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**PEOPLE KEEPING WELL IN SOUTH WEST SHEFFIELD**

**GET INVOLVED GRANTS**

1. **Aim of the fund**

Get Involved Grants are available to help create opportunities and develop local activity that improves health and wellbeing in the following neighbourhoods:
We want to allocate funding for existing activities or new activities/projects in these neighbourhoods which support the overall aims of the South West People Keeping Well (PKW) programme.

Endcliffe, Fulwood, Ranmoor, Greystones, Nether Edge, Bents Green, Brincliffe, Ecclesall, Whirlow, Abbeydale

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| **CRITERIA FOR GET INVOLVED GRANTS** |

1. **Who can apply for funding?**

 You can apply up to £500 for activities if you can show that:

1. The funding will support groups of 4 or more people.
2. Group leaders are prepared to commit their time, energy and talents to running the activity and agree to undertake compulsory, free online dementia training within 2 months of the commencement of activity.
3. There must be a person or organisation which will accept the fund on behalf of the group with a bank account the funds can be transferred into as a lump sum.
4. The funding must support creating opportunities to improve health and wellbeing in the PKW Community Partnership area, i.e. the neighbourhoods listed.
5. Participants must not be attend in a professional capacity unless attending to support a participant in the group.
6. Participants must live in the South West PKW area unless there are exceptional circumstances (any exceptions need to be discussed with Adam Howard, prior to attendance).
7. There must be a commitment to promoting the People Keeping Well Partnership by using the Age UK Sheffield and PKW logo in any advertising of the activity. All marketing material must be submitted to Age UK Sheffield for review prior to release.
8. There must be a commitment to jointly promoting the activity with Age UK Sheffield on an ongoing basis.
9. The funding must not be used to replace or duplicate existing groups and activities in PKW Partnership area.
10. The lead applicant can commit to feedback on what the money was spent on and how it helped people to improve their wellbeing at the PKW partnership meeting. The lead applicant, or nominated representative must attend a minimum of two partnership meetings in a six-month period to provide an update to the core partners and wider South West PKW network.
11. Any insurances needed to run the activity, such as personal liability insurance etc. need to be funded by the applicant, and must not be funded by the grant.

Examples of activities we would consider funding:

* Health and fitness related group activities or events
* Creative projects and/or events
* Activities designed to combat loneliness and isolation in the local community
* Any project/activity designed to target an age related long term health problem such as dementia.
* Equipment resources.
1. **We will not fund**

Private enterprise/profit organisations or any activity which leads to personal commercial gain or wholly political or religious activities.

1. **What happens after we receive your application?**

The Grant Panel made up of PKW South West core partners will read your application to ensure that it is eligible and that you have completed your application fully. If you have met both of these criteria, we will contact you confirming receipt of your application.

If you have not provided sufficient information or if you have not completed your application correctly we will contact you to ask you for more / additional information. This is likely to delay your application being looked at by our panel. The chances of this happening are reduced if you give yourself plenty of time to plan and work on the application.

We will contact you with the outcome of your application within seven days of the panel meeting at which your application was looked at.

1. **The Panel**

The panel will be made up of all core members of the People Keeping Well partnership.

The role of the panel is to decide on the merits of each application. Based upon this they will either approve, defer (asking for more information) or reject an application for funding.

1. **Complaints and Appeals Process**

Due to limited amount of funding and high anticipated uptake it is quite probable that we will not have enough money to fund all applications, so some will unfortunately have to be rejected.

The panel will make a decision based on careful assessment of each application.
If you feel that your application has not been treated fairly, you have the right to register a complaint.

In the first instance, you should attempt to have any complaint dealt with informally by the staff administering the grant fund. This should be done by contacting Adam Howard at adam.howard@ageuksheffield.org.uk or by phone on 0114 250 2850.

If you cannot resolve your complaint informally and still have a complaint with the service or procedure of the scheme, or wish to appeal against the decision of the panel, you should write to Teresa Barker, Chief Executive, Age UK Sheffield,
South Yorkshire Fire & Rescue, 1st Floor, 197 Eyre Street, Sheffield, S1 3FG.

Members of the panel will review your appeal, and a letter will be issued to you with an explanation or decision within four weeks. Please note that any decision made is final.

1. **Submitting your application**

Please email your application as a Word document, rather than a PDF.

The email address to submit it to is: adam.howard@ageuksheffield.org.uk

1. **Contacting Us**

If you need support with any aspect of this application form, or have a general query, please contact:

Adam Howard

Senior Community Engagement Officer

Age UK Sheffield
Tel: 0114 250 2850

Fax: 0114 250 2860
adam.howard@ageuksheffield.org.uk

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| **Get Involved Grants Application Form** |

All applicants need to complete the application form in full.

Please refer to the criteria when completing the form.

1. **Contact details**

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| **Name of group or organisation applying:**  |
| **Contact Name:**  |
| **Address:**  |
| **Email:** |
| **Telephone**:  |

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| **Group details** |
| **Will another group manage the project costs on your behalf?** If so please give the name of the group and contact details: |

1. **About your Project**

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| 2.1 Tell us about your project/activity. What is the new activity that this investment will support? Is it a new or continued activity? |
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| 2.2 Who will be involved in this project/activity? E.g. older people if working with vulnerable people DBS checks will need to be carried out. |
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**Question 2.3 on page 7 →**

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| 2.3 What do you hope to achieve with this project/activity? What difference do you hope to make? How many people will benefit from this project/activity? |
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| 2.4 How will this investment help to improve wellbeing? |
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| 2.6 When will the project start? |
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| 2.7 Does the project have an end date? If so when? |
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1. **Project Costs**

How much money do you need and what will you spend it on? Please list and price where possible each item. Please also show that planned activities are covered by insurance, either by the host organisation/Individual or included in the costs below.

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| --- | --- | --- | --- |
| Item | Price per item | Number of items | Total Cost |
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|  | **Total:** |  | **£1,070** |

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| **Bank details** |
| **Please provide bank details of your group or host organisation.****Bank:** **Account Name:** **Account Number:** **Sort Code:**  |

**Note**. Please do not pay out (or agree to pay) anything related to your project until you have been informed in writing that your application has been approved.

1. **Evaluation**

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| How will you know your project has been successful? What are you going to collect to show/evidence this (e.g. attendance figures, case studies)? |
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1. **Future plans**

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| Do you have any plans to carry on the activity/project after the funding has finished? |
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1. **Declaration**

It is important that you understand and agree to sign up the following statements.

Please note that if you leave the group/organisation or can no longer fulfill your responsibilities, or someone else takes over responsibility for the investment on behalf of the group/organisation, you must inform us immediately.

1. We are authorised to make the application on behalf of the above group/organisation.
2. We certify that the information contained in this application is correct.
3. We agree to abide by the terms and conditions outlined in the Investment Conditions Declaration in Appendix 1.

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| --- | --- | --- | --- |
| Name of person submitting form |  | Role in group |  |
| Signature |  | Date |  |

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| **CONTACT**Adam HowardSenior Community Engagement OfficerAge UK SheffieldTel: 0114 250 2850Fax: 0114 250 2860 |

**Appendix 1. Get Involved Grants Investment Conditions Declaration**

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| **Please read the following investment conditions – by signing the Declaration of the application form you are confirming that you have read and understood them.** **Please keep a copy of these conditions for your own records.** |

**Conditions**

1. **Purpose of investment**The investment will be used for the sole purpose/s as stated on the application form. If we want to make any change to the activity or budget we will contact Joanna Woodward in advance to ask if this is possible, and then confirm the changes in writing. If for any reason this is not possible, the money must be returned.
2. **Maintaining records**We will keep all receipts and records of expenditure after the end of our project.
Please send them in to us once the project spending is complete.
3. **Assets**Any assets bought with a PKW Community grant investment cannot be sold, disposed of or given away to any other group or individual without prior approval in writing of Adam Howard.
4. **Reporting and monitoring**We will report on the progress and difference that we make as requested.
5. **Legal Duties**We will make sure that we shall comply, at all times, with any relevant legislation and adopt good practice in ensuring safety measures within our project such as health and safety, insurance and DBS checks.
6. **Liability**The grant recipient accepts liability relating to the projects it undertakes and releases South West PKW from any and all liability. Any grant awarded by the People Keeping Well Partnership will be done so on the basis of information supplied at the time of the application. If any information is subsequently found to be misleading, inaccurate or false then the grant must be paid back in full.

 **7. Insurance**
We will make every reasonable effort to ensure that we take out appropriate insurance for the group and its activities, including public liability and insurance for equipment and we will produce documentary evidence that the policy or policies are properly maintained, if requested.

1. **Publicity**

We will acknowledge People Keeping Well and Age UK Sheffield as the funders on relevant publicity and documents.