# GUIDANCE

# Fusion Pioneer Area Programme (From Fort to Pit to Port) 2016/17 Fund

Application Form

Section One: Selection Criteria

Funding is limited therefore priority will be given to individuals who have met the Communities First outcomes listed below. Please note that there is no expectation to cover all outcomes in section (a)&(b); however, you would be expected to have outcomes in both sections.

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| --- |
| **(a) Communities First Core Delivery**  Increase Physical Activity |
| Participating in a positive activity twice a week |
| Reducing Social Isolation |
|  |
| Children & YP with a better understanding of the importance of school |
| participating in a personal & social development opportunity |
| Parents feel more confident supporting their children |
| People gaining a qualification |
|  |
| Completing an Employment related Course |
| People Entering Employment |
| Gaining Basic IT Skills |
| **(b) Community engagement and support** |
| Feel able to influence decisions affecting their local area |
| Satisfied with their ability to get to / access the facilities and services they need |
| People volunteering |
| Engaged in more community activity |
| Involved in planning Communities First activity |
| Has become a participant in Communities First Delivery Plan activity as a result of community engagement activities / events held |

Other considerations will include

|  |
| --- |
| 1. Innovative approaches to engagement. |
| 1. Clear identification of the target group/s |
| 1. Engagement/contribution in kind of wider partners 2. Evidence of engagement with relevant Communities First clusters |
| 1. Realistic considerations of staffing and financial resources required. |
|  |

We also strongly welcome applications that engage with two or more Communities First clusters

How will my application be assessed?

It is important that you make your case as well as you can in your application form.

Selection will be centred on how your project can contribute to achieving the Communities First and Fusion Priorities in Merthyr and Cardiff. These will be assessed in relation to our case for achieving these and our confidence that you will be able to provide evidence of success.

We will expect all applications to be properly planned and costed. Where overheads or management costs are included we will need a breakdown of how these were calculated. During assessment we may request additional information (for example, cash-flow, up to date management accounts, business plan) before the application is processed.

We will further assess the information you provide in order to avoid duplication with similar projects or facilities (existing or proposed by statutory agencies or Third Sector organisations) and to ensure financial sustainability in the longer term has been seriously considered.

All applicants will complete an application pro-forma that can be submitted at any time before the closing date of **18 November 2016.**  **Applications will NOT be accepted after this deadline, any late applications received will be marked as ineligible.** Application forms should be emailed to Mel Evans at EvansM6@cardiff.ac.uk

**Submitted applications will enter a competitive selection process.**

Assessments and decisions will be made by a Cardiff University, Merthyr Tydfil and selected Cardiff Communities First Clusters Fusion Panel. The panel will be selected from key representatives of the Fusion Programme in Merthyr Tydfil and Cardiff.

This process will be used to endure there is an effective and transparent decision making process for determining successful and unsuccessful applications when allocating funding in the Cardiff Neighbourhood Partnership areas. The Assessment Process used will be**:**

1.Applications for funding are sent to the university for initial screening.

**No**

Application declined and applicant notified.

**Yes**

2. Once screened applications for funding are sent to the panel.

**Yes**

3. Each panel member returns a completed scoring sheet (abstaining if they are related to the application process).

**Yes**

4. The scoring of each panel member will be collated to create a single final score.

**Yes**

Applicants below threshold declined and applicants notified.

**No**

5. Applications scoring over the required threshold score are recommended for approval.

**Yes**

6. Successful applicants notified.

**SECTION 2 – YOUR ORGANISATION**

**Applicant Organisation:**

Give full name as it appears on your constitution.

The individual completing the form must have authority to apply for funding in the organisation.

**SECTION 3 - ABOUT THE PROJECT / SUPPORT YOU ARE APPLYING FOR FUNDING FOR**

**Communities First Areas:**

Please tick the Communities First area you will be working in. You may tick more than one.

**Project Amount Requested:**

Please state clearly how much you are requesting. The amount must be clearly broken down in the funding for project section five and total to the same amount as the breakdown.

**Project Title:**

Give a brief title (no more than 10 words) that describes the activity or service for which you are applying for Fusion funding. We refer throughout the form to this as your “project”.

**Project Summary**

Plead provide a short summary that can be used on our website and for communication purposes. No more than 150 words.

**Description of the Project** (maximum 1,000 words) including:

Which group(s) of people the project will work with.

Which partners (if any) you will engage with *(Please attach letters of support)*

How you will engage with the relevant Communities First cluster organisations *(NB if successful you will be put in touch with the relevant Communities First representative/s)*

How the activity/project supports the priorities noted in the criteria section (1;a&b)?

How the project will empower and encourage people to take an active part in the arts, culture and heritage and how it will engage people, especially those who don’t currently engage:

How the project will inform the practice/policy of your own organisation.

NB Please note in describing the people you are working with that funds are targeted at areas of deprivation, therefore if there are any protected characteristics ensure you note them in this section.

Please list client groups under the protected Characteristics. How does your project impact directly upon this (these) client group(s): How will you target the client group; The Protected Characteristic Groups are;

|  |  |
| --- | --- |
| Children/young people (0-18) | Marriage & civil partnership |
| Religion or (non-)belief | Poverty/social exclusion |
| Any other age group (18+) | Pregnancy and maternity |
| Sex | Carers (Inc. young carers) |
| Disability | Race |
| Sexual orientation | Community cohesion |
| Gender reassignment | Welsh language |

**SECTION 4 - HOW WILL YOU REPORT ON THE SUCCESS OF THE PROJECT/ ACTIVITY?**

A monitoring and evaluation report of the project / activity will be required following delivery. Templates shall be provided to successful applications. We recognise that these are estimates but be as realistic as you can.

**Please state;**

**How much you plan on doing?**

How many people you will work with? (Number)

How many sessions do you plan in running? (Number)

How many volunteer hours will be contributed? (Number)

**How well you will evaluate the project?**

How many individuals rate the project as very good/ excellent? (Number)

How many sessions run to expectation? (Number)

**Who is better off as a result of the project?**

Under this section you would be expected to insert any outcomes that you have selected in criteria section 1. E.g. 20 participants have reduced social isolation

We expect you to monitor this information as the activity progresses

**SECTION 5 - FUNDING FOR THE PROJECT**

This section must contain the financial information relevant to the project:

* Under **Expenditure**, list details by type of spend e.g. training costs, room hire, volunteer expenses etc. Against each type of spend enter the expected amount of spend. If overheads are included tell us what they are and how they are calculated. You should explain any management costs here bearing in mind that we will be looking for evidence of good value for money.
* Under **Income**, list details of all other sources of funding identified for the project. From your partners and values in kind, tell us whether this funding is secured, waiting decision or still to be raised.

In order to link activities to existing plans and priorities essential that you contact the relevant cluster teams prior to submission. You will be asked to provide details of the Communities First Cluster representatives that you contacted.

**DECLARATION**

Please make sure you include required documents with your application. Additional information can be submitted if it is relevant to your application and will help to illustrate what you plan to do.

The person named in question 6 should sign the application. It is the contact’s responsibility to ensure they have the full authorisation from their managing committee to make this application.

Return completed Electronic Application Pro-forma and evidence of support from other partners (if relevant) to: Mel Evans at EvansM6@cardiff.ac.uk

**Payment of Grants and Monitoring**

50% of the funding will be awarded once the award has been granted. The final amount will be paid following the submission of a short report on the outcomes of the activity. Applicants will be expected to provide itemised expenditure details. Applicants will be required to provide information on the progress of the project against agreed measurable targets/outcomes and expenditure against budgets.

All receipts must be submitted by 28February 2017.

A monitoring form will be completed at the end of the grant period and submitted with receipts/proof of expenditure. Outcomes from the work undertaken with the grant will be reported.

From the Fusion Grant Offer Letter:

“You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any kind of activity which in our opinion could bring us into disrepute.”

For further information please contact Mel Evans on 029 2087 5389 or EvansM6@cardiff.ac.uk