



# Get active in the community

cash grant awards 2007

*get a life*  *get active*

# Get active in the community

cash grant awards **2007**

## Invitation to apply for an award

On behalf of the Northern Ireland Physical Activity Implementation Group, I invite you to apply for an award under this small grants scheme, which is now in its ninth year.

The scheme aims to enable local groups to create opportunities for their community to take part in organised physical activities. It also raises awareness about how important it is to be active, and the benefits that come from regular, moderate exercise.

Your group can apply for a cash grant of up to £500 to support your proposed activity.

I would encourage you to take advantage of this opportunity to help people get active. Regular physical activity can help combat some of our most serious health issues, such as obesity, and promote mental and emotional health.

This scheme will help you to give people the chance to experience the benefits of physical activity, and will support the drive to create a healthier population.



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. The strategy aims to increase participation in activity, especially by those who are currently sedentary.

A public information campaign has been developed by the HPA to support the strategy, and the Get Active in the Community Cash Grant Awards scheme is part of this campaign. The aim of the scheme is to increase the opportunities for people in the community to take part in physical activity that will benefit their health. The scheme provides financial support to community and voluntary groups to enable them to develop initiatives targeted at the sedentary population.

For general health benefit adults should achieve a total of at least 30 minutes a day of moderate intensity physical activity (such as walking) on five or more days in the week.

Since the Get Active in the Community Cash Grant Awards scheme was launched in 1999, it has helped 1027 groups to improve health in their local communities through physical activity. Evaluation has shown that the scheme has met its overall aims and objectives, and has been an important motivator in increasing levels of physical activity.

The Community Foundation for Northern Ireland has been commissioned to process and judge the applications. Their support is gratefully acknowledged.

# Guidelines

## How to apply

1. Before you begin please read through the following guidelines. Your application will be assessed on how well you fulfil the criteria (see page 13) based on the information you provide. This is the only information the panel has so make it count. We regret that we cannot accept incomplete applications. Remember: It is very important that you link your answers to the criteria.
2. Complete the application form. You can download forms from the HPA's website [www.healthpromotionagency.org.uk](http://www.healthpromotionagency.org.uk) We will accept downloaded forms or photocopies. We regret we cannot accept faxed applications. Do not include any additional information, as it will not be considered when assessing applications.
3. Check that all parts of the form are complete and **detach the application form** (pages 5-12) from the rest of the document. If you send the whole document we cannot accept the excess postage charge and this may delay your application. Please return your completed application form to the administration centre at **The Community Foundation for Northern Ireland** at the address shown by **4.00pm on Monday 9 April 2007**. We regret that we cannot accept late applications or applications that are sent to another address.
4. If you would like help with your application please contact either the named person in your area or the contact at NICVA (see the following page).

## How are the grants awarded?

- The applications are judged by a selection panel.
- Applications are scored according to the information given on the application form and matched with the awards criteria, and efforts are made to reach a balance across Health and Social Services Board (HSSB) areas and equal representation of target groups.
- Awards are allocated once a year from a limited budget and it is not possible to fund every application submitted.
- Awards are paid into a bank or building society account, which must be held in the same name as the group. Applicants must therefore ensure they provide details of such an account.
- All applicants will be notified about the outcome of their applications in writing by Friday 18 May 2007. Cheques will be issued once applicants have notified their acceptance of the award.

## How likely are you to get an award?

Every application is judged on its merits and on how it meets the criteria. The panel recognises that a great deal of work goes into developing proposals and that most submissions are worthy projects in their own right. However, demand for grants outstrips available funding. In 2006, 177 applications were received and of these 127 received funding. If you are unsuccessful in this round of funding you can request feedback. While there is no formal appeals process, queries may be made **in writing** to the Community Foundation. A written response will be provided. **We regret that individual queries cannot be dealt with by telephone.**

### Completed application forms should be sent to the following address only:

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 the Health Promotion Agency or to your local HSSB contact. We regret we will be unable to accept forms that have been sent to places other than the administration centre at the Community Foundation's address above.*

## Help with your application

Please note, the Community Foundation and the Health Promotion Agency cannot help you with your application. For assistance with your application for a Get Active in the Community Cash Grant Award, please contact the person in your area as indicated below.

### Eastern Health and Social Services Board

North and West Belfast Health and Social Services Trust

Bryan Nelson

Tel: 028 9041 7400

Email: [bryan.nelson@nwb.n-i.nhs.uk](mailto:bryan.nelson@nwb.n-i.nhs.uk)

South and East Belfast Health and Social Services Trust

Maria Morgan

Tel: 028 9056 5656

Email: [maria.morgan@sebt.n-i.nhs.uk](mailto:maria.morgan@sebt.n-i.nhs.uk)

Down and Lisburn Health and Social Services Trust

Melanie McClements

Tel: 028 9756 3129

Email: [melanie\\_mcclements@dltrust.n-i.nhs.uk](mailto:melanie_mcclements@dltrust.n-i.nhs.uk)

Ulster Community and Hospitals Trust

Trudy Brown

Tel: 028 9151 0181

Email: [trudy.brown@ucht.n-i.nhs.uk](mailto:trudy.brown@ucht.n-i.nhs.uk)

### Northern Health and Social Services Board

Nicola Browne

Tel: 028 2563 5575

Email: [nicola.browne@homefirst.n-i.nhs.uk](mailto:nicola.browne@homefirst.n-i.nhs.uk)

### Southern Health and Social Services Board

Nuala Quinn

Tel: 028 3741 2424

Email: [nquinn@adhsst.n-i.nhs.uk](mailto:nquinn@adhsst.n-i.nhs.uk)

### Western Health and Social Services Board

Debbie Hunter

Tel: 028 7186 5127

Email: [deborah.hunter@westcare.n-i.nhs.uk](mailto:deborah.hunter@westcare.n-i.nhs.uk)

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)

The assistance of NICVA is gratefully acknowledged.

## 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.

Please detach and send only this 8 page application form - not the rest of the brochure (see point 3 under 'How to apply').

Office use only

Reference number \_\_\_\_\_ Date received \_\_\_\_\_

## Application form

*Please refer to the guidelines and the awards criteria and read the guidance notes in the boxes as you complete this form. Please write clearly in black ink.*

### Section 1: Details of your group

#### 1.1 Name of your group:

\_\_\_\_\_

#### 1.2 Where does your group usually meet?

\_\_\_\_\_

#### 1.3 Name of contact making the application:

Title: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

This should be the person responsible for the coordination of the project and will be the main contact person for the group. Please write the name in full, not just initials.

#### 1.4 Position held in the group:

\_\_\_\_\_

#### 1.5 Name of the proposed project (if different to your group name given above):

\_\_\_\_\_

#### 1.6 Correspondence address including full postcode and telephone number:

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel (daytime): \_\_\_\_\_ (evening): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**1.7 When was your group formed?**

Month \_\_\_\_\_ Year \_\_\_\_\_

**1.8 How many members are in your group?**

\_\_\_\_\_

**1.9 Please tick which range your group's annual income falls into:**

- Less than £5,000
- Between £5,000 and £10,000
- Between £10,000 and £15,000
- Over £15,000

**1.10 In which Health and Social Services Board is your group based?**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> <b>Eastern</b> | <input type="checkbox"/> <b>Northern</b> | <input type="checkbox"/> <b>Southern</b> | <input type="checkbox"/> <b>Western</b> |
| Ards                                    | Antrim                                   | Armagh                                   | Derry                                   |
| Belfast                                 | Ballymena                                | Banbridge                                | Fermanagh                               |
| Castlereagh                             | Ballymoney                               | Craigavon                                | Limavady                                |
| Downpatrick                             | Carrickfergus                            | Dungannon                                | Omagh                                   |
| Lisburn                                 | Coleraine                                | Newry & Mourne                           | Strabane                                |
| North Down                              | Cookstown                                |  |   |
|   | Larne                                    |  |   |
|   | Magherafelt                              |  |   |
|   | Moyle                                    |  |   |
|   | Newtownabbey                             |  |   |

It is important that you identify the HSSB area that the project is taking place in. If you don't know which HSSB area your group is in, look for your local council in the lists given.

**1.11 What electoral ward is your project in?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you do not know, this information can be obtained from your local council or visit [www.nisra.gov.uk](http://www.nisra.gov.uk) and type in your postcode under local statistics on the home page.

**1.12 Has your group or project ever received an award from this scheme?**

Yes  No

If yes, please circle in which year/s an award was received.

1999      2000      2001      2002      2003      2004      2005      2006

If yes, tell us what you achieved with the money:

---

---

---

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

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

**Please circle only one which will be the *main* focus.**

Walking      Cycling      Dancing      Activity for disabled people

Other (please describe)

---

Please note that the panel will give priority to these activities in its final selection.

**2.2 Briefly tell us how you involved people in assessing the need for this project in the first place.**

---

---

---

**2.3 Describe how you have involved people in the planning of this project.**

---

---

---

---

You must demonstrate evidence that you have assessed need and involved future participants in the planning of the proposed activity.

## 2.4 Project plan

Briefly describe what your project is about.

---

---

---

---

---

If you are successful in receiving a grant, what do you anticipate will be the result for people in your group?

---

---

---

---

---

Briefly describe each of the proposed five sessions of activity for which you require funding. **These sessions may be similar to one another – the important thing is that you will run at least five sessions of activity with funding received. This will provide impact in your community.**

Session 1 \_\_\_\_\_

---

---

Session 2 \_\_\_\_\_

---

---

Session 3 \_\_\_\_\_

---

---

Session 4 \_\_\_\_\_

---

---

Session 5 \_\_\_\_\_

---

---

Please ensure that you give brief details of your proposals for **each** session of activity.

Please describe for each session:

- what you want to achieve;
- how you propose to do it.

Additional sessions, if planned

---

---

---

**2.5 What local facilities do you intend to use?**

---

**2.6 Choosing *at least one* of the following, tell us how your project will:**

Overcome barriers to being physically active \_\_\_\_\_

---

---

---

Help people get new skills \_\_\_\_\_

---

---

---

Promote health benefits \_\_\_\_\_

---

---

---

Promote local facilities \_\_\_\_\_

---

---

---

Please note that the panel will give priority to these activities.

**2.7 How many people in total will participate in the activities of the project?**

---

**2.8 When will you start your project?**

---

**2.9 When will your project finish?**

---

Projects must be undertaken between May 2007 and 31 Dec 2007.

**2.10 Tell us how much funding you need for your project and give us a breakdown of what the money is for. Please note the following:**

- transport costs should form no more than 20% of the total cost (we expect that projects will take place in the local community).
- equipment will not be funded unless it is essential for health and safety reasons.

Please remember:

- that your request should not be for more than £500
- to make sure that the amount you ask for is based on real and accurate costs and represents value for money
- that we expect most applicants to contribute to the project costs, eg "in kind" contributions such as use of premises, volunteer transport, time, refreshments, etc.

Item or activity	For what purpose is it required?	Cost
Venue	_____	£ _____
Tutor	_____	£ _____
Transport (20% of total cost of project)	_____	£ _____
Health and safety	_____	£ _____
Other (please specify)	_____	£ _____
<b>Total amount requested</b>		<b>£ _____</b>

**2.11 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

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

Yes  No

\*\*See page 14

If yes, how?

---

---

### 3.2 Is your project targeting people with disabilities\*?

Yes  No

\*See page 14

If yes, how?

---

---

### 3.3 Is your project targeting people from minority ethnic groups?

Yes  No

### 3.4 What ages are the people your project is aimed at?

Please tick the main group (ie at least 75%)

- 17-25
- 26-49
- 50-59
- 60-70
- Other (Please specify \_\_\_\_\_ )

### 3.5 What gender are the people who will be taking part?

- Male
- Female
- Mixed

## Section 4: Your contract with us

Please read the following statement and if you agree to these conditions, sign the contract where indicated.

If this proposal is selected for funding under the conditions of the Get Active in the Community Cash Grant Awards scheme our group agrees to:

- provide bank account details, which must be in the same name as the group;
- complete and submit an evaluation form by Friday 25 January 2008;
- 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: \_\_\_\_\_

This signature should be that of the person named in 1.3

## Awards criteria

Please read carefully to ensure you are complying with requirements.

- The scheme is open to community and voluntary groups. Priority will be given to those groups operating in the top 20% of the most deprived wards across Northern Ireland as a whole, as well as the top 10% in each HSSB area.
- Groups can make only **one** application.
- Funding is allocated only to groups introducing a new activity to their members, or to new groups wishing to undertake activity for the first time.
- Applicants are asked to ensure that their budget does not exceed a maximum amount of £500.
- Projects must take place between May and December 2007. All grants are made on the 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.

The following criteria will be used to shortlist projects for award:

### Applicants should:

- either be a voluntary or community group proposing to introduce a new activity to their members  
or  
be a new group wishing to undertake activity for the first time;
- demonstrate how their project meets at least one of the scheme objectives:

<i>overcoming barriers</i>	helping people overcome the main barriers to being physically active such as nobody to exercise with, lack of access to facilities, lack of confidence, lack of willpower
<i>acquiring new skills</i>	providing opportunities for people to acquire new skills through participating in physical activity
<i>promoting health benefits</i>	raising awareness of the health benefits of regular, moderate activity
<i>promoting local facilities</i>	raising awareness of local leisure facilities, the local environment and physical activity opportunities;
- show evidence of the need for the proposed activity, eg by community audit or survey of opinion;
- show evidence of having developed the project in collaboration with intended participants;
- propose and outline a minimum of five sessions of activity;
- propose to undertake activity between May and December 2007;
- agree to complete a brief evaluation form, provided by the HPA by Friday 25 Jan 2008.

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

- projects that specifically target those aged 17-25 and those aged 50 and over, disabled people\*, or minority ethnic groups;
- walking, cycling, dancing or activities for disabled people;
- activities that target sedentary\*\* people;
- activities that can be integrated into daily life;
- groups not receiving grants/funding from other bodies for this project;
- groups with an annual income of less than £15,000;
- projects taking place in communities experiencing 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.*

Please note that the following will **not** be funded:

- projects that may be deemed to place participants at high risk;
- projects that indicate a disproportionate cost for transport;
- individuals;
- one-off events;
- projects seeking more than £500;
- previously successful applicants to the Get Active in the Community Cash Grant Awards scheme who did not submit an evaluation report;
- applications received after the closing date and time of 4.00pm on Monday 9 April 2007.





*supporting people, strengthening communities, building peace*



Designed and produced by the Health Promotion Agency for Northern Ireland.