



supporting work in the community

COMMUNITY INITIATIVE GRANT

This form can be provided on audiotape, in large print and braille and can also be translated into other community languages.

For further information, contact the Community Initiatives Officer on (01225) 366145





Community Initiative Grant Guidelines

BETTER PLACES

Working together to create great neighbourhoods

Somer: a caring landlord

Somer Community Housing Trust provides homes for around 23,000 residents in Bath and North East Somerset and in other parts of Somerset, Wiltshire and Bristol.

We want to make your community, your neighbourhood a successful place where people really want to live. This is where Better Places comes in.

Aim of the Community Initiative Grant

The aim of the Community Initiatives Grant is to enable you to achieve your project as well as helping you to help us to meet the objectives in our Neighbourhood Plans. The Plans are developed after finding out from our residents what are their priorities for their neighbourhood. Each Plan will detail what we will do to address those priorities

How much can I apply for?

The Grant aims to support two types of application.

Please ensure you complete the correct form:

- **Form A for grants under £200**
- **Form B for grants between £200 - £500.**

Form A: those who require a fairly small amount of funding in order to make their activity a success. For example, a group who may require some small equipment to enable their activity to function such as a tea urn for social gatherings or a CD player for exercise classes.

Form B: those who require more substantial funds to run a project. For example, sports activities for young people or community fun days.

What sort of projects do you fund?

Any activity that helps to achieve the priorities and objectives in our Neighbourhood Plans, these include:

- Creating sustainable communities
- Activities for children & young people
- Feeling safe
- Cleaner neighbourhoods

Projects can look to benefit a particular 'client group', ie. older people; disabled people in a neighbourhood providing they are still meeting our overall objectives as above.

Projects must benefit Somer residents.

What won't you fund?

- Revenue costs such as salaries / wages
- Capital projects such as building works.

Please note: Our Neighbourhood Impact Grant supports small-scale capital projects with grants up to £2,000. For further information contact Vince Smith on 01225 366198
email: vincent_smith@somer.org.uk

Criteria – who can apply?

The Community Initiatives Grant welcomes applications from community groups in the areas where we have properties.

In both these instances applications will only be considered from community / resident groups (ie residents organising activities for residents). Larger voluntary organisations seeking funding should enquire through the Community Investment Manager (01225) 366149.

Please note: applications will only be considered from groups and not from individuals.

To apply for the larger grant (max £500) you will need to show that your group:

- Has a set of rules or constitution
- Has a bank account or access to the bank account of a nominated organisation
- Has met the grant conditions of any previous Community Initiatives Grant

For both grants you will need to show that the project or activity:

- Ticks at least one of the objectives on the Better Places checklist.
- Benefits Somer residents

Please note:

- First time applicants will take preference over repeat applications.
- Although we do in some instances fund an activity / project more than once (not in the same year) we do look for evidence that the organisation has sought to fund themselves.

Making an application

You may prefer, before you complete the application to contact Somer's Community Initiatives Officer on 01225 366145 for an informal chat or arrange a meeting to assist in completing the application. Alternatively, you will need to complete the attached application form.

For the larger grant (£500 maximum), please remember to include with your application

- The group's constitution or set of rules.
- The group's most recent accounts or financial information.
- If using a nominated organisation to accept and administer the grant, a signed copy of your agreement .
- Any additional information to help us understand how the grant will be spent.

Who awards payment?

An Approval Panel.

The Panel comprising of Somer residents and staff members will consider all applications put before them.

The recommendations of the Panel are final and no appeal can be made against any decision made.

What happens next?

Once we have received your application, the Community Initiatives Officer will look at your application before it is put before the Approval Panel. They may need to contact you for further information.

The Approval Panel meets regularly over the year. Dates of the meetings are overleaf.

Any applications that are received within two weeks of an Approval Panel meeting date, will be held over to the following meeting date.

Within seven working days of the Approval Panel meeting you will receive a letter telling you of the Panel's decision.

If your application is successful, you will receive a letter informing you of the amount of grant that has been awarded, how the grant is to be used and an acceptance form. This will need to be completed and returned so that payment can take place.

If we do not receive a signed acceptance form from you within three months, the offer will be withdrawn.

Monitoring and Evaluation

Three months after a grant has been paid, or the project start date, the Approval Panel will ask for an Evaluation Report on how the grant has been used. The Community Initiatives Officer will send you the appropriate Evaluation Form to complete.

The Panel may at any time request a visit to your activity/project.

Need help?

If you prefer any paperwork translated into

- Large Print
- Braille
- Audio Tape
- Another language

or if you require help to complete the form, please contact the Community Initiatives Officer on the details below.

Need further information?

Contact :

Community Initiatives Officer
Somer Community Housing Trust
The Maltings
River Place
Lower Bristol Road
Bath BA1 1EP

Tel: 01225 366145

Email: jo_bellotti@somer.org.uk



Community Initiative Grant Guidelines

BETTER PLACES

Working together to create great neighbourhoods

General guidelines:

- Applicants must understand that their event is privately organised and therefore Somer Community Housing Trust has no responsibility or liability towards such an event
- Organisers must ensure that they have sufficient insurance cover in respect of general public liability, damage or loss and any health and safety matters
- For the larger grant (£500 max), your last annual accounts must be enclosed with the application form, together with income and expenditure information to date

Approval Panel Dates

Tuesday 24th May 2011

Deadline for applications: Tues 10th May '11

Tuesday 19th July 2011

Deadline: Tuesday 5th July '11

Tuesday 20th September 2011

Deadline: Tuesday 6th Sept '11

Tuesday 15th November 2011

Deadline: Tuesday 1st Nov '11

Tuesday 24th January 2012

Deadline: Tuesday 10th Jan '11

Tuesday 13th March 2012

Deadline: Tuesday 1st March '11

Send the completed form / documentation to:

The Grant Approval Panel
Community Investment Team
Somer Community Housing Trust
The Maltings
River Place
Lower Bristol Road
Bath
BA2 1EP

COMMUNITY INITIATIVE GRANT APPLICATION FORM A (under £200)

Name of Group:

Name of Activity:

Date of Activity:

Type of purchase:

Date of intended purchase:

1st Contact Name:

2nd Contact Name:

Position within the group:

Position within the group:

Address:

Address:

Tel. No:

Tel. No:

E-mail:

E-mail:

Best time to contact:

Best time to contact:

Briefly tell us about your group:

Is your group accessible to all?

Yes

No

Is it open to the wider community?

Yes

No

When did your group start?

Has your group received a grant from Somer before?

Yes

No

If 'yes' what was it for?

(please list all grants / dates received)

What is the total amount of grant you are requesting?

Describe your activity / purchase and the benefits it will bring to your group and/or wider community.

(Please refer to the priorities in the relevant Neighbourhood Plan and / or the Better Places checklist)

How many people are likely to benefit from this project?

How many of these are likely to be Somer residents?

What will the activity / purchase cost? Please give a detailed breakdown (where applicable) of all costs and **identify which elements you would like Somer to fund.**

Items	Amount £	Amount requested from Somer £
TOTAL		

Have you sought funding/raised funding from elsewhere (please detail if applicable):

Funding source	Amount £	Applied for	Secured

How many people are involved in your group?

Number of Committee Members

Number of members

Number of members who are Somer residents

Does your group have a set of rules or constitution?
(it is not essential that you have one)

Yes No

If 'Yes' please enclose a copy with your application

Can you indicate what (if any) funds your group has. This could be by means of a bank statement or copy of your current income and expenditure.

Yes No

Does your group have its own bank account?

Yes No

Bank / Building Society details:

Name of Account

Name of Bank:

Bank Branch

Sort Code

Account No.

If you do not have a Bank / Building Society Account, is there an organisation who will receive the grant on your behalf?

Yes No

What is the name / details of the organisation:

Bank / Building Society details of the organisation:

Name of Account

Name of Bank:

Bank Branch

Sort Code

Account No.

We will need to see a signed agreement between your nominated organisation and your group detailing the arrangements that have been made to accept and administer the grant.

Monitoring of Grant

If your group is successful in receiving funds, three months after the activity / purchase has been made, we will ask for a report on how the grant has been used. We will write to you enclosing an evaluation form which needs to be completed.

A member of the Grant Approval Panel may visit your group to find out more about what has been achieved.

If your group disbands or you are unable to use the grant for its intended purpose within 12 months we will ask for the grant to be returned.

Declaration

We declare that the information given on this Application Form and any documentation accompanying this form is accurate and true to the best of our knowledge.

Signature 1 Position

Signature 2 Position

Date

CHECKLIST: Have you

- **Answered all of the questions on the correct form (either A or B)**
- **Enclosed a copy of your rules or constitution where applicable**
- **Completed the Better Places checklist**
- **Enclosed a copy of your latest bank statement or copy of your current income and expenditure (see guidelines)**
- **Signed the Form (2 signatories)**

COMMUNITY INITIATIVE GRANT APPLICATION FORM B (£200 - £500)

Name of Group:

Name of Activity / Project:

Date of Activity / Project:

1st Contact Name:

Position within the group:

Address:

Tel. No:

E-mail:

Best time to contact:

2nd Contact Name:

Position within the group:

Address:

Tel. No:

E-mail:

Best time to contact:

Briefly tell us about your group:

When did your group start?

Has your group received a grant from Somer before? Yes No

If 'yes' what was it for?
(please list all grants / dates received)

What is the total amount of grant you are requesting?

Describe your project and the benefits it will bring to your community.
 (Please refer to the priorities in the relevant Neighbourhood Plan and / or the Better Places checklist)

How many people are likely to benefit from this project?

How many of these are likely to be Somer residents?

What will the project cost? Please give a detailed breakdown of all costs and **identify which elements you would like Somer to fund.**

Items	Amount £	Amount requested from Somer £
TOTAL		

We only seek to support initiatives that have sought / acquired other funding, please detail these and tick box if funding has been applied for or secured.

Funding source	Amount £	Applied for	Secured

How many people are involved in your group?	
Number of Committee Members	
Number of Co-optees / Volunteers	
Number of members	
Number of members who are Somer residents	

Does your group have a set of rules or constitution? Yes No

If 'Yes' please enclose a copy with your application

Has your group produced annual accounts? Yes No

If 'Yes' please enclose a copy with your application **(see guidelines)**

Does your group have its own bank account? Yes No

Bank / Building Society details:

Name of Account

Name of Bank: Bank Branch

Sort Code Account No.

If you do not have a Bank / Building Society Account, is there an organisation who will receive the grant on your behalf?

Yes No

What is the name / details of the organisation:

Bank / Building Society details of the organisation:

Name of Account

Name of Bank: Bank Branch

Sort Code Account No.

We will need to see a signed agreement between your nominated organisation and your group detailing the arrangements that have been made to accept and administer the grant.

Monitoring of Grant

If your group is successful in receiving funds, three months after your activity / project start date, we will ask for a report on how the grant has been used. We will write to you enclosing an evaluation form which needs to be completed.

A member of the Grant Approval Panel may visit your group to find out more about what has been achieved.

If your group disbands or you are unable to use the grant for its intended purpose within 12 months we will ask for the grant to be returned.

Declaration

We declare that the information given on this Application Form and any documentation accompanying this form is accurate and true to the best of our knowledge.

Signature 1 Position

Signature 2 Position

Date

CHECKLIST: Have you

- **Answered all of the questions on the correct form (either A or B)**
- **Enclosed a copy of your rules or constitution**
- **Completed the Better Places checklist**
- **Enclosed a copy of your latest set of annual accounts (see guidelines)**
- **Signed the Form (2 signatories)**

Community Initiatives Grant

Better Places Checklist

The aim of the Community Initiatives Grant is to help us to meet your objectives in delivering the Better Places programme. The Grant can help to support initiatives which build strong, sustainable communities in areas where Somer residents will benefit.

Objective	What this could mean	Does your project meet this objective?		If yes, how?
		Yes	No	
Sustainable Communities	Bringing the community together and encouraging people to take a long term interest and be involved via fetes, social clubs, events and community days.	<input type="checkbox"/>	<input type="checkbox"/>	
Children and Young people	Support and involvement for children and young people to be able to contribute positively to their community through play, activities and regeneration projects.	<input type="checkbox"/>	<input type="checkbox"/>	
Community Safety	Residents feeling safe in their communities through projects to raise awareness about crime prevention, anti-social behaviour and security issues. Projects could be seen to reduce vandalism in the neighbourhood.	<input type="checkbox"/>	<input type="checkbox"/>	
Neighbourhood Cleanliness	Residents can take pride in their neighbourhood by getting involved in projects to help look after it such as litter picks and community clear up days.	<input type="checkbox"/>	<input type="checkbox"/>	



Working together to create great neighbourhoods

Please tick the neighbourhoods your project will benefit:

- Village, if yes please specify.....
- North Twerton
- East Twerton
- Peasedown St John, North Radstock and Somerset
- Whiteway, Southdown and Kingsway
- Midsomer Norton and West Radstock
- Weston and Newbridge
- East Keynsham
- Widcombe, Bathwick and Snow Hill
- West Keynsham and Villages
- Kingsmead and Lansdown
- Moorfields and Odd Down
- Abbey and Walcot
- Combe Down and Foxhill
- Larkhall, Bathampton, Batheaston
Bathwick and Wiltshire

