

Northern Community Assembly

You Choose Grant Application Form

Guidelines and Criteria 2009-10



Are you eligible to apply?

Groups or organisations should be locally based and local people involved in their management. Groups should be located in and operated within the Northern Community Assembly area. Community groups who apply must have a bank account in the name of the group; payments cannot be made to individuals. Applications can be for a maximum of £2,000.

Completing your form

Please write clearly and check the phone numbers you give. Make sure that you answer all the questions fully. If you need help with any part of the form please contact the number below. Put as much information as you possibly can and you can use additional sheets of paper if necessary or add other information in support of your application.

In Your Application Form you need to show your activity is:

- Set up by local people within your Community Assembly area
- Aims to tackle a particular issue or need within your community
- Provides a community benefit
- Has a co-operative, partnership or self help approach

What We Fund:

We don't fund

- Individuals – child care, training, travel expenses, salaries or wages
- Salary costs – for paid workers
- Party political or religious activities – though we will fund community activities run by churches and faith organisations
- Groups or activities outside the Northern Assembly area
- Things that have already happened or have been paid for

We could fund

- Small items like a park bench or play and sports equipment
- Community events
- Crèche costs to support new activities such as one off events, or open day workshops for your group, but not for individuals or management committees
- Study visits, group outings or events
- Small environmental improvements
- Art projects that improve the local community
- Youth activities outside of statutory provision

We could fund many other things, so do apply.

If you could get the funds you are applying for more appropriately from another organisation then we may ask you to apply to them instead.

Are there any conditions that apply?

- If you decide to change how you will spend the money, then you must let us know
- You must keep receipts – we may need to see copies
- You must complete the activities we have funded within one year
- You will be sent or given a monitoring form that you must complete and return to us by the date stated on the form.
- If you don't return the monitoring form you may not get any funding in the future
- We do expect that participants on workshops, trips etc. would contribute to the cost, even if it's a small amount

Who decides about our application?

All applications will be examined in terms of their legality by Sheffield City Council. All legal applications will then go to the relevant ward's **You Choose Event**. At this event all residents of the ward (over the age of 11) who want to take part in voting for projects will be able to do so.

How do I find out about the *You Choose Event*?

The Northern Community Assembly Team will contact you once the application process has finished to let you know which **You Choose Event** your community group will have to attend.

What does my community group have to do at the *You Choose Event*?

The **You Choose Event** is your group's opportunity to convince the public that your project deserves funding. You will be asked to bring along an A3 poster that explains your project so that it can be displayed in the hall where the event is happening. You will also have a maximum of 3 minutes to tell people about your project and why it should receive funding.

When will we find out if we've been successful?

The results of the community vote will be announced at the **You Choose Event** that you attend. Groups will therefore know on the day if they have been successful or not.

For more information and application forms

Contact: Teresa Bond

Address: Chamber Court, 1b Station Road, Chapeltown, S35 2XE

Telephone: 0114 2037153

Email: communityassemblynorthern@sheffield.gov.uk

Please note that the Northern Community Assembly Office will be closed over the Christmas period (from Wednesday the 23rd of December to Sunday the 3rd of January) so please ensure that you contact us with any questions you have before this date if you need to.