



Community Spaces Capital Grant

Application for Funding: for amounts above £5,000

Barnwood would like to support community spaces that play a part in making everyone feel welcome and included. We aim to help 'build belonging' by connecting people and bringing them together using community spaces.

The application form is important as it will be used to assess how far your project meets the Community Spaces Capital Grant criteria and is the basis of whether we award funding. The form contains guidance notes alongside the questions to help with its completion.

We would encourage you to contact the Social Sustainability team about your plans or project before making an application using the details below:

Ged Cassell
01242 539935
07701 281907

ged.cassell@barnwoodtrust.org

Tanya Kirby
01242 539935
07523 513190

tanya.kirby@barnwoodtrust.org

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Postal Address:
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Other useful information:

Our website: <http://www.barnwoodtrust.org/what-we-do/growing-communities/community-spaces/>

Detailed guidance about the Community Spaces Grant: [Community Spaces Capital Grant: Guidance for Applicants](#)

How to apply:

1. **Please contact the Social Sustainability team before making an application.** We'll arrange to meet with you at the community space to discuss your project.
2. Following the meeting, we'll carry out an initial appraisal of your project and if we think it's eligible for consideration, we'll invite you to apply and send you a link to the online application form.
3. Please send your completed application to the team using the contact details on this form. Applications can be submitted by email or post. It is important that you keep a copy of the application for yourself, as you will need to refer to it when discussing the application with our team.
4. Providing the application is eligible we will present it to our Grants Advisory Panel who will examine the application in more detail.
5. Eligible applications are determined as follows:
 - Barnwood's Grants Advisory Panel (meets monthly and awards grants up to £20,000).
 - Barnwood's Social Change and Grants Committee (meets three times a year and awards grants above £20,000).

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Please complete all parts of the application form.

ABOUT THE ORGANISATION OR GROUP APPLYING FOR FUNDING:

Contact information

Project Title /Community Space name	
Name of group or organisation	
Address	
Postcode	
Website	
Other contact details e.g. Facebook, twitter	
Main contact name	
Telephone numbers	
Email address	

More details about your organisation

	Tick or describe	Charity or Company Number (if applicable)
Community Group *		
Unincorporated Trust or Association *		
Charitable Company		

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CIO (Charitable Incorporated Organisation)		
Other (please describe)		
List any organisations /groups to which you are affiliated		

*** If you are an unincorporated community group working with an incorporated group or charity, please include their contact details below:**

Name of organisation	
Address and postcode	
Email address	

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Purpose of the organisation or group applying for funding	Briefly describe your organisation or group's aims and purpose.

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THE PROJECT:

<p>Please describe your community spaces project</p>	<p>Outline your plans for the community space. What activities will take place? How will the project meet the aims of the Community Spaces Grant priorities? Tell us about the progress you have made so far and how will you continue to develop the plans.</p>
<p>How did you identify the need for the project?</p>	<p>How has the idea for the community space developed? Who has been involved and in what ways? Do you have evidence or research which supports your application?</p>

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<p>Talking with your community</p>	<p>What work has taken place to engage the community in planning the community space? How has the community influenced your plans? How will the community continue to be involved?</p>
<p>How will your community space be used?</p>	<p>Who do you expect will use the community space? What is it that you want to achieve with the space and how will you do it?</p>

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<p>Expected timescales? Start date /end date</p>	<p>When do you expect to start and complete the project? Please note that should your application be successful you should not start the activity for which you have been funded before signing your funding agreement with Barnwood. Please attach your project plan if you have one.</p>
<p>What are the milestones for your project? Dates by which they are to be achieved?</p>	<p>Milestones are used to assess whether the project is on track. Please list the activities, with dates, that you anticipate</p>

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	will take place after the start of the project. They should be significant stages in the development of the project.
<p>What experience, skills and knowledge does your group or organisation have to deliver and sustain the project?</p>	<p>We are interested to hear about your organisation/ group's experience and skills. Also, what plans you have for making your project sustainable.</p>
<p>Who is involved in running your group/organisation?</p>	<p>For example: Chair, Committee, Steering Group, Project manager, Key staff or volunteers.</p>

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<p>Who will have overall responsibility for making this project happen and how will they do this?</p>	<p>Name the contact person(s) for this.</p>
<p>Who are you working with to make your project a success?</p>	<p>Please tell us about any other organisations, groups or individuals you are working with and how their involvement is helping the project</p>
<p>What risk factors could delay or prevent implementation of the project? Outline what steps you will take to minimise risk?</p>	<p>There are many risks to projects e.g. costs exceeding budget, failure to</p>

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	<p>attract community beneficiaries - please think of those relevant to your project and how you intend to mitigate against them.</p>
<p>Has your group / organisation received a grant for any activity before? If so please give details of what it was for, value and details of funders.</p>	<p>(Please include grants from Barnwood and other funders)</p>
<p>Please list any insurances, permissions, planning matters or licences which are relevant to this project?</p>	<p>Please give details and state whether they have been obtained, or if not, when you expect to hear?</p>

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EXPECTED BENEFITS OF THE COMMUNITY SPACE

How will the community space help build belonging in the local area?

Please describe how the space will bring people together and make a contribution to building a welcoming community Who are the direct beneficiaries of your project and who else may benefit less directly? What are the expected outputs (i.e. the physical changes that will take place in the space, or new things that can happen) as a result of your project? What are the expected outcomes (i.e. the benefits for the community and others)?

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<p>How are you ensuring your community spaces project is welcoming and accessible to all?</p>	<p>We are interested both in how the physical space is welcoming to all and how it could contribute to building a more inclusive community.</p>
<p>How will you show the benefits of your community space project?</p>	<p>How do you intend to gather information to demonstrate what difference is being made by your project? Information can take many form such surveys with numerical and other data, or personal and community stories. We are able to provide more information and</p>

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	discuss this area with you in more detail if required.
<p>How are you working together with other community groups and community spaces in your area? What steps have you taken to make links with them?</p>	<p>We are interested to hear about how your community spaces project links with and is collaborating with other work in your community.</p>
<p>How will you promote your community spaces to attract and involve the people you hope will benefit?</p>	<p>How will you let people know about the project and involve them? What are your arrangements for publicity for the project?</p>

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COSTS AND FUNDING:

<p>What is the expected cost of the community spaces project?</p> <p><i>What is the estimated total cost of the project?</i></p> <p><i>Please provide a breakdown of the total cost.</i></p> <p><i>Please tell us about any quotes or estimates from contractors you have received.</i></p>	<p>Amounts (£)</p>	
<p>How much funding are you applying for from Barnwood for your project?</p>	<p>Amount (£)</p>	
<p>What funding have you raised for your project so far?</p> <p><i>Tell us about the source, purpose and amount of funding you have obtained.</i></p>	<p>Amount (£)</p>	
<p>What other funding applications do you expect to make or hear decisions about?</p>	<p>Amount (£)</p>	<p>Please list the funders (where known) and the amount you've applied for or intend to apply for.</p>

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		Please tell us about other contributions towards this community spaces project which are (a) already received or (b) planned and promised. These may include gifts in kind or contributions of time and skills.
What other (non-financial) contributions have you received or are expected that will contribute towards the development of your community spaces project?		
What are your plans to fund the day to day running costs of the community space when it is completed?		
Who will be responsible for ongoing running, upkeep and maintenance of the project once completed?		
Can your organisation recover VAT? If so, please provide your VAT registration number.		

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SIGNING THE APPLICATION:

I agree that to the best of my knowledge information contained in this application form is true and accurate.

Name in CAPITALS	
Signature	
Position	
Date	

Please note if you are signing on behalf of your organisation, we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this application and project.

Checklist:

Below is a list of what you need to include with this application

Have you completed all sections?
Have you enclosed TWO quotes for items over £500.00?
A copy of your organisation's latest audited accounts
A copy of your organisation's constitution
Business plan for your project (if you have one)
Supporting evidence that other funding is in place
Copies of any relevant licences, planning and insurances
Safeguarding assurances – please see overleaf and respond to the questions

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Safeguarding policy

As a charity working with people who have lived experience of disability and/or mental health issues, we share a duty to safeguard and promote the welfare of children and young people, and to protect adults who may be vulnerable to abuse. We seek assurances from all grant applicant organisations, that they have safeguarding policies and procedures in place. Whilst we do not directly monitor compliance, we seek assurance that the organisation is operating in line with the safeguarding values, principles and expectations set out by the local Gloucestershire Safeguarding Children Board (GSCB) or Gloucestershire Safeguarding Adults Board (GSAB).

Assurance Questions:

1. Does your organisation have a **named person at senior management level** or equivalent, to champion the importance of safeguarding children and adults at risk throughout the organisation?

YES/NO

2. Are staff and volunteers **appropriately trained in safeguarding** children and adults at risk, according to your work setting and in line with GSCB/GSAB guidance?

YES/NO

3. Are your **recruitment and selection processes** for staff and volunteers in line with Safe Working Practice guidance?

YES/NO

4. Does your organisation clearly set out for staff and volunteers the **guidelines on information sharing** where a child or adult may be at risk of abuse?

YES/NO

5. Does your organisation have and publish **procedures for handling allegations** against staff and volunteers?

YES/NO

For any further detail in relation to the above, please refer to Gloucestershire Safeguarding Children Board (GSCB) or Gloucestershire Safeguarding Adults Board (GSAB) website.

Assurances may be checked periodically in consultation with the local safeguarding *board*.

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Consent Form

Barnwood Trust “the Trust” is registered with the ICO (no. Z7581551). All personal data will be processed by the Trust in accordance with the GDPR and will be kept in accordance with our Data Protection Policy. Data is not shared outside of the Trust.

The Trust collects data:

- (1) As a means of communicating with members of the community about events, workshops and other activities.*
- (2) For purposes of contacting individuals about being part of future research.*

Unless otherwise agreed with you, we will only collect basic personal data about you, which does not include any special categories of personal information about you (often known as ‘sensitive personal data’). This information however includes the likes of your name, telephone number, address and email address.

We will not collect any personal data from you that we do not need.

Please check our Privacy Policy to see how we protect and manage your Personal Data.

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