

# Get Active

in the Community Cash Grant Awards

# 2004



*get a life*  *get active*

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## Welcome to the Get Active in the Community Cash Grant Awards 2004

On behalf of the Northern Ireland Physical Activity Strategy Implementation Group, I have pleasure in introducing to you the Get Active in the Community Cash Grant Awards for 2004.

The scheme is designed to raise awareness of the health benefits of regular, moderate physical activity by enabling local groups to offer new opportunities for physical activity to their communities. Groups may apply for cash grants up to the value of £500 to support their projects.

I hope your community group will avail of this opportunity to promote physical activity and I look forward to hearing how you are helping your members to *get a life, get active!*



Dr Brian Gaffney  
Chief Executive  
Health Promotion Agency for Northern Ireland

## Background

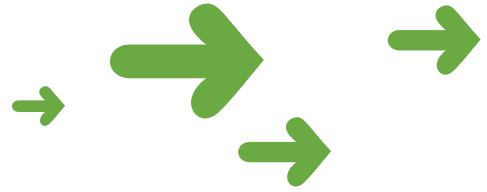
This initiative is funded by the Department of Health, Social Services and Public Safety and has been developed by the Health Promotion Agency for Northern Ireland (HPA) in support of the Northern Ireland Physical Activity Strategy, which aims to increase participation in physical activity, especially among those who are currently sedentary.

A key element of the Strategy is the development of a sustained public information campaign to support the Strategy's overall aim of increased physical activity among the Northern Ireland population. In support of this objective the HPA developed the Get Active in the Community Cash Grant Awards scheme. The stated aim of the scheme is *"to increase the opportunities within the community for participation in health-enhancing physical activity, by providing financial support to community and voluntary groups to enable them to develop initiatives targeted at the sedentary population."*

Since the scheme was launched in 1999, the Get Active in the Community Cash Grant Awards scheme has helped over 600 groups to improve the health of their local communities through physical activity.

A recent evaluation showed that the scheme has met its overall aims and objectives, and has been an important trigger for mobilising communities to increase their levels of physical activity.

For the second year, the Community Foundation for Northern Ireland has been commissioned to process and judge the applications. Their support is much appreciated.



## How to apply

1. Read the following *Awards criteria* and *Guidelines* sections of this form carefully - **your application will be assessed on how well you fulfil the criteria based on the information on your application form.**
2. Complete the attached application form. Photocopies are acceptable and forms can also be downloaded from the HPA's website [www.healthpromotionagency.org.uk](http://www.healthpromotionagency.org.uk). Please return to the Community Foundation (the designated administrators of the scheme) at the address shown below by **4pm on Friday 19 March 2004**. We regret faxed applications cannot be accepted.
3. Do **not** enclose any additional information, as it will not be considered when assessing applications.

## How are the grants awarded?

- The applications are judged by a selection panel.
- Projects are selected and scored according to the information given on the application form and matched with the awards criteria.
- Awards are allocated once a year from a limited budget and it is not possible to fund every application submitted.
- The decision of the selection panel is final, however groups can request feedback on why their application was unsuccessful.
- All applicants will be notified about the outcome of their applications in writing by 23 April 2004.

Projects will be selected to ensure a balance between Health and Social Services Board areas and equal representation of target groups.

### **PLEASE NOTE:**

#### **Completed application forms should be sent to:**

Get Active in the Community Cash Grant Awards  
The Community Foundation for Northern Ireland  
Grant Administrators  
Community House  
Citylink Business Park  
Albert Street  
Belfast  
BT12 4HQ

## Awards criteria

Grants will be awarded to groups according to how well they meet the following criteria:

1. Applicants should demonstrate how their project meets the following overall aim of the Awards Scheme:

***“to increase the opportunities within the community for participation in health-enhancing physical activity, by providing financial support to community and voluntary groups to enable them to develop initiatives targeted at the sedentary population.”***

Projects should also fulfil **at least one** of the following scheme objectives:

- Overcoming barriers:** helping people overcome the main barriers to being physically active, such as no one to exercise with, lack of access to facilities, lack of confidence, lack of willpower.
- Acquiring new skills:** providing opportunities for people to acquire new skills through participating in physical activity.
- Promoting health benefits:** raising awareness of health benefits of regular moderate activity.
- Promoting local facilities:** raising awareness of local leisure facilities, the local environment and physical activity opportunities.

### 2. The scheme is open to:

- community and voluntary groups;
  - school community groups (ie groups that aim to extend participation beyond the school to the wider community);
  - groups that have applied to the scheme in previous years;
  - groups that were awarded grants in previous years **and have complied with the conditions stated in the contract.**
3. Projects should, where possible, involve a series of events or sessions, although one-off events will be considered provided they represent value for money.
  4. Already existing projects may apply, providing the applicants can demonstrate how they are seeking to increase and broaden participation. However, priority will be given to new groups or projects.
  5. Projects must take place between **April 2004 and March 2005**. All grants are made on condition that the project will be completed within this timeframe. Organisers of projects not completed in this timeframe will be asked to return grant awards.
  6. Projects should be developed in collaboration with the people who are intended to participate in the proposed activity.
  7. Projects should show evidence of need for the proposed activity.
  8. Successful applicants must have a bank or building society account, which must be held in the same name as the group.
  9. Applications must be returned to the Community Foundation by **4pm on Friday 19 March 2004**.



**1.10 Is your project taking place in an area of disadvantage?**

Yes  No

If yes, please give details.

.....

.....

.....

.....

**1.11 Has your group or project received an award from this scheme in the past?**

Yes  No

If yes, please indicate in which year(s) you received an award?

1999  2000  2001  2002  2003

**→ Section 2 Tell us about your proposed project**

**2.1 Is this a new project? Yes  No**

If no, please explain how you intend to extend the scope of the project and/or increase participation?

.....

.....

.....

.....

**2.2 What is the main focus (ie more than 60%) of your activity?**

Walking  Cycling  Dancing   
Activity for the disabled  Other  (please describe)

.....

.....

**2.3 Briefly describe your project plan:**

What do you intend to do?.....

.....

.....

.....

.....

.....



**2.10 Is your project receiving funding from any other source?**

Yes  No

If yes, please give details:

## → Section 3 Tell us about the people who will benefit from the award

**3.1 Is your project targeting sedentary people?**

Yes  No

**3.2 What ages are the people your project is targeted at?**

All ages  or:  
0-5  Primary school  Post-primary   
17- 25  26-49  50-60   
60-70  Other

**3.3 What gender will the people taking part be?**

Male  Female  Mixed

**3.4 Is your project targeting people from ethnic minorities or people with disabilities?**

Yes  No  If yes, please indicate approximate numbers:

Ethnic minorities

People with disabilities

**3.5 Please explain how you have assessed the need for the project with this target group and how your target group have been involved in planning the project:**

## → Section 4 Contract

**Please read the following statement and if you agree to these conditions, sign below.**

If your proposal is selected for this initiative you must agree to:

- provide bank account details which must be in the same name as the group;
- complete an evaluation form;
- assist, if required, in the presentation of the project to a wider audience and contribute to the network of other projects.

**I agree to the above conditions:**

NAME:

SIGNATURE:

DATE:

**In making its final selection for short listing, the panel will give high priority to:**

- ✓ new groups or new activities;
- ✓ projects that specifically target young people (under 25), or older people (50 or over), or disabled people;\*
- ✓ walking, cycling, dancing or activities for disabled people.
- ✓ activities that target sedentary people;\*\*
- ✓ activities that can be integrated into daily life;
- ✓ projects not receiving grants/funding from other bodies;
- ✓ projects that target ethnic minority groups;
- ✓ groups with an annual income of less than £15,000;
- ✓ projects taking place in communities that suffer from high levels of multiple deprivation;
- ✓ projects that demonstrate value for money.

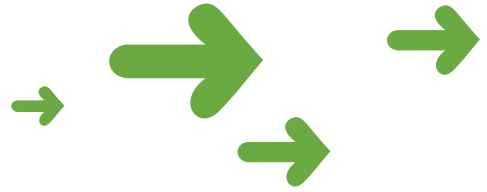
\* Group members must be registered disabled.

\*\* A sedentary person is someone who has not performed physical activity of at least a moderate level lasting 20 minutes on at least one occasion in the past seven days.

**The following will not be funded:**

- X projects that may be deemed high risk (no bungee jumping please!);
- X projects that take place outside of the community;
- X individuals;
- X previously successful applicants to the Get Active in the Community Cash Grant Awards scheme who have not submitted their evaluation report;
- X activities that are part of a public body's statutory obligations (eg school sports);
- X applications received after **Friday 19 March 2004 at 4pm.**





## Guidelines for applicants

**These guidance notes will help you to complete your application – please read them before filling in the application form. We can only accept your application if every section of the application form has been completed. Good luck!**

### Section 1 Applicant organisation

The applicant organisation is the organisation to which all correspondence will be addressed and from which the evaluation form will be requested at the end of the proposed project.

- Q1.3** Contact name: This should be the person responsible for the coordination of the project and will be the main contact person for the organisation. Please give the name in full, not just initials.
- Q1.7** Each Health and Social Services Board (HSSB) area has a local physical activity implementation group, which will be awarding the grants. It is important you identify the HSSB that the project is taking place in. If you don't know which HSSB area you're in, look for your local Council in the lists below.

EASTERN	NORTHERN	SOUTHERN	WESTERN
Ards Belfast Castlereagh Downpatrick Lisburn North Down	Antrim Ballymena Ballymoney Carrickfergus Coleraine Cookstown Larne Magherafelt Moyle Newtownabbey	Armagh Banbridge Craigavon Dungannon Newry & Mourne	Derry Fermanagh Limavady Omagh Strabane

- Q1.8** Electoral wards: Information relating to your electoral ward can be obtained by contacting your local council.

- Q1.10** It is important that you give as much detail as possible as priority will be given to groups that suffer from high levels of multiple deprivation. The panel may use the Noble Index or Electoral Wards to select areas of disadvantage so please ensure you have included your postcode in section 1.4 and Electoral Ward in section 1.8 of the application.

### Section 2 Details of your proposed project

- Q2.2** In making its final selection for short listing, the panel will give priority to the following activities:
- ✓ walking;
  - ✓ cycling;
  - ✓ dancing;
  - ✓ activities for disabled people (group members must be registered disabled).

Please select **ONLY ONE** activity which will be the main focus of the project (by “main activity” we mean the activity that accounts for more than 60% of the overall project).

- Q2.3** This is an important section of the application, so please take time to answer each question.

**Q2.4** Local facilities include schools, leisure centres, community centres and church halls as well as walking and cycling routes, parks and forests.

**Q2.6** Projects must take place between **April 2004** and **March 2005**.

**Q2.9** The maximum grant available for projects will be £500 and costs should not exceed this amount. Applicants should note that average awards are expected to be around £250, so please apply only for what you need. We would like to be able to fund as many projects as possible, so please ensure that the amounts asked for are realistic and represent value for money. You should list each item and its cost – you must be able to justify your costs.

Examples of costs that may be funded are: training courses, equipment, publicity materials, venue hire, refreshments, evaluation and administration, transport to local facilities. Please note that transport costs may only account for a maximum of 20% of the total grant you are applying for (excluding disabled and rural groups who can allocate up to 50% of their grant to transport costs).

The grant cannot fund part of a larger project.

**Q2.10** Please give details of any other funding obtained for this project.

### **Section 3 Details of your target group**

**Q3.1** Projects should encourage sedentary people or those who exercise occasionally. A sedentary person is someone who has not performed physical activity of at least a moderate level lasting 20 minutes on at least one occasion in the past seven days.

### **Section 4 Contract**

The contract is an important section as it contains the terms and conditions which apply to the scheme. In signing the contract you agree to abide by these terms and conditions. The form must be signed by the contact person named in section 1 of the application form.

### **Other important information**

#### **Bank details:**

To qualify for an award your group must have a bank or building society account and it must be in the same name as the group. New groups will be required to set up a bank account before any monies are released. This will only be required upon successfully obtaining an award.

#### **Evaluation:**

Successful applicants will be asked to agree to complete and submit a brief evaluation form no later than **March 2005**. This form will be supplied by the Health Promotion Agency before projects commence.

#### **Deadline for return of application forms:**

Please return completed applications by **4pm on Friday 19 March 2004** to:

Get Active in the Community Cash Grant Awards, The Community Foundation for Northern Ireland, Grant Administrators, Community House, Citylink Business Park, Albert Street, Belfast BT12 4HQ.

Please do **not** return forms to Health Promotion Agency or to your local HSSB area. We regret we are unable to accept faxed application forms.

#### **Notification of awards:**

All applicants will be informed in writing of the outcome of their application by **23 April 2004**.

## Help with your application

For assistance with your application for a Get Active in the Community Cash Grant Award, please contact the physical activity coordinator based in your local HSSB area.

### **EASTERN**

Kim Kensett  
Department of Public Health Medicine  
4<sup>th</sup> Floor  
Champion House  
12-22 Linenhall Street  
Belfast  
BT2 8BS  
Tel: 028 9032 1313 ext 2447  
Fax: 028 9055 3682  
Email: [kkensett@ehssb.n-i.nhs.uk](mailto:kkensett@ehssb.n-i.nhs.uk)

### **NORTHERN**

Nicola Browne  
Homefirst Community Trust  
Spruce House  
Cushendall Road  
Braid Valley Site  
Ballymena  
BT43 6HL  
Tel: 028 2563 5575  
Fax: 028 2563 5377  
Email: [nicola.browne@homefirst.n-i.nhs.uk](mailto:nicola.browne@homefirst.n-i.nhs.uk)

### **SOUTHERN**

Angela Corr  
Southern Area Health Promotion Dept  
Lisanally House  
87 Lisanally Lane  
Armagh  
BT61 7HW  
Tel: 028 3752 0500  
Fax: 028 3752 0520  
Email: [acorr@adhsst.n-i.nhs.uk](mailto:acorr@adhsst.n-i.nhs.uk)

### **WESTERN**

Majella Magee  
Westcare Business Services  
Health Promotion Department  
Lime Villa  
Gransha Park  
Londonderry  
BT47 6WJ  
Tel: 028 7186 5127  
Fax: 028 7186 5128  
Email: [mmagee@westcare.n-i.nhs.uk](mailto:mmagee@westcare.n-i.nhs.uk)

For administrative queries, contact the Community Foundation for Northern Ireland, Grant Administrators, Community House, Citylink Business Park, Albert Street, Belfast, BT12 4HQ. Tel: 028 9024 5927.

For guidance on making an application you may also contact Neil Irwin, Funding Advice Officer at NICVA, Tel: 028 9087 7777 or email [neil.irwin@nicva.org](mailto:neil.irwin@nicva.org). For general help on fundraising consult NICVA's website [www.grant-tracker.org](http://www.grant-tracker.org)

### **Equality of opportunity**

The Get Active in the Community Cash Grant Awards scheme will take account of the duties imposed by Section 75 of the Northern Ireland Act 1998 regarding the need to promote equality of opportunity.

