

**Community Spaces Capital Grant**

**Application for Funding**

**Guidance on completing the application**

**Barnwood aims 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.**

This application 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. It contains guidance notes alongside the questions to help with its completion.

**If you need advice or support in completing the application, please contact the Social Sustainability team as below:**

|  |  |
| --- | --- |
| Ged Cassell  01242 539935  07701 281907  [ged.cassell@barnwoodtrust.org](mailto:ged.cassell@barnwoodtrust.org)  Martin Hawkins  01242 539935  07701 281920  [martin.hawkins@barnwoodtrust.org](mailto:martin.hawkins@barnwoodtrust.org) | Tanya Kirby  01242 539935  07523 513190  [tanya.kirby@barnwoodtrust.org](mailto:tanya.kirby@barnwoodtrust.org) |
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**Other useful information:**

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

Community Spaces Grant Guidance: <https://www.barnwoodtrust.org/wp-content/uploads/2020/02/Community-Spaces-Grant-Guidance-_Feb2020.pdf>

**How to complete the application?**

1. Please answer all the questions.
2. Please complete your application as fully as possible.
3. After completion, please submit your application using our Online database. If you do not have access to this, we will send you an electronic or paper copy, to complete.
4. Please include photographs of the space, to help illustrate your application. Please **do not include images of people** in these photographs.
5. Eligible applications are determined as follows:
   * Up to £5,000 decision made monthly.
   * Above £5,000 - £20,000 – decisions made quarterly.
   * Above £20,000 – three times each year.

**ALL APPLICANTS TO COMPLETE**

**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 |  |  |
| 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 |  |

**COSTS AND FUNDING:**

|  |  |  |
| --- | --- | --- |
| **What is the expected TOTAL cost of the community spaces project?**  *What is the estimated total cost of the project?*  *Please provide a breakdown of the total cost.* | **Amounts (£)** | |
| **How much funding are you applying for from Barnwood for your project?** | **Amount (£)** | |
| **What funding have you raised for your project so far?**  *Tell us about the source, purpose and amount of funding you have obtained.* | **Amount (£)** | |
| **What other funding applications do you expect to make or hear decisions about?** | **Amount (£)** | Please list the funders (where known) and the amount you’ve applied for or intend to apply for. |
| **What other (non-financial) contributions have you received or are expected that will to contribute towards the development of your community spaces project?** | | 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. |
| **Can your organisation recover VAT? If so, please provide your VAT registration number.** | | |

**THE PROJECT:**

|  |  |
| --- | --- |
| **Please describe your community spaces project** | Outline your plans for the community space project.  Tell us about the progress you have made so far and how will you continue to develop the plans. |
| **How did you identify the need for the project?** | 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 the need for your project? |
| **Who are you working with to make your project a success?** | Please tell us about any other organisations, groups or individuals you are working with and how their involvement is helping the project. |

**EXPECTED BENEFITS OF THE COMMUNITY SPACE**

|  |  |
| --- | --- |
| **What partnerships or connections with other organisations, groups and community spaces that will help make your project a success?** | We are interested to hear about how your community spaces project links with and is collaborating with initiatives. |
| **How will you promote your community spaces to attract and involve the people you hope will benefit?** | How will you let people know about the project and involve them?  How will you publicise the project now and in the future? |

**GOING THE EXTRA MILE?**

**Successful applicants must demonstrate they are ‘going the extra mile’ in creating an inclusive community space; places where everyone is welcome to meet and come together.**

<https://www.barnwoodtrust.org/wp-content/uploads/2019/07/Going-the-Extra-Mile-Guidance.pdf>

**Please use the sections below to show how you will do this.**

|  |  |
| --- | --- |
| **Going the extra mile criteria** | **Evidence** |
| **The community space is linked to a clear plan to make it welcoming AND for building a more inclusive community?** |  |
| **The community space plays a part in bringing people together and making everyone feel welcome and included?** |  |
| **Plans for the space will lead to new or enhanced opportunities for people to come together and build inclusive social connections?** |  |
| **The project is community led and/or has strong community support and builds upon the strengths in the community?** |  |
| **EITHER: FOR COMMUNITY ORGANISATIONS: there are plans or current actions which engage with disabled people or people with mental health challenges?** |  |
| **OR: FOR ORGANISATIONS WITH A DISABILITY FOCUS: the space must bring about new or enhanced opportunities for community connections?** |  |

**SAFEGUARDING**

|  |  |
| --- | --- |
| **Does your organisation have a safeguarding policy?**    **(Do not include the policy with your application)** | **YES/NO** |

**SECTION BELOW ONLY FOR COMPLETION FOR APPLICATIONS ABOVE £5,000**

**Please complete all parts of the application form.**

|  |  |
| --- | --- |
| **Please tell us about the timescales and milestones of your community spaces project?** | When do you expect it to start and complete?  What are the expected dates of the other key milestones? |
| **What risk factors could delay or prevent implementation of the project?**    **Outline what steps you will take to minimise risks?** | There are many risks to projects e.g. costs exceeding budget, failure to attract community beneficiaries - please think of those relevant to your project and how you intend to mitigate against them. |
| **What are your plans to fund the day to day running costs of the project when it is completed?** |  |
| **How will your project measure the success of your community spaces project AND know that it has been successful?** |  |

**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**

1. 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**

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

**YES/NO**

1. 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**

1. 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.*

**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 or Role** |  |
| **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?** |  |
| **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 available)** |  |
| **Supporting evidence that other funding is in place** |  |
| **Copies of any relevant licences, planning and insurances** |  |

Barnwood Trust

Consent Form

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| --- |
| *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.* |