support small community groups and organisations.

The Oldham CSCP is working in partnership with StreetGames to reduce incidents of violence through sports, dance or other creative physical activity, and we are particularly keen to support applications for projects which will deliver these types of activities.

If your proposed project does include physical activities, then you will be required to demonstrate the following 10 critical success factors within your application. These have been identified following a recent evaluation undertaken by Loughborough University as successful in reducing violent behaviours within communities.

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| **Phase 1: Foundation**   1. Clear ethos 2. Multi – agency partnerships | **Phase 3: Maintaining engagement**   1. Rewards / rewarding incentives 2. Attractive offer 3. Personal development opportunities 4. Sustained delivery |
| **Phase 2: Creating the “right offer”**   1. Right staff 2. Right style and right place 3. Right people | **Phase 4: Maximising Impact**   1. Positive pathways |

Successful applicants may also be required to work in partnership with statutory services to develop and engage with the borough’s Youth Violence Action Plan.

**Applicants must;**

* be groups or organisations with an idea for community benefit
* be members of the Voluntary Community Faith and Social Enterprise (not for profit) Sector,
* be based or working in the area of Oldham Borough Council and beneficiaries must be Oldham Borough residents
* be a collaborative combination of the above

**2. Deadline for submission of application**

The deadline for submission of this application is **Monday 2 September at 12 noon.** Unfortunately, we are unable to accept late submissions.

**3. Deadline for delivery of project**

Delivery of the project must **commence no later than** **1 October 2019 and end by 31 March 2020**

**4. Monitoring and Evaluation Process**

All groups and organisations must be able to provide evidence to support how their activity has been delivered. This may include (where applicable) stories, videos, case studies, details of accounts, invoices, receipts, photographs, social media, articles, attendance records, evaluation forms and any other relevant documents.

**5. Examples of project ideas that could receive a grant**

* Prevention work within communities that raises awarenesses around healthy respectful relationships
* Projects which encourage participation from individuals/groups who tradtionally do not engage with services
* Targeted intervention work with individuals or groups
* Projects which raise awareness of the impact and dangers of violence
* Community events which promote healthy respectful relationships

Examples of projects that have previously received funding include:

* Provision of a professionally qualified counsellor for young people
* A project to combat the cultural and generational divide between older and younger members of families
* A project aimed at girls between 14 and 18 years of age using art based workshops to engage with girls from hard to reach communities
* A project challenging attitudes that promote violence in BAME communities

We are open to any ideas that will help towards building a legacy of respect for others and reduced incidents of violence in the borough. We welcome bids which are innovative and also welcome collaborative applications. We may consider larger bids for collaborative applications.

**5. Completing the application form**

* Please ensure that ALL boxes on this form are completed.
* Guidance notes are included with the questions.
* Due to the nature of the objectives, the application must include information on risk assessment and risk management.
* A number of questions state a specific word count, any words over this number will not be considered by the grants panel.
* Applications **must** be received by email. Supporting information can be posted but must be with Action Together by the deadline date.
* The deadline for applications is **Monday 2 September at 12 noon.** Late submissions will not be accepted.
* Successful applicants will be informed of the panel’s decision within 1 month of the deadline date.
* An Equality Impact Assessment will be undertaken as part of the allocation process.

**6. Submitting your application**

When your application form is complete, please return to [grants@actiontogether.org.uk](mailto:grants@actiontogether.org.uk)

If you have any queries about the application form or application process, or if you would like to talk through your project idea, please contact Action Together: Telephone: 0161 339 2345 Email: [development@actiontogether.org.uk](mailto:development@actiontogether.org.uk)



**Standing Together Community Grant**

**Application Form**

**Section 1: Organisational details**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation:** |  | |
| **Address of Organisation:** |  | |
| **Contact Details:** | **Main Contact** | **Second Contact** |
| **Name:** |  |  |
| **Position in Group / Organisation:** |  |  |
| **Telephone Number:** |  |  |
| **Mobile Number:** |  |  |
| **Email Address:** |  |  |
| **Address**  ***(including postcode)*** |  |  |
| **Website address** |  | |
| **Facebook:** |  | |
| **Twitter:** |  | |

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| **What type of organisation are you?**   * **Please provide a copy of your governing document with this application**   *Applicants must fall in to one of the following categories:*   * *Community groups,* * *voluntary organisations,* * *registered charities,* * *the community work of faith groups,* * *Social enterprises and community interest companies, where there is accountability to the public via a board of trustees or to a membership and where all profits are reinvested in the social purpose of the organisation.* | |
| **Voluntary Organisation:** |  |
| **Registered Charity:** | Charity number: |
| **Registered Company:** | Company number: |
| **Public Body: (eg school, hospital)** |  |
| **Other: (please specify)** |  |
| **What are the main aims of your organisation, your key services and the geographical area you cover?** *(Max 200 words)* | |
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**Section 2: Project Details**

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| **What is the name of the project or activity you are seeking funding for?** | | | |
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| **Timescales – when will your project start and finish?** *(All successful projects should commence by 1 October 2019 and end by 31 March 2020.)* | | | |
| **Start:** |  | **End:** |  |
| **Please describe your project and explain what you will do with the grant?** (*Max 500 Words)* | | | |
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| **Oldham Community Grant Objectives**   * **To reduce incidents of violence by building capacity and resilience with communities;** * **To promote a culture of respectful healthy relationships;** * **To challenge attitudes that promote violence and abuse; and** * **To develop aspirations of young people and adults** * **To engage individuals and groups who do not traditionally work with services** |
| **How will your project achieve the Fund’s objectives?** *(maximum 500 words)*  ***If your project includes physical activities, please make specific reference to the 10 critical success factors referred to on page 2 of the accompanying guidance notes*** |
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| **Due to the nature of the fund’s objectives, please tell us how you will assess and manage risks in the project.** *(Max 300 words)* |
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| **How do you know your idea or project will be successful?** *(max 200 words)* |
|  |
| **What impact, change or difference will your project make?** *(Please explain in detail the results, difference or change you intend for your project to have. Max 300 words)* |
|  |
| **How will you measure the change and evidence the above impact?** *(maximum of 200 words)* |
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**Section 3: Financials**

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| **Please provide a detailed breakdown of how you will spend the grant.** | | |
| **Budget heading**  *(e.g. materials)* | **Breakdown**  *(how have you worked out your costings?)* | **Amount requested** |
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| **TOTAL** | |  |
| **Please provide details of any additional funding or in-kind support that will also contribute to this project?** (please detail how much match funding there is for the project and whether this is money or volunteer time or free resources) | | |
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**Section 4: Organisation Directors or Management Committee Members**

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| **Please list the contact details for all your directors board, or management committee members** | |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |

**Section 5: Referee**

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| **Please ask your referee to read your application form and to complete the section below.** (A referee should be someone who knows your organisation. They need to know you and be aware of the project/activity outlined in the application. They must also be independent from you, i.e. not a relative or close family friend and they must not benefit from you receiving this fund. Please note: Action Together will contact the referee before the application goes to panel.) | | |
| **Name of Referee** |  | |
| **Address (including postcode)** |  | |
| **Phone** |  | |
| **Mobile** |  | |
| **Email** |  | |
| **How long have you known the applicant?** | |  |
| **Please describe your relationship with the applicant?** | | |
| **Have you read their application for funding?** | | **Yes / No** |
| **Please tell us why you wish to support this application** | | |
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**Section 6: Check list**

Please confirm that your organisation has the relevant supporting information required by the funder. **Please note you are only required to provide a copy of your governing document with this application. You do not need to supply the remaining documents with your application.** All successful applicants will be required to supply a copy of these additional documents as part of the grant agreement, prior to any funding being released.

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| **Required supporting information** | **Please tick** |
| Governing document (copy provided with this application) |  |
| Bank account in organisation’s name with at least two unrelated signatories (we will require a copy of a bank statement) |  |
| Insurance (if applicable) (public liability and employers’ liability if you employ staff) |  |
| Safeguarding policy (if applicable) |  |

**Section 7: Conditions of Grant**

If successful in full or part, we confirm that we accept the following conditions:

* We will only spend the grant money as detailed in our application form. If there is a need to change the use of the grant, we will request permission from Action Together.
* If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform Action Together.
* We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and we will supply copies of documents if requested.
* We acknowledge responsibility for all risk assessment and health and safety checks for the project.
* We will ensure that all volunteers and staff working with any vulnerable people are DBS checked, as appropriate, and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
* We agree that we will work towards achieving the locally recognised Quality in Action Award with support from Action Together.
* We agree that Action Together can visit the project for monitoring and evaluation purposes.
* All original receipts will be kept and copies made available for Action Together.
* At the end of the project (within 6 months of receipt of the grant) we will produce a short report outlining the impact of the grant. We agree that Action Together and Oldham Council can use all this material for promotional purposes.
* We will ensure that the above report is submitted in the required timescales and understand that failure to do so will influence future funding and grant application decisions.
* We accept that we may be asked to return this grant if we are unable to provide evidence of the project and how the grant has been used. This will also apply if Action Together discovers that the grant has been used for a different purpose than outlined in the original application form and grant offer, without prior approval.
* We will repay any money unspent during the project lifetime to the Standing Together Community Grant within a month of our project ending.
* We understand that if we don't meet these terms and conditions our grant 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 or any grant awarded will be payable on request.
2. If the information changes in any way I will inform Action Together as soon as possible.

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

**Please send your completed application by email to:** [grants@actiontogether.org.uk](mailto:grants@actiontogether.org.uk)

The deadline for this application is **Mon 2 September at 12 noon.**

Unfortunately, we are unable to accept late submissions. Thanks for your interest.