Use Your Energy

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 group can apply for up to £500 to make your active idea a reality. Use this form to tell us more about your idea, how it will work and how much it will cost.

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.

We understand that not everyone enjoys being part of a sports team or club, so we are looking to hear from 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 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,

paying for equipment or training/coaching, skills and development opportunities.

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 or new groups can apply. If you want to create a new group we will discuss with you how to do this. This may include working with you to develop a simple constitution, (a constituted group is a group of people who come together with a common aim), what polices you will need to put in place, or to discuss any concerns or issues you may have around setting up a group.

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 2022. Your application will be considered by a panel including Action Together, TMBC and a young person’s network.

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: [investments@actiontogether.org.uk](mailto:investments@actiontogether.org.uk)
2. 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.

Please click [here](file:///\\ats1\Action%20Together\TAMESIDE\Community%20Wellbeing%20Tameside\Development%20&%20Commissioning\CWB%202020-2021\Use%20your%20energy\Use%20Your%20Energy%20500%20application%20form%20EXAMPLE%20FORM.pdf) for an example application form. We would encourage you to take a look at this form before you make your application.

Use Your Energy Grant

Application Form for Groups (up to £500)

We are looking for groups who have ideas for children and young people to become more active and healthy. We could give you up to £500 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 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 idea

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 What is your idea called? | | | |
|  | | | |
| 2.2 How will your idea get children/young people more active?  *We are looking for projects that target young people who are not physically active.*  (max 300 words) | | | |
|  | | | |
| 2.3 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.*  (max 300 words) | | | |
|  | | | |
| 2.4 Where will your idea take place? | | | |
|  | | | |
| 2.5 How will you make the idea sustainable/continue after the funding has finished?  (max 200 words) | | | |
|  | | | |
| 2.6 We would like to hear from a person who will directly benefit from this idea.  Can you please tell us why this idea is important to you to be completed by a child/young person? 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.  (max 300 words)  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. | | | |
|  | | | |
| 2.7 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 | |  |

Section 4: Final questions

|  |  |
| --- | --- |
| 4.1. 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.
* At the end of the investment we will provide a case study outlining how the idea benefited individuals and the group. This will include pictures, or video/audio and quotes from participants. We will ensure that the above report and case study 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 the group: |  |
| Role within organisation: |  |
| Signature: |  |
| Date: |  |

Please send your completed application by email to:

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