



Introduction

**PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY
BEFORE COMPLETING YOUR APPLICATION FORM**

**ALL PROJECTS AWARDED FUNDING MUST BE
DELIVERED BY 28TH FEBRUARY 2016**

The purpose of this document is to help you decide whether the aims of your project support our aims and to help you complete the application form.

Adactus is committed to supporting and developing strong, sustainable communities and has designed the neighbourhood fund to do this. We will use our fund to help people create, plan, manage and organise their own projects.

Adactus would really like to see the changes that are being made so we will ask you to show us how you will achieve them and demonstrate what has been achieved after the project has taken place. When completing your application form, please assess your aims to see if they match our neighbourhood priorities, (see under 'what can I apply for?' for more information), which are:-

- Healthy living
- Environmental improvements
- Young people and children
- Older people
- Sustainability
- Employment and training
- Bringing the community together
- Community safety

If your project does not fall under one of the priorities above, your application will not be considered. There may be another fund that will support your ideas and we may be able to help you with your search or signpost you to a partner organisation.

Once the fund is fully allocated it will be closed until the next financial year.

How the fund is awarded

- A panel of Adactus residents will assess each application based on its own merits
- The panel will decide which applications are supported by the fund and may choose to offer a partial award in some circumstances
- The panel's decision is final although feedback can be provided on request
- The panel will meet four times a year in April, July, October and January. Applications will need to have been received by the deadline set for each particular round of judging in order to be considered by the panel. Late bids will be deferred until the next panel meeting.

Who can apply?

Individuals, resident groups, community groups, charitable organisations or social enterprises working in areas where the Adactus Group manages homes. Ideally, resident or community groups should be constituted and have their own bank account. In some circumstances we may consider acting as the fund holder for non constituted groups who do not have a bank account.

What can I apply for?

The fund is available to support small scale community projects that will improve the quality of life for Adactus Group residents and make a real difference to the neighbourhoods where Adactus Housing Group serve.

Your project should support one or more of the following priorities:

- Healthy living (e.g. health and well being events, community food growing projects)
- Environmental improvements (e.g. improvements to communal green space, clearance of grot spots)
- Young people and children (e.g. equipment for youth groups, sports activities for young people)
- Older people (e.g. support for social activities for elderly residents, projects aimed at combating isolation)
- Sustainability (e.g. energy efficiency and recycling projects)
- Employment and training (e.g. support for job clubs, training for volunteers)
- Bringing the community together (e.g. support for community groups, community fun days and events)
- Community safety (e.g. support for targeted activities during the Halloween / Bonfire period, projects aimed at improving awareness or combating the fear of crime)

How much can I apply for?

The fund is aimed at supporting a number of small scale projects. Each area where the Adactus Group manage homes has been allocated a fixed amount of money for the year. The Neighbourhood Development Team will be able to tell you how much is available in your area.

No one project will be allocated more than 50% of the total amount of money available in that area, and bids requesting a large proportion of funding will need to show how they will significantly benefit Adactus Group residents and the wider community.

Are there any restrictions on what can be funded?

The fund will not support on-going office or management costs. In terms of staffing, the fund will not support salary costs for employees but will pay for staff time in delivering sessional activities. For example, football coaching or dance classes.

The fund cannot be used for the purchase of animals or livestock.

The fund is also unable to support any items for Adactus Group residents that should be covered under their service charges. Nor can the fund support projects that will increase the value of an individual's property.

What information will I be expected to provide in addition to the application form?

There are 3 broad categories of projects funded by the Neighbourhood Fund which will, in general, require different information in terms of supporting documentation.

a) You are only asking for materials or equipment.

Examples could include books, IT equipment, sports equipment.

Materials and/or equipment purchased through the fund will be gifted to your project. The applicant will be responsible for the materials/equipment after it is delivered in terms of its safe use, insurance, risk assessments and maintenance. Where we are only purchasing equipment or materials on your behalf we will not require any supporting information with your application.

b) You are requesting funding for activities running over a number of weeks.

Examples could include weekly craft sessions, regular sports activities for young people, cookery sessions.

In all instances you will need to provide over-arching **public liability insurance**. If your project is working with children, young people or vulnerable adults you will also need to provide a copy of your **child protection / safeguarding policy** and confirmation of **DBS (formerly CRB) checks**. If your project bears any element of risk your application will also need to be accompanied by a **risk assessment** for the activities covered.

c) You are requesting funding for a one off event.

Examples could include a fun day, a clean up event, an information day.

Regardless of the venue of your event, you will need to provide over-arching **public liability insurance**. **Risk assessments** will be required for activities where required (e.g. for a clean up day or a fun day with physical activity). If you are working with children or vulnerable adults of any age you will also need to provide a copy of your **child protection / safeguarding policy** and evidence of appropriate **DBS checks**.

Notes:

- This is a discretionary fund and the panel's decision is final.
- There will not be any commitment to fund organisations for future years
- Equipment/materials purchased through the fund are gifted items and become the responsibility of the group, organisation or individual on acceptance
- Any incomplete application form will not be considered by the panel.
- Volunteers working with children, young people or vulnerable adults on your projects should have DBS (formerly CRB) clearance

If you have any queries or require help in completing your application form please contact one of our Neighbourhood Development Officers on 0300 111 1133.