Use Your Energy 10K Small Grants (up to £10,000)

Guidance Notes

Use Your Energy is an Action Together programme funded by Sport England which aims to work with Tameside groups to engage and enable children and young people aged 5-18 years to become more active, more often.

We have money to invest in your active ideas! Your organisation/group can apply for up to £10,000 to make an active idea a reality.

You must complete all sections of this application form. If your application is incomplete this will delay the processing of your application and it may be returned to you. Action Together, on behalf of the funders, reserve the right to check on the eligibility of groups applying for this grant and, therefore, may ask for extra information.

What do we mean by “active idea”?

A sustainable idea which helps children and young people who are currently less active to try something that will appeal and engage them to become more active. Six in ten children and young people in Greater Manchester are not active enough. 35.8% of children and young people, on average, do less than 30 minutes of activity each day, with only 39.9% doing at least 60 minutes or more.

Keeping active is a healthy habit that begins in childhood. The Chief Medical Officer recommends that children and young people do at least an hour’s activity every day: 30 minutes in school and 30 minutes outside of school. However, in Tameside and Bury, for example, less than a third of children and young people meet the 30 minutes daily target. (Greater Sport).

We understand that not everyone enjoys being part of a sports team or club, so we are looking to hear from organisations/groups about how we can support ideas to enable children and young people to become more engaged, more active and healthier whatever their skills or abilities.

There are lots of ways we can become more active such as volunteering, walking, cycling, swimming, dancing, water sports, nature trails, conservation, gaming, home based work-outs, boxing, skateboarding, scootering etc. Also, there are lots of places that we can use to become active such as youth clubs, school clubs\*, gym’s, parks and open spaces - even your local street!

We are looking for groups with ideas that can:

* Be delivered in the Tameside area.
* Are new.
* Can work safely within any current Covid restrictions.
* Evidence involvement from children and young people in the development of the idea.
* Work with children and young people to try new ways of doing things.
* Bring people together from different generations/communities through this idea.
* Increase opportunities to socialise for children and young people safely.
* Develop skills, knowledge and build on the experiences of children and young people.
* Make the idea sustainable so it can carry on after the investment has been spent.

You can ask for investments to go towards a range of costs including running activities,

equipment or \* training/coaching qualifications, skills and development opportunities. You may

also want to form a partnership or consortium with other organisations/groups and apply

together.

*\*This can be part of your costs but not the full amount.*

There are some things that we are unable to fund:

* Day to day running costs of current activities that you are already providing.
* Any costs that someone else is 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 absolutely necessary to the delivery of your idea.
* Activities that are statutory obligations such as a loan or mortgage.

*\*A school group/club can apply but it must be for a new project/activity that is not currently part of the school curriculum and would need to focus on getting children and young people not currently active, more active.*

Please contact us if you are unsure about anything.

Who can apply?

Community groups, registered charities, social enterprises, not for profit organisations or new constituted groups can apply. We encourage applications from partnerships or consortiums.

Tell us about it!

Following delivery of your idea, we want to know all about it and you will be asked to provide a case study. We will send you a simple case study form to complete, which will include questions such as, what has been the impact of the investment, what have you learnt from delivering your active idea, who has benefitted, your future plans etc. We encourage you to provide photo’s, quotes, links to social media etc to support your case study. We can discuss this with you before you start delivery.

How to apply.

This is a rolling programme which will be reviewed in March 2023 or until funds are exhausted. Your application will be considered by a panel including Action Together, Tameside Neighbourhood Panel and a young representatives from across Tameside.

If you have any concerns/issues/questions, please contact Sandra Jackson

Tel: 0161 339 2345 Ext 4301 or E: [sandra.jackson@actiontogether.org.uk](mailto:sandra.jackson@actiontogether.org.uk)

1. Please complete the application by answering all the questions and return to:

[funding@actiontogether.org.uk](mailto:funding@actiontogether.org.uk)

1. 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.

Who makes the decision?

Action Together will shortlist applications which meet criteria. The shortlisted applications will then be sent to the Tameside Neighbourhood Panel and then onto our team of young representatives recruited from across Tameside. The panel will meet quarterly to review applications.

The panel is made up of Action Together staff, young people representatives and the Tameside Neighbourhood panel is made up of representatives from local groups and partner agencies delivering in local neighbourhoods. Sport England have oversight of all applications.

If you do not agree with the decision?

Following the meeting of the panels we aim to send confirmation of grant offer or rejection within 7 working days of a decision being taken.

* If your application is unsuccessful, we will tell you why. Depending on the rejection reason, you may be able to apply for a different project, but you cannot reapply for the same project unless your rejection confirmation says so.
* Your rejection confirmation will also include details of the member of the grants team that you will be able to discuss your application within more detail should you wish to do so.
* If you feel you have been treated unfairly (i.e., you perceive that that the panel has failed to take account of submitted information or have based their assessment on inaccurate information), you can appeal in writing to the Strategic Locality Lead of the Action Together locality managing your application.
* You must include evidence to back up your appeal.
* We aim to respond to your appeal within 10 working days of receipt of your appeal and any supplementary information requested by the Strategic Locality Lead
* The Strategic Locality Lead may decide to refer your application back to the original panel who declined the application.
* If, following this process your application is still declined then you can appeal in writing to the Chief Executive of Action Together who will review the decisions taken.
* If, following this process your application is still declined then there is no further right to appeal.

**Tameside Strategic Locality Lead** - Anna Hynes [anna.hynes@actiontogether.org.uk](mailto:anna.hynes@actiontogether.org.uk)

Advisory note

If your annual income is above £5,000 per annum your organisation will need to register as a registered charity <https://www.gov.uk/setting-up-charity>. If you need further advice or assistance with this, please contact Action Together.

Use Your Energy 10K Small Grants

Application Form

We are looking for groups who have project ideas for children and young people to become more active and healthier. We could grant you up to £10,000 to invest in these ideas!

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](C:\\Users\\kateah\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\QK7IQT7C\\sandra.jackson@actiontogether.org.uk)

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

If you are setting up as a new group please contact us before you apply.

Section 1: About your group

|  |  |
| --- | --- |
| * 1. Your Organisation/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: |  |

|  |
| --- |
| 1.2 What is the legal / charitable status of your group? |
| Charity  Company limited by guarantee Company number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Charitable Trust  Community Association  Community Interest Company Registered number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Constituted Group  Co-operative  Friends Society  Registered Charity Registered number: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Charitable Incorporated Organisation  Not Constituted  Social Enterprise |

|  |  |
| --- | --- |
| 1.2 Use Your Energy - Priorities  *Please tick which of the priorities your project will meet.* | |
| * New activities that get children and young people moving more, more often and address [Tameside Live Well](https://www.tameside.gov.uk/TamesideMBC/media/policy/Our-People-Our-Place-Our-Plan-DEC19.pdf) strategies e.g., increasing physical and mental healthy life expectancy for residents. |  |
| * New physical activities which address inequalities/barriers to physical activities to marginalised young people e.g., BAME, LGBTQI+, young women, refugee’s and asylum seekers, young people, people with disabilities etc. |  |

Section 2: About your project idea

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 What is your project idea called? | | | |
|  | | | |
| 2.2 What is the main aim of your project idea and how will you achieve it? Link this to the priorities above. (max 500 words) | | | |
|  | | | |
| 2.3 How will your project idea get children/young people more active?  *We are looking for projects that target young people who are not physically active.*  (max 500 words) | | | |
|  | | | |
| 2.4 How are you going to encourage young people to take part in your activities who do not currently do so?   * *Think about what barriers to physical activity young people may face and how you will remove these.* * *Think about what you will do to make provision more accessible for young people who do not usually access physical activities.* * *Please include any consultation with young people that you have undertaken.*   (max 500 words) | | | |
|  | | | |
| 2.5 Which area(s) of Tameside will your project idea take place? | | | |
|  | | | |
| 2.6 Will you be working with partners on this project idea? If yes please list which partners and briefly how they will be involved. (max 500 words) | | | |
|  | | | |
| 2.7 How many children and young people do you feel will benefit from this project idea.  (max 200 words) | | | |
|  | | | |
| 2.7 We would like to hear from a person who will directly benefit from this project idea. In this section, please ask a child or young person to answer the following:  Can you please tell us why this project idea is important to you?  If you prefer you can show how you will benefit through a short 1-minute video shot on your phone, a 1-minute audio clip, over the phone or by drawing a picture. If you are sending a picture, video or audio clip please contact us to arrange transfer of files and ensure that you have permission to do so. If you would like to do this over the phone, please contact us to arrange a good time.  (max 300 words) | | | |
|  | | | |
| 2.8 Timescales – when will your idea start and finish? | | | |
| Start: |  | End: |  |
|  | | | |

Section 3: Cost of the idea.

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

|  |
| --- |
| 3.2. What ideas have you got for making your project sustainable or getting more funding after the funding has been spent?  (max 300 words) |
|  |

|  |
| --- |
| 3.3 Monitoring |
| How will you monitor the progress and measure the success of the project?   * How will you measure what you have delivered (outputs) and what tools will you use? * How will you evidence that your project has made a difference (outcomes)and what tools will you use?     (Max 500 words) |

Section 4: Final questions

|  |  |
| --- | --- |
| 4. 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 5: Supporting information

Please state if your group has the following supporting information.

If you are unsure or do not have the documents listed below please contact us for support and advice. We can support you with the development of any polices you do not currently have.

|  |  |
| --- | --- |
| Additional Information we need | YES/NO |
| Bank account in organisation’s name where we can send the monies to. If you do not have a bank account please contact us for support and advice. |  |
| Insurance - public liability and employers’ liability if you employ staff. |  |
| Safeguarding Children Policy. |  |
| Safeguarding Vulnerable Adults Policy. |  |
| Risk Assessment for the activity and/or Covid Compliance Statement (if restrictions still in place). |  |

Section 6: 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 Covid safety compliance (if appropriate) 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.
* Evidence will be required to demonstrate how our project:

Has increased opportunities and activities for children to become more active in Tameside. We will evidence this by providing end of project evaluation form including a case study. 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 the group: |  |
| Role within organisation: |  |
| Signature: |  |
| Date: |  |

Please send your completed application by email to:

email: [funding@actiontogether.org.uk](mailto:funding@actiontogether.org.uk)