



MY NEIGHBOURHOOD

AGENDA ITEM NO: 11

**Filwood Knowle and Windmill Hill Neighbourhood Partnership  
Tuesday 22 September 2015**

**Report of: Andrew McLean  
Title: Business Activities Report**

**Recommendation:**

1. **Wellbeing applications:** The Neighbourhood Committee is asked to approve Wellbeing applications received since April 2015
2. **Future Wellbeing process and forms** – the NP is asked to approve and promote the use of the generic Wellbeing application forms and process
3. **Community Asset Transfer** – New lease of Inn's Court Centre.
4. **Totterdown Methodist Church** – the NP is asked to approve the allocation of CIL to install a drop kerb
5. **Section 106 & Community Infrastructure Levy** – the NP is asked to approve the forming of a task group to allocate future funds

**For information:**

6. **Bristol Arena** – The NP is asked to note details relating to the Arena consultation
7. **Tree Champion update** – the NP is asked to note the contents of the Tree Forum letter
8. **Neighbourhood Partnership Citywide event** – the NP is asked to note and promote the event on 24 October 2015 at the MShed

## 9. Marksbury Road resident engagement

### 1. Wellbeing Applications:

#### Balance of Wellbeing funding

- IN June 2015 the NP allocated £14,326.85 of its 2015/16 Wellbeing Grant allocation.
- The NP is asked to approve the nine round 2 applications. See below summary applications along with the panel recommendations.

#### Filwood Wellbeing Applications

| Organisation        | Purpose of Application                           | Recommendation | Amount Requested |
|---------------------|--|----------------|------------------|
| Filwood Hope Centre | Service development through physical adaptations | 2000           | 4321.60          |
| Oasis Academy       | Urban Arts project                               | 800            | 800              |
| Off The Record      | Outreach Counselling service                     | 1000           | 1800             |
| <b>Total</b>        |  | <b>3,800</b>   | <b>6,921.60</b>  |

#### Knowle Wellbeing Applications

| Organisation                   | Purpose of Application                   | Recommendation | Amount Requested |
|--------------------------------|--|----------------|------------------|
| Entertaining Local Knowle      | Puppet shows                             | 500            | 500              |
| Knowle Bowling Club            | Purchase of Defibrillators               | 566            | 566              |
| Knowle Cricket Club            | Repair to path leading to the club house | 500            | 1185             |
| Redcatch Community Association | Tea dance                                | 500            | 500              |
| <b>Total</b>                   |  | <b>2,066</b>   | <b>2,751</b>     |

## Windmill Hill Wellbeing Applications

| Organisation   | Purpose of Application       | Recommendation | Amount Requested |
|--|------------------------------|----------------|------------------|
| TRESA (Totterdown Residents Environmental and Social Action) | Regular monthly street party | £835           | 4135             |
| Victoria Park Action group                                   | 2-day fun/educational event  | 0              | 4200             |
| <b>Total</b>   |                              | <b>835</b>     | <b>8,335</b>     |

## 2. Future Wellbeing forms and process

The NP is asked to note the following:

- At the NP meeting held on 23 September 2014 the NP noted the new citywide Wellbeing form but agreed to use the existing form because it is easier to use and fill in by local groups and organisations.
- At the NP meeting on 13 January 2015 Ken Jones and Tessa Fitzjohn agreed to represent the Partnership at a citywide working group to redesign the city wide application form.
- The redesigned Wellbeing application and Awards Panel form has now been in use by NPs across the city.
- City wide (and local) Wellbeing applicants and members of the working group have not expressed any concerns regarding the new redesigned form, particularly regarding the use of plain English and the Equalities questions.
- A copy of the current generic forms and guidance is attached to this update as appendix 1, 2, 3a and 3b.

### Future processes

There are three funding panels for the Partnership – one in Filwood, one in Knowle and one in Windmill Hill. The Panels make recommendations to the Partnership's Neighbourhood Committee for the allocation of the Wellbeing Fund element of the Partnership's devolved budget.

The NP is asked to approve the following principles and processes for the future management of Wellbeing funds.

General principles:

- There will be up to three rounds per financial year (funds dependant)
- Future funding rounds will be promoted online, in the Knowledge, through emails and via any other channels.

Panel composition:

- At least two NP members per ward will be present at their respective Awards Panels – at least one must be a resident member of the NP.

Panel decision making:

- The Neighbourhood Partnership Coordinator shall coordinate/administer all awards panels
- Awards Panels will use the generic Awards panel form to assist in the process of making recommendations to the partnership
- £1000 will be the maximum Wellbeing award from any single application.
- Retrospective applications from within the financial year can be accepted

### **3. Community Asset Transfer**

The Neighbourhood Partnership is asked to make any comments on the proposals, either in support or against, and to briefly set out the grounds for its views. The proposal is attached as appendix 4.

### **4. Totterdown Methodist Church**

The NP is asked to consider the allocation of CIL funds to install a dropped kerb outside the Totterdown Methodist Church on Bushy Park. At present funds available from land developments on Torpoint and Kingswear Road are a potential source of income to pay for the drop kerb.

A local resident from the Bushy Park area writes, “‘Would it be possible to have a lowered pavement outside Totterdown Methodist Church Bushy Park? I is a higher than normal kerb and I find it very difficult, as I am sure others do, to get my wife in her wheelchair up and down. Thank you for your help.’

### **5. Section 106 & Community Infrastructure Levy (CIL)**

At present the Neighbourhood Partnership have no agreed process for the allocation of community based development monies. Most S106 & CIL is tied to geographical locations.

The NP is asked to consider whether it would be useful to have an accessible, transparent and fair process that can be used to allocate future S10/CIL funds. If yes, the NP is asked to form a time limited task group to develop a process that can be approved at a future meeting of the Partnership.

## **6. Bristol Arena consultation**

The Bristol Arena will be a 12,000 capacity venue hosting over 100 events a year. These events will be a mixture of music, comedy, family entertainment and sports and the proposed arena can seamlessly convert into a smaller, more intimate 5000 seat venue. The Arena development includes proposals for improved transport links into the area, including new pedestrian and cycle routes. The area surrounding the Arena will be transformed over time into a vibrant, mixed use space that encourages daytime and evening use.

The development proposals will be the subject of two separate planning applications - a full planning application for the Arena and an outline application for mixed-use development on the remainder of the Arena Island site.

In advance of these planning applications the Council would like to share the emerging proposals and invite feedback from key stakeholders, groups and organisations with an interest, as well as the local community and the wider public, to help inform the final plans. The public consultation will be focussed around an exhibition of the proposals and at [www.bristoltemplequarter.com/arenaconsultation](http://www.bristoltemplequarter.com/arenaconsultation) where people can see the plans and comment online. The main exhibition will be at the Customer Service Point, 100 Temple Street, on weekdays from **Thursday 17 September until Tuesday 13 October**, with staffed early evening public drop-in sessions on **23 September and 1 October from 6pm – 7.30pm**. The same exhibition will also be on display in the Galleries on **Saturday 26 September** and as a stand-alone exhibition in the main foyer of the **Central Library from 28 September until 13 October**.

There will be a dedicated presentation/discussion session specifically for representatives from the closest neighbourhood areas where key members of the project team from both the Council and the design team will be present to explain the proposals and discuss issues and queries that arise. The Joint Adjacent Neighbourhood Partnerships session will take place at:

**6.00pm Thursday 17 September at** - at the Customer Service Point, 100 Temple Street, Bristol BS1 6NL.

## **7. Tree Champion update**

The NP is asked to note the contents of the Tree Forum letter, attached as appendix 5.

## 8. Neighbourhood Partnership Citywide event The 2<sup>nd</sup> Citywide Neighbourhood Partnership Event 24<sup>th</sup> October 2015

A small working group have been meeting for the past 3 months to plan this exciting event. Please put the date in your diary's

The event will be held at the MSHED, which offers a massive opportunity to market the work of the NPs across the city. These opportunities include:

1. **A space for an exhibition.** The idea is to have a display of what NPs are and what they do. There would be some introductory posters followed by 14 glossy posters (1 for each NP) showcasing their local work and information re how people can become involved.

**The Ask – Would all NPs agree to produce an A2 poster for the event (BCC Design will supply a template) to include 2/3or 4 pictures and some simple eye catching text about what the NP is doing/proud of etc? Would anyone like to help with the Exhibition in other ways?**

2. **We have the opportunity for Radio** coverage (Bristol Community Radio and UJIMA = Est 30,000 listeners), both in the run up to the event, and during the event. This would take the form of 14 breakfast show interviews (one per NP of about 15 mins), promotional jingles for a month- plus an hour of discussion at the event (again all 14 NPs will get exposure) content to be agreed and radio training to be provided.

**The Ask – would all NPs be willing to take part in the breakfast show interviews, training and radio discussion on the day. If so please let Hayley Ash have names asap.**

### Other requests

1. We have looked at the feedback from the last City Wide NP Event and the following workshops are being recommended:

- **Communication Strategies:** to be hosted by BCC Comms
- **Street Scene (ENVIRONMENTAL ACTION)** – Liz Kew is leading on this piece, is there anyone else wanting to take part?

- **Community Plans:** potential case studies from eg, Lawrence Weston/Southmead/Avonmouth and Henbury
- **NP Plans:** a more detailed look at some of the 6 common priorities across the City
- **NP Boundaries:** there is a need to realign the NP boundaries to fit into the new Ward boundaries
- **Housing, planning and affordable homes:** Pete Bulla has agreed to scope out this one; would anyone else like to help him?
- **Transport:** The Walking Strategy
- **Transport:** Bus Routes – if we are going to discuss this I need volunteers to help work up the ask before I approach First and Staff in Transport
- **Green capital:** Julian is helping us work this up

**Ask - If you would like to help the formation of what one or more of these workshops cover, or be part of the delivery please let Hayley Ash know. Is there any other topic that you think should be included?**

2. Chairing the Event. – Last year Mark Pepper, the NP member for Avonmouth and Kingsweston did a fantastic job of Chairing the Event.

**Ask – Please nominate a NP Member to Chair the October Event – (this could be a shared task if more than one person is identified and agrees)**

If anyone would like to have more input into the planning of the event please come and join the working group

Dates when the Citywide Event Working Group meet are

23<sup>rd</sup> September 6.30 – 8pm

14<sup>th</sup> October 6.30 – 8pm

(if necessary) 21<sup>st</sup> October 6.30 – 8pm

The event will be held on the 24<sup>th</sup> October 9.30 – 4pm

## **9. Marksbury Road resident engagement**

Following the Library consultation event at Marksbury Road Library the Neighbourhood Partnership carried out a resident survey on Marksbury Road. A Community Priorities Survey was developed and used to capture the views of residents living on the road. Approximately 30 households were surveyed.

Two main issues were raised by the surveyed residents:

- speeding traffic on Marksbury Road, and;
- Anti-social behaviour in the Marksbury Road Open Space.

On Saturday 1<sup>st</sup> August the Neighbourhood Partnership held a fun day in the Marksbury Road Open Space. The event included face painting, street games and stalls from the local Police, The Marksbury Area Community Association and The Northern Slopes Initiative. Further surveys were carried out with the residents who attended the event.

It is anticipated that further work and conversations will take place with residents to explore their involvement in improving the area and resolving the raised issues.



**Neighbourhood Partnership  
Wellbeing Small Grants Application Form**

**Please refer to the guidance notes before completing this application. You will also need a copy of the *Neighbourhood Priority List which is at the back of the guidance notes.***

**If you have any queries relating to this application please call 0117 9222329 and ask to speak to your Neighbourhood Partnership Coordinator.**

The information on this form will be reviewed by the Neighbourhood Partnership (NP) Wellbeing sub-Working group and the NP staff team and will form part of your funding agreement if you are successful.

**Which Neighbourhood Partnership are you applying for funding from?**

.....

**Section A Contact Details**

**1. Your details:**

Name of your group or organisation:

Your name:

Contact Address:

Post code:

Telephone number:

E-mail address:

Group/organisation website or any other internet presence:

Charity number and/or company number (if applicable):

**2. Please tell us briefly about your group or organisation: What do you do?**

## Section B about the Project

3. What is the name of the project you are asking us to fund?

4. Which ward within the Neighbourhood Partnership do you plan to work in?

**5. About the project:** Please tell us about the piece of work you are asking us to fund and who is the project aimed at:

a. **Description of your project and what it hopes to do:** (please use additional pages if necessary. It is important that we understand the aims of your project)

b. **How many people will benefit from your project, and who they are?** (for example, 20 older people or 500 residents or Filwood of all ages)

c. **How are you going to involve the wider community with your project?** (if applicable)

d. **How are you going to advertise your project? Can you help to advertise the Neighbourhood Partnership and the Wellbeing Small Grants at the same time?**

e. **When will the piece of work take place?**

Start date: ..... End date (if applicable): .....

- f. **Why is your project needed?** – (how do you know there is a need? Who did you talk to? For example if your project is for older or disabled people we expect you to have spoken to them)

## Section C Making a difference

**6. What difference will your project make? – you will need to look at the Neighbourhood Priority List in the Guidance notes to find out what the priorities are for the NP area you are bidding for funder from. *NPs can only fund projects that address the priorities they have identified. Please take care to ensure that you use the priorities from the correct NP.* If you need any help please contact 01179222329**

| Priority – | How does your project address this priority? What positive change will it make to the area?<br>(Please include quantities e.g. 12 people to receive training, we expect 150 people to come to our event, etc) | How will you show your achievements (this could be signing in sheets, copies of certificates, photos, case studies etc) |
|------------|---|---|
|            |   |   |
|            |   |   |
|            |   |   |

## Section D Equalities

**7. How will you make sure your project benefits and welcomes everyone who lives in the neighbourhood?** It is important that we make a particular effort to welcome everyone. We appreciate it isn't easy so please ask if you need some help. If you are organising a community event for example, you need to think how you will make it welcoming and friendly to everyone. If you are organising a training event, you need to think about what time you have it and where, also do you need to provide childcare? If you are organising a toddlers group, how will you make sure lesbian and gay families are made welcome? Please do not assume these things don't matter or they are not relevant in your community – they do matter and they are relevant

**You will need to monitor equal opportunities, so you can complete your monitoring report at the end of your project.**

| <b>Equalities Groups</b>   | <b>Tell us how your project will benefit these people OR tell us what you will do to make sure people from these communities feel welcome and choose to get involved</b> |
|--|--|
| Women  |  |
| Young people   |  |
| Older people   |  |
| Black and minority ethnic people   |  |
| Disabled people  |  |
| Lesbian, gay, bisexual people,   |  |
| transgender people   |  |
| People with religion or belief   |  |
| Other groups (for example: ex-offenders; single parents; substance users, current or ex; men's groups) |  |

## Section E Finance

8a How much are you asking for? .....

Please set out a breakdown of the total cost of your piece of work, showing us which items you are asking us to fund and which are being funded from another source.

| Item                     | Cost | Please tick(✓) if you are asking us to fund this item. If you have funding to pay for an item or part of an item please say where it is coming from (e.g. reserves, Lottery, Quartet) |
|--------------------------|------|---|
|                          |      |   |
|                          |      |   |
|                          |      |   |
|                          |      |   |
|                          |      |   |
|                          |      |   |
|                          |      |   |
| Add more lines if needed |      |   |
| <b>Total Cost</b>        |      |   |

8b. Have you applied for funding anywhere else for this project? E.g. to any other funder or Neighbourhood Partnership - Y / N

If yes please provide details:

9. If you are awarded less money than you are asking for, will your project be able to go ahead? If it will, briefly explain how:

10. **Volunteer time:** We want to celebrate the value of volunteers who contribute to Well Being Projects. Please tell us how many volunteers will be included in the delivery of this project, how much time they will spend on the project and calculate the theoretical monetary value using our value of £11.06 per hour.

| Number of volunteers | Number of hours per session | Number of sessions/weeks | Total volunteer time | Monetary value of volunteers' work<br>Multiply by £11.06 per hour |
|----------------------|-----------------------------|--------------------------|----------------------|---|
| Eg: 1xcook           | Eg: 5 hours per session*    | 40 sessions              | 200                  | 200x11.06 = £2212   |
|                      |                             |                          |                      |   |
|                      |                             |                          |                      |   |
|                      |                             |                          |                      |   |
|                      |                             |                          |                      |   |
|                      |                             | <b>Grand total</b>       |                      |   |

**11. Does your organisation have the following policies/documents, if so please enclose with your application:**

- A formal constitution (set of rules for your group), Y/N
- A Health and Safety Policy Y/N
- A Safeguarding Policy (this is required if you are working with Children and Young People or Vulnerable People) Y/N
- Public Liability Insurance - this may also be required if you are working with the general public. Y/N
- An Equal Opportunities Policy Y/N

**12. If you do not have an Equal Opportunities Policy please sign to say that you agree with one of the following statements**

- a. "We will actively make our project accessible to the whole community and will not discriminate against any groups of people."

.....

Or

- b. "Our project is aimed at one specific equalities group or community of interest" (insert group/community).

.....

**Section F Payment Details**

|  |  |
|--|--|
| <p><b>13. Does your group have a bank/building society account and do cheques have to be signed by two Signatories and/or do all withdrawals have to be authorized by at least two people</b> <span style="float: right;">Y/N</span></p> |  |
| <p>If your answer is <b>YES</b> to question 11 please complete the box below and move on to question 16</p> <p>If your answers to 13 is <b>NO</b> please go to question 14</p>   |  |
| <p>Please give us the details of this group's Bank/Building Society Account into which we should pay a grant if you are successful</p>   | <p>Name of Account:<br/>Bank/Building Society:<br/>Branch:<br/>Account Number:<br/>Branch Sort Code:</p> |

|  |   |
|--|---|
| <b>14.</b> IF you answered <b>No</b> to either questions 11, we will want to pay your grant through a formally constituted group if your application is successful. Please tell us below which group will receive a grant on your behalf for this piece of work. |   |
| Name of the group:   | Address:  |
| Please give us the details of this group's Bank/Building Society Account into which we should pay a grant if you are successful  | Name of Account:<br>Bank/Building Society:<br>Branch:<br>Account Number:<br>Branch Sort Code: |
| Please ask <b>Two</b> people from this Group (the Chair of the Group or the Group's Treasurer or Chief Executive) to sign below to confirm that they are willing to receive the Grant on your behalf plus one other per  |   |
| I confirm that my group has agreed to receive a Neighbourhood Partnership Grant on behalf of this group.   |   |
| Name:  |   |
| Group/Organisation:  |   |
| Signed:  |   |
| Position:  | Date:   |
| Signed:  |   |
| Position:  | Date:   |

**15. Conflict of interest:** Do any of the trustees or anyone on the management committee of your organisation have any financial, property or other interests, which will benefit as a result of this application? **Yes/No**

**16. DECLARATION:**

I declare that there is no link between the group/organisation and the persons who have given quotations for the items listed in this application

Or

There are links between the group/organisation and the persons who have given quotations for the items listed in this application and those links are (please describe):

|  |       |
|--|-------|
| <b>16a. Signature of person submitting the form:</b> |       |
| Signature:   |       |
| Name:  | Date: |
| Position in the group or organisation:               |       |

|  |       |
|--|-------|
| <b>17. For organisations with a Management Committee:</b> Signature of the Chair of the Management Committee (or another member of the Management Committee if the Chair is completing this form). If you are not a formally constituted group, this application must be signed by another member of your group: |       |
| Signature:   |       |
| Name:  | Date: |

**18. Well Being Small Grants Applications Summary Sheet - please go back over your application and complete this summary sheet. Please note that we will be unable to process your application if this is not fully completed.**

Name of Neighbourhood Partnership .....

Project description (10 words) .....

Amount applied for .....

Total Amount of funding coming from other sources .....

Monetary value of volunteer time) .....

Have you had a small grant or Well being grant from us before?    Yes    No

If so what was it called? .....    What year was this? .....

**Please do not send this application to us unless you can "tick" every item in the list below, confirming that you have:**

- Read the Guidelines
- Answered every question
- Completed the summary sheet
- Enclosed a copy of your constitution
- Enclosed any other relevant information (e.g. Health and safety policies, risk assessments, Safeguarding Policies, public liability insurance.
- Completed details of your bank account
- Signed the form and had it countersigned
- If necessary, obtained the details and signature of a constituted organisation to receive your grant on your behalf if you are successful

Enclosed copies of quotations for items over £500 or over the value set by the Neighbourhood Partnership - see table of values for limits at which NPs require a quotation)

**Please return completed form to:**

Neighbourhood Management Service, P O Box 3176, BRISTOL, BS3 9FS

**– If you deliver by hand please make sure that you call 0117 9222329 so that there is somebody to pick it up.  
or email to**



## Grant Deadlines

Please see the guidance notes for all Grant Deadlines and information about when decisions will be made.

Funding will not be given for any parts of the project that are started **BEFORE** the decision made at the Neighbourhood Partnership Meeting.

Wellbeing grants are appraised by the Neighbourhood Partnership Wellbeing Small Grants Sub group, who make recommendations. You may be contacted for further information after you submit your application.

The Neighbourhood Committee (local councillors) then make the final decision at the Neighbourhood Partnership meetings. Neighbourhood Partnerships are open to the public.

Please Note: that each round is dependent on funding still being available. It is the right of the panel to cancel deadline dates when all grant funding has been allocated

### Neighbourhood Partnership Team

If you need help or have a query, please contact the Neighbourhood Partnership Team  
Email: [neighbourhood.partnerships@bristol.gov.uk](mailto:neighbourhood.partnerships@bristol.gov.uk). Or Phone 01179222329



## Neighbourhood Partnership Well Being Small Grants Fund Guidance Notes v 10.00 July 2015

You are invited to apply to the Neighbourhood Well Being Small Grants Fund .

**Please note that each NP will have different deadlines, different priorities and different maximum amounts, it is important that you read this document carefully before applying for funding.**

In this document you will find information about who is eligible to apply for funding, guidance notes designed to help you complete the application form and when the deadlines are for applications.

We have designed the process so that it is straightforward and easily accessible to enable small local community groups and/or individual local residents with ideas to improve their neighbourhoods to be able to submit an application to improve their community. If, however, you have difficulties in completing the application form or you have any queries, please contact the Neighbourhood Partnership Teams whose contact details are shown at the end of this document.

Please bear in mind that your application for Well Being Small Grants can only be approved by the Neighbourhood Committee of the local Councillors and that this will normally be decided at a Neighbourhood Partnership meeting. You need to ensure that your application is made in plenty of time to fit the Partnership application deadlines which are detailed at the end of this document.

Each Neighbourhood Partnership also has its own funding priorities; you will need a copy of the *Neighbourhood Partnership Priority List* as NPs can only fund projects that address the priorities that they have identified. *The NP Priority List* can be found at the end of this document (Page 10)

### Eligibility

You are eligible to apply for a grant if you:

- Are part of a community or voluntary group based in the Neighbourhood Partnership area or which intends to run the piece of work for the benefit of people within the neighbourhood partnership area;
- Show clearly the benefit of the piece of work to the residents of the neighbourhood partnership area;
- Have a democratic, written constitution in place, or you could ask a larger organisation with such a constitution in place to be the accountable body for your project;
- Have a bank account requiring at least two signatories (must not be related to each other) or have secured the support of another organisation with such an account with at least two signatories.

Note: if you don't fit into the eligibility criteria above, but you have a good idea that fits with the priorities of the Neighbourhood Partnership where your proposal is based, tell us about it and we may be able to identify an eligible organisation to work with you.

## Non-eligibility

The following are not eligible:

- Individuals or non-constituted groups (if your group is not constituted you may be able to get funding if you can find a constituted group willing to be the accountable body for the grant);
- Organisations seeking to use the grant to promote particular political parties or religious beliefs;
- Individuals or organisations seeking to use the grant for the advancement of particular private business interests;
- Individuals and consultants applying either for themselves or through other organisations to pay their own ongoing salary. In these circumstances there must have been a transparent and fair process to seek 3 competitive quotes to undertake the work or a competitive recruitment round must be undertaken;
- To fund the core running costs of the organisation such as general rent and heating or general wage cost for staff. (renting a room to deliver a training session is an eligible expense, as is paying for a tutor to deliver your training);
- Replacement of statutory funding, for example paying for a teacher to deliver a standard part of the national curriculum ;
- Projects or parts of projects that have already been completed or funded.

## Grant application process and levels of grant funding

1. All applicants should complete the application form.
2. We welcome applications from partnership proposals i.e. two or more groups working together;
3. The maximum amounts funded vary between different Neighbourhood Partnerships the table below details this:

| NP                                 | Maximum amount | Amount in grant pot |
|------------------------------------|----------------|---------------------|
| Avonmouth and Kingsweston          | £1500          | £20,000             |
| AELH                               | N/A            | £30,000             |
| BCR                                | N/A            | £12,500             |
| CCCE                               | £2,500         | £30,000             |
| Dundry View                        | £3000          | £30,000             |
| Filwood, Knowle & Windmill Hill    | N/A            | £30,000             |
| Greater Bedminster                 | N/A            | £20,000             |
| Greater Brislington                | £2,000         | £20,000             |
| Greater Fishponds                  | N/A            | £30,000             |
| Henbury , Southmead                | £3,000         | £20,000             |
| Henleaze, Stoke Bishop, W-o-T      | £3000          | £30,000             |
| Horfield and Lockleaze             | £2000          | £20,000             |
| St George                          | N/A            | £20,000             |
| Stockwood, Hengrove and Whitchurch | £2,000         | £20,000             |

4. We are quite keen to part fund projects where applicants have secured (or attempted to secure) funding and other resources (e.g. materials, volunteers) elsewhere, but this is not a requirement
5. There will be several bidding rounds per year please see the chart at the end of this documents (page 8) of this document for this information
6. Grants must be fully spent by the end of the financial year. If this is not possible please contact the Neighbourhood Partnership Team.
7. Monitoring forms completed no later than one month after the completion of the project/activity/purchase of equipment etc.

8. Any unspent funding must be returned to the NP.

### **What activities will grants be awarded for?**

- Grants will be awarded to support ideas that promote engagement and community benefit within the partnership area in the current financial year (2015-16);
- All grants should deliver projects to promote at least one of the priorities set out in the Neighbourhood Partnership Plan agreed by the NP;
- Grants will not normally support the same project year after year, however if your organisation has a different project an application for grant funding for this could be considered.

### **Awarding of grants**

The final decisions will be made by the elected ward councillors (Neighbourhood Committee) for the partnership area taking advice from the Neighbourhood Partnership (NP) members or a local panel set up by the NP.

### **Monitoring**

All grant funded projects will be required to submit a brief monitoring report It is important that you build in the time and cost of producing this report. The following will be included in the report:

- This report will include a financial statement and receipts of all moneys spent, any unspent grant must be returned to BCC;
- The report will also need to detail the actual outputs as described in the application form (e.g. number of people attending, number of trees planted, number groups helped);
- You will need to report on which equalities groups or communities of interest that you have helped or have been involved in the project;
- Case studies of participants may be asked for – we will tell you before you start to deliver your project if this is required – if you say that you will do this in your application form then you will be required to do this as part of the monitoring process
- We are interested in anything you have learned from the grant funded activities. We would like to hear about anything that went particularly well or particularly badly, what you have learned and any tips you would give other people who may be doing something similar;
- Photographs of the activities or outcome for the project could be an effective way of demonstrating the impact. . The partnership may want to use these photographs on the partnership website or in other forms of publicity;
- You may be required to make a presentation to the Neighbourhood Forum or Neighbourhood Partnership to celebrate success of your project;
- Grant recipients should acknowledge the Neighbourhood Partnership support on any published material.

### **Guidance – please read this as you complete your application**

Please supply all of the information requested on the application form. We would prefer to receive your application electronically (help with this is available on request) and communicate with you about the grants process via email. If you have no or limited access to IT or internet we will accept written applications.

All grant applications should be sent to the Neighbourhood Partnership team, at the address shown below in time to ensure that your application is **received** by the deadline (please ensure that if posting the application to us that you allow enough time for it to get to us) If you are hand-delivering your application, please ring 0117 9222329 to arrange for someone to receive your application at Brunel House reception. **Applications that are received after the deadline will not be considered. Deadline dates can be found on page 8 of this document.**

### **Which Neighbourhood Partnership are you applying to?**

Please put the name of the NP that you are applying to.

If your project covers more than one Neighbourhood Partnership, unless a very small sum will be applied for, we would expect you to be seeking funding from all the Neighbourhood Partnerships involved. Please list all the names of the Neighbourhood Partnerships that your application will be applying to for funding. In question 8a on the application (about how much money that you want), describe how you see that amount being split by Neighbourhood Partnerships e.g. Half from St George and half from Greater Fishponds. Please note different Neighbourhood Partnerships (NPs) have different closing dates for applications, so you must ensure that the application reaches us before the deadline for the relevant NP

### **Section A contact Details**

#### **1. Your details:**

Please give full contact details

#### **2. Please tell us briefly about your group or organisation:**

What does your organisation do, give examples of the types of work and the benefits to the community, if you have a vision or mission statement you can also use this.

### **Section B about your Project**

#### **3. What is the name of your project?**

Eg Avon Art, Southmead Community Plan, Hillfields over 50s outings

#### **4. What ward within the Neighbourhood Partnership do you plan to work in?**

Please state the ward in which your project will take place and/or the area where people who will benefit will come from. To find out where wards are and their names please go to <https://www.bristol.gov.uk/wardfinder>

#### **5. About the Project**

**a. Describe your project and what it hopes to do?** Please tell us in detail what you hope to achieve from this project and how you will do this.

**b. How many people will benefit from your project and who they are?** This is where you tell us how many people will benefit and who you are targeting your project at, for example, you may want to take 20 older people on a trip, or you may be planning a fun day for the whole community and are expecting 200 people to attend, or you may be planning a training activity for 10 people with physical disabilities.

**c. How are you going to involve the wider community with your project?** This is where you tell us about how the wider community fits in (if it does) for example, if your project is to deliver 20 dance sessions for young people, then you could also do a show for parents and the wider community to come and see.

**d. How are you going to advertise your project? Can you help to advertise the Neighbourhood Partnership and the Wellbeing fund at the same time?** You will

be required to tell everyone that your project was funded by the Neighbourhood Partnership, this information needs to go on all marketing materials, posters, leaflets and newsletters and any press coverage you get. Would it be possible to also market the work of the Neighbourhood Partnership and/ or the Well Being Fund to other people?

**e. When will the piece of work take place?**

Please state the start date and finish date of your project, even if it is subject to the outcome of your application.

**f. Please tell us how you know your project is needed, for example did you carry out a survey?** You could also look at local statistics which can be found on the relevant NP web pages

## **Section C Making a difference (impact of the work)**

**6. What difference will your project make? You will need to look at NP Priority List at the end of the guidance notes to make sure that your projects delivers activities to impact against the NP Priorities of the NP area- Please tell us:**

- Which NP Priority or priorities your project will address;
- How your project will address this priority and what positive change will it make? You need to be able to measure how successful your project is. Tell us here about anything that you can measure that you expect to happen because of this project. For example. 12 people will be taught basic internet skills, we expect 150 people to come to our event. This will help you with the next question.;
- How you will you show your achievements? This is where you say how you will show that you have addressed the priority. You will be expected to keep copies of signing in sheets, photos and case studies.

## **Section D Equalities**

**7. Equalities Groups and Communities of Interest**

Tell us how you will encourage all sections of the community to benefit from your project or activities if they wish to; for example, women; men; black and minority ethnic people; disabled people; lesbian, gay, bisexual people, transgender people, older people (over 60); younger people (16-25); people with religion or belief.

We can offer help and advice on how you can make the project of activities more accessible to these groups or communities.

## **Section E finance**

**8. Finances**

a. Please tell us how much funding you are asking us for.

Please give a full breakdown of the total costs of your project and indicate if you are asking us to fund the item. Please remember that we require 3 quotes for each item over £500.

b. We encourage applicants to try to get additional funding for their activities from other sources if possible. Please tell us about other funding you have applied for and if this was successful?

## **9. Less money**

There may be a lot of demand for this grant funding, and we may not be able to fully fund your project; can your project still run if this is the case? Explain how and the minimum contribution you would need to make the project work, or for some of the activities in the project to happen.

## **10. Volunteer Time**

We need to know how volunteers are contributing to your project, volunteer time is valuable and we want to recognise this. If you do not plan to involve volunteers in your project please go to question 11.

Please state the role of the volunteer, eg cook, project coordinator, helpers on the day etc. Please use a different line for each volunteer role

In the Number of hours per session column please say how much time your volunteer will spend on the project per session (this could be a one off event or for weekly session)

Then in the number of sessions please say how many sessions you are planning to deliver your project. This could be 1 if it is a one off event, or as many sessions you 're planning to have.

In the total volunteer time column, please total up the volunteer time, so that in Monetary Value column you can multiply this by the current government figures (£11.06) for calculating volunteer time as match funding.

## **11. Policies**

Please supply a copy of your group's constitution. If your group/organisation does not have a constitution, you can still apply for a grant, but if your application is successful we will want to pay your grant through a formally constituted group, who will be the accountable body. They must complete question 14 in the application form.

Please forward copies of your Equal Opportunities Policy, Health & Safety Policy and Public Liability Insurance document, with your application form.

If your project involves working with vulnerable community members for example young people, elderly community members, people with disabilities, you must demonstrate that you have an adequate Safeguarding Policy and provide us with a copy of that policy.

**12.** If you do not have an equal opportunities policy please sign one of the statements  
"We will actively make our project accessible to the whole community and will not discriminate against any groups of people"

**Or**

"Our project is aimed at one specific equalities group or community of interest" and let us know which group your project is focused on.

## **Section F Payment Details**

### **13. Bank details**

Please tell us if your group has a bank/building society account. If your group/organisation do not have a bank/building society account, you can still apply for a grant, but if your application is successful we will want to pay your grant through a

formally constituted group with a bank/building society account, who will be the accountable body. They must complete 14 in the application form.

Please tell us if cheques or payments are authorised by two or more people who are not related to each other.

Please give the details of the group/organisation bank/building society account in which to make payment to.

#### **14. Accountable bodies**

If payment is going to a sponsoring organisation, they must complete and sign this section of the application form.

#### **15. Conflicts of interest.**

Please tell us if any of your trustees or management committee have any financial, property or other interests which will benefit as a result of this application

### **Section G Declaration**

Please delete the statement, which is not applicable. If there is a conflict of interest, please supply details.

#### **16 and 17 Signatures**

Signatures are required of the person submitting the form. If you have a Management Committee the signature of the Chair or another member of the Management Committee if the Chair is submitting the form is required. If you are not a formally constituted group, another member of your group must sign the application

#### **18. Summary sheet.**

Please now go back over your application and complete this summary sheet. Please note that we will be unable to process your application if this is not fully and accurately completed.

Address to send completed e-copies: [Neighbourhood.Partnerships@bristol.gov.uk](mailto:Neighbourhood.Partnerships@bristol.gov.uk)

Address to send hardcopies:

**Neighbourhood Management Service**  
**Well Being Small Grants**  
**P O Box 3176**  
**BRISTOL**  
**BS3 9FS**

#### **Neighbourhood Partnership Team**

If you need help or have a query, please feel contact the Neighbourhood Partnership Team

Email: [neighbourhood.partnerships@bristol.gov.uk](mailto:neighbourhood.partnerships@bristol.gov.uk)

or call **0117 922329**



## Appendix 1

### Grant Applications Deadlines for 2015/16

| <b>NP Area</b>                  | <b>Deadline for Well Being fund applicants – 12pm on the following dates</b> | <b>NP dates (one per line)</b> |
|---------------------------------|--|--------------------------------|
| Ashley Easton and Lawrence Hill | Thursday 21 May 15   | Monday 29 June 2015            |
| Ashley Easton and Lawrence Hill | Wednesday 26 August 15   | Monday 5 October 2015          |
| Ashley Easton and Lawrence Hill | Wednesday 21 October 15  | Monday 30 November 2015        |
| Cabot, Clifton and Cabot East   | Friday 15 May 15   | Tuesday 23 June 2015           |
| Cabot, Clifton and Cabot East   | Friday 4 September 15  | Tuesday 13 October 2015        |
| Cabot, Clifton and Cabot East   | Friday 4 December 15   | Tuesday 26 January 2016        |
| Greater Fishponds               | Mon 18th May 15  | Thursday 2 July 2015           |
| Greater Fishponds               | Mon 17th Aug 15  | Thursday 8th Oct 2015          |
| Greater Fishponds               | Mon 2nd Nov 15   | Thursday 10 Dec 2015           |
| St George                       | Monday, 27 <sup>th</sup> April, 2015   | Wednesday 24 June 2015         |
| St George                       | Monday, 27 <sup>th</sup> July, 2015  | Wednesday 30th Sept 2015       |
| St George                       | Monday, 19 <sup>th</sup> October, 2015                                       | Wednesday 16th Dec 2015        |
| Avonmouth and Kingsweston       | Monday 1st June 2015   | Tuesday 30th June 2015         |
| Avonmouth and Kingsweston       | Monday 17th August 2015  | Monday 21st September 2015     |
| Avonmouth and Kingsweston       | Monday 2nd November 2015   | Wednesday 9th December 2015    |
| Avonmouth and Kingsweston       | Monday 15 <sup>th</sup> February 2015  | Tuesday 22nd March 2016        |
| Bishopston Cotham and Redland   | Tuesday 5th may 2015   | Monday 22nd June 2015          |
| Bishopston Cotham and Redland   | 5th September 2015   | Monday 12th October 2015       |
| Bishopston Cotham and Redland   | TBC  | Monday 25th January 2016       |
| Henbury and Southmead           | Monday 15th June 2015  | Tuesday 14th July 2015         |
| Henbury and Southmead           | Monday 24 <sup>th</sup> August 2015  | Tuesday 22nd September 2015    |
| Henbury and Southmead           | Monday 9th November 2015   | Tuesday 8th December 2015      |
| Henleaze, Stoke Bishop and      | Friday 17th April 2015   | Monday 15th June 2015          |

| <b>NP Area</b>                              | <b>Deadline for Well Being fund applicants – 12pm on the following dates</b>  | <b>NP dates (one per line)</b> |
|---|---|--------------------------------|
| Westbury on Trym                            |   |                                |
| Henleaze, Stoke Bishop and Westbury on Trym | Friday 17th July 2015   | Monday 28th September 2015     |
| Henleaze, Stoke Bishop and Westbury on Trym | Friday 16th October 2015  | Monday 7th December 2015       |
| Horfield and Lockleaze                      | 20th May 2015   | Thursday 25th June 2015        |
| Horfield and Lockleaze                      | Wednesday 12th August 2015  | Thursday 17th September 2015   |
| Horfield and Lockleaze                      | Monday 26th October 2015  | Thursday 3rd December 2015     |
| Horfield and Lockleaze                      | Monday 18 <sup>th</sup> January 2016  | Thursday 3rd March 2016        |
| Dundry View                                 | Wednesday 6 <sup>th</sup> May 2015  | Monday 29th June 2015          |
| Dundry View                                 | Wednesday 12 <sup>th</sup> August 2015  | 28th September 2015            |
| Dundry View                                 | Wednesday 4 <sup>th</sup> November 2015   | 14th Dec 2015                  |
| Filwood Knowle and Windmill Hill            | Friday 1 May 2015   | Tuesday 16 June 2015           |
| Filwood Knowle and Windmill Hill            | Friday 21 <sup>st</sup> August 2015   | Tuesday 22 September 2015      |
| Filwood Knowle and Windmill Hill            | Friday 20 <sup>th</sup> November 2015   | Tuesday 12 January 2016        |
| Greater Bedminster                          | May 29th 2015   | Thursday 24 June 2015          |
| Greater Bedminster                          | Check webpage to see if further rounds will be advertised:<br><a href="http://www.bristol.gov.uk/page/council-and-democracy/greater-bedminster-community-partnership-community-chest-fund">www.bristol.gov.uk/page/council-and-democracy/greater-bedminster-community-partnership-community-chest-fund</a><br>TBC | Thursday 10 September 2015     |
| Greater Bedminster                          |   | Wednesday 27th January 2016    |
| Greater Brislington                         | Friday 22nd May 2015  | Monday 15th June 2015          |
| Greater Brislington                         | Friday 28th August 2015   | Monday 21st September 2015     |
| Greater Brislington                         | Friday 13th November 2015   | Monday 7th December 2015       |
| Stockwood, Hengrove and Whitchurch          | Friday 22nd May 2015  | Wednesday 17th June 2015       |
| Stockwood, Hengrove and Whitchurch          | Friday 28th August 2015   | Wednesday 23rd September 2015  |
| Stockwood, Hengrove and Whitchurch          | Friday 13th November 2015   | Wednesday 9th December 2015    |

## Appendix 2

### Neighbourhood Partnership Plan Priorities April 1<sup>st</sup> 2015

Each Neighbourhood Partnership has different Priorities and you will need to check this document to make sure that your project contributes to the correct NP Priorities.

#### Avonmouth and Kingsweston

- Supports local events and activities which bring residents together
- Supports improved communications in the NP area
- Supports community events in parks and open spaces
- Supports improved local facilities
- Supports activities events and resources which reduce litter, dog mess and flytipping in the local community
- Supports social activities which reduce isolation for older people; social events for families; activities and events for young people
- Supports events which benefit groups who experience inequality or discrimination or local activities linked to wider, city-wide festivals and Equalities events (eg. Celebration of Age; Pride; Black History Month etc.)
- Supports wildlife-friendly planting and growing in public spaces
- Supports residents to influence planning developments in their neighbourhoods
- Supports work around Domestic Abuse, Hate Crime and community safety
- Supports skills development which can help residents into work or into more skilled work

#### Bishopston Cotham and Redland

- Young people
- Improving the local built environment and street scene
- Trees parks and green spaces
- local traffic and transport
- improving the lives of people living in the neighbourhood
  - neighbourliness
  - local arts where they are likely to appeal to a wide section of the community
  - activities which engage with people facing social disadvantage
  - activities which support carers and the “cared for”
  - schemes to promote food sustainability

#### Horfield and Lockleaze

- Community facilities
- Employment & economy
- Provision for young people
- Equalities & Community Cohesion
- Improving the health of residents including access to local services

- Communication & engagement
- Domestic abuse
- Transport, traffic & pollution

### **Henleaze Stoke Bishop and Westbury on Trym**

- Communications and community engagement
- Open space maintenance and the environment
- Provision for the Young
- Provision for the Elderly
- Traffic and Transport

### **Henbury/Brentry and Southmead**

- Supports local events and activities which bring residents together & community events in parks and open spaces
- Supports social activities which reduce isolation for older people, social events for families and activities and events for young people
- Supports events which benefit groups who experience inequality or discrimination or delivers local activities linked to wider, city-wide festivals and Equalities events
- Supports improved local facilities
- Supports improved communications in the NP area
- Supports improved support for parents with caring responsibilities and young carers
- Supports development of allotments and community growing or wildlife-friendly planting and growing in public spaces and improvements to public spaces
- Supports residents to influence planning developments in their neighbourhoods
- Supports the development of skills to improve access to employment
- Supports activities which support local people to improve their health
- Supports work around Domestic Abuse, Hate Crime and harassment and community safety

### **Greater Bedminster**

- To Improve the green / environment infrastructure
- Activities to encourage people to walk, cycle or use public transport
- To reduce crime and the fear of crime
- Local developments to meet the needs of local people
- Improving the life for older/younger people and families
- Improving the economic health of our retail streets and neighbourhoods
- A welcoming, inclusive and diverse Community Partnership for all who live, work and play in the Partnership area
- High quality community buildings to meet the needs of local communities

### **Dundry View**

- A Vibrant Environment across Dundry View
- Keeping Dundry View Moving

- A Safe and Empowered Community
- Keep Dundry View Working and Learning
- Building a successful Dundry View
- Healthy and caring Dundry View
- Active citizenship, addressing inequality and empowering the people of Dundry View

### **Filwood, Knowle and Windmill Hill**

- Safe, clean and well managed parks, roads, pavements and open spaces
- To improve the highways, traffic and transport across the Partnership
- To improve the life experiences of families, younger and older people
- To increase employment opportunities, the growth of enterprises and the development of individuals
- To ensure local community buildings are supported to benefit the local communities and neighbourhoods
- To improve health and wellbeing across the Partnership
- To work towards all members of the community having an opportunity to fulfil their potential
- To ensure housing, planning and major projects reflect the needs of current and future residents

### **Stockwood and Hengrove and Whitchurch**

- Youth activities & youth services
- Isolation in the area for older people
- Community facilities & activities
- Highways & Parking
- Community safety
- Fly tipping
- Sustainable transport
- Sustainable food / local food growing
- Green spaces

### **Greater Brislington**

- Environment Community
- Facilities and Buildings
- Supporting local retail centres and businesses
- Transport, traffic and parking
- Young people and youth services
- Older people and older people's services
- Health
- Communication and community involvement
- Crime and community safety

### **Cabot Clifton and Clifton East**

- Environment projects that help the area to be green, clean, tidy and well maintained.
- Traffic and transport projects that address local traffic and transport issues.
- Crime and community safety projects that that help the area to address crime, ASB or help improve community confidence.
- Projects that can support CCCE being planned, designed and developed with due regard to the wishes of local residents.
- Families, younger and older people's projects that offer opportunities and experiences that help them prosper in their lives.
- Employment, Training and Economic Development projects that increase local business resilience and improve their connection to the NP.
- Equalities, Community Cohesion and Active Citizenship projects that increase community involvement in the partnership area.
- Health and Wellbeing projects that improve the health of local residents.

### **Ashley Easton and Lawrence Hill**

- Environment projects that help the area to be clean, tidy and well maintained.
- Traffic and transport projects that address local traffic and transport issues.
- Crime and community safety projects that that help the area to address crime, ASB or help improve community confidence.
- Projects that can support AELH being planned, designed and developed with due regard to the wishes of local residents.
- Projects that help make the area a place where young people are given development opportunities and experiences which help them to prosper in their future lives.
- Employment, Training and Economic Development projects that increase local business resilience and improve their connection to the NP.
- Equalities, Community Cohesion and Active Citizenship projects that increase community involvement in the partnership area.
- Projects that can help increase the coverage or sustainability of community buildings
- Health and Wellbeing projects that improve the health of local residents.
- Projects that prioritise the raising of educational attainment and aspirations across all school settings.
- Projects that help the voluntary and community sector to be actively involved in the delivery of the Neighbourhood Partnership action plan.

### **St George**

#### **A. Environment**

1. Good quality, well maintained parks and green spaces accessible to all
2. A clean neighbourhood area which includes being free from litter, dog fouling, graffiti, flytipping and flyposting.
3. Good quality children's play areas close to all residents.
4. A range of areas benefitting wildlife and supporting biodiversity.

#### **B. Traffic and Transport**

1. Traffic moving at safe speeds

2. Good access to public transport
3. Speedy responses to parking issues
4. Responsible cycling in the area
5. Projects to look at traffic/transport issues raised by local residents

### **C. Families, young and older people**

1. Activities for all sections of the community.

### **D. Crime and Community Safety**

1. A reduction in the supply and growth or manufacture of drugs
2. A reduction of domestic violence
3. A reduction in anti-social behaviour
4. A reduction in domestic burglary
5. Ways of encouraging the community to participate in the care of their area, whether in crime prevention, reporting crime or as community groups such as Neighbourhood Watch and Speedwatch.

### **E. Community Cohesion & Development**

1. Ways for local residents to influence decisions and the provision of services in their neighbourhood.
2. Support for effective voluntary groups to deliver good quality local projects.
3. Ways to increase volunteering
4. Opportunities to celebrate diversity.

### **F. Community buildings and facilities**

1. Support for local groups looking to improve existing community buildings and their facilities provide or looking to run new buildings and provide new facilities.

### **G. Employment, training and economic development**

1. Promotion of local business and their involvement in the local community.

### **H. Housing, Planning and Major Projects**

1. Publicity to encourage consultation and local people influencing developments including 10 or more homes or industrial or commercial developments of more than 1,000 square metres.

### **J. Community Engagement**

1. Community events
2. Publicity to encourage local people to influence the standard of local services whether by involvement in local consultations, walkabouts, coming to Partnership Forums or using the internet contacts for the Partnership

## **Greater Fishponds**

### **A. Environment**

1. Make the NP area free from litter, graffiti, flytipping and posting.
2. Parks and green spaces are well maintained.
3. Improve local habitats for wildlife.
4. The NP area has quality parks and play areas accessible to all.

### **B. Traffic and Transport**

1. Keep pedestrians safe.
2. Address parking issues outside schools.
3. Ensure carriageways and pavements are well maintained.
4. Responsible cycling in the area.

5. Improve access to public transport.

**C. Crime and Community Safety**

1. Reduce VICE related ASB
2. Reduce the supply and cultivation of drugs increase detection rates.
3. Reduce street drinking.
4. Reduce incidents of domestic burglary and increase resilience.
5. Increase community resilience in the Trading Community.

**D. Housing, Planning and Major Projects**

1. Publicise and promote sites of community interest.
2. Support Planning subgroup in their efforts to develop a Neighbourhood Plan.

**E. Families, young and older people**

1. Improve existing facilities and develop more activities for the whole community in the NP area.

**F. Employment, training and economic development**

1. Engage local businesses to take part in the HEFs in Bloom.
2. Help businesses develop Town Centre bid.
3. Promotion of local business and their involvement in the local community.

**G. Community Cohesion & Development**

1. Strong VCS organisations delivering quality projects on the area.
2. Ensure that all the residents can influence decisions in their local neighbourhood and influence the public services they receive.
3. Celebrate diversity and increase volunteering.

**H. Community buildings and facilities**

1. A pleasant and healthy place to live, with community facilities for people of all ages.





## Wellbeing Small Grants appraisal form

Name of NP.....

1. Name of Project: .....

2. Name of Group: .....

3. Names of members assessing this application

| <b>4. Is the organisation eligible?</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is part of a community or voluntary group based in the Neighbourhood Partnership area or an organisation which intends to run the piece of work for the benefit of people within the neighbourhood partnership area? <i>(questions 1 -5 of application)</i> |            |           |
| Has a democratic, written constitution or is part of a larger organisation with such a constitution? <i>(question 11 of application)</i>  |            |           |
| Has a bank account requiring at least two signatories (must not be related to each other) or have secured the support of another organisation with such an account? <i>(questions 13 or 14 of application)</i>  |            |           |

**If the answer is NO to any of these then the organisation is not eligible**

| <b>5 Does the project need to have</b> | <b>Yes</b> | <b>No</b> | <b>Willing to develop?</b> |
|--|------------|-----------|----------------------------|
| Health and Safety Policy               |            |           |                            |
| Risk Assessment                        |            |           |                            |
| Safe-guarding policies                 |            |           |                            |
| Public Liability Insurance             |            |           |                            |

**6. Is there clear need for the project in the NP area? Does it link to the NP Plan?**  
*(Section B and C, question 5 and 6 of application)*

| <b>No</b> | <b>A little</b> | <b>Yes</b> | <b>Very much so</b> |
|-----------|-----------------|------------|---------------------|
| 0         | 1               | 2          | 3                   |

**7. Is the piece of work an effective way to address the need?**  
*(Section B, question 5 of application)*

| <b>No</b> | <b>A little</b> | <b>Yes</b> | <b>Very much so</b> |
|-----------|-----------------|------------|---------------------|
| 0         | 1               | 2          | 3                   |

**8. Plausible impact on NP Priorities – has the applicant shown how their project will address one or more of the NP priorities as stated in the NP Plan?**  
*(Section C, question 6 of application)*

| <b>Priority (add detail of which priorities and NP Plan ref number)</b> | <b>No</b> | <b>A Little</b> | <b>Yes</b> | <b>Very much so</b> |
|---|-----------|-----------------|------------|---------------------|
|   | 0         | 1               | 2          | 3                   |
|   |           |                 |            |                     |
|   |           |                 |            |                     |
|   |           |                 |            |                     |
|   |           |                 |            |                     |

**9. Inclusion, equalities groups and communities of interest.**  
*(Section D, 7 in the application)*

|   |                 |            |                     |
|---|-----------------|------------|---------------------|
| <b>Either</b>   |                 |            |                     |
| <b>How effective will it be at including all citizens in the NP area?</b>   |                 |            |                     |
| <b>No</b>   | <b>A little</b> | <b>Yes</b> | <b>Very much so</b> |
| 0   | 1               | 2          | 3                   |
| <b>OR</b>   |                 |            |                     |
| <b>How effective will it be at delivering to specific, relevant groups of citizens in the NP area? (equalities group(s) or communities of interest)</b> |                 |            |                     |
| <b>No</b>   | <b>A little</b> | <b>Yes</b> | <b>Very much so</b> |
| 0   | 1               | 2          | 3                   |
| <b>Notes – how does the project contribute towards equalities?</b>  |                 |            |                     |
|   |                 |            |                     |

**10 Does the piece of work represent good value for money?**  
*(Section E question 8 in the application)*

|           |                 |            |                     |
|-----------|-----------------|------------|---------------------|
| <b>No</b> | <b>A little</b> | <b>Yes</b> | <b>Very much so</b> |
| 0         | 1               | 2          | 3                   |
|           |                 |            |                     |

**11. Does this project bring in match funding and/or volunteer time?**  
*(Section E questions 8-10 in the application)*

|           |                 |              |
|-----------|-----------------|--------------|
| <b>No</b> | <b>A little</b> | <b>A lot</b> |
| 0         | 1               | 2            |
|           |                 |              |

**12. Can the Project be delivered in the time scale and within budget?**  
**(Circle)**

Yes No

**Total score out of maximum of 17 points**  
 Minimum of 9 to be approved

|  |
|--|
|  |
|--|

Agree to fund - Yes No (circle)

**Amount to fund -.**

|                                |
|--------------------------------|
| <b>Any Conditions or notes</b> |
|                                |



Name of NP .....

Fund appraisal Top sheet (to be completed by the NPC and signed by all appraisers?)

Date of appraisal meeting.....

**1. Projects** (complete project table this also goes in the NP report)

| Name of organisation | Declarations of interest | What's the funding for? Brief summary of project | How much requested? | Appraisal score (you may not want to put this in your final report) | Agreed? and how much | Conditions |
|----------------------|--------------------------|--|---------------------|---|----------------------|------------|
|                      |                          |  |                     |   |                      |            |
|                      |                          |  |                     |   |                      |            |
|                      |                          |  |                     |   |                      |            |
|                      |                          |  |                     |   |                      |            |
|                      |                          |  |                     |   |                      |            |

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2. The following table sets out the principal benefits to Equalities groups and groups with protected characteristics as described in Section D of the application form:

| PROJECT | CONTRIBUTION TO EQUALITIES |
|---------|----------------------------|
|         |                            |
|         |                            |
|         |                            |
|         |                            |

**3. Names of appraisal panel**

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**Proposed Community Asset Transfer:**

New Lease of Inn's Court Centre, 1 Marshall Walk, Bristol BS4 1TR to The Matthew Tree Project.

**BACKGROUND:**

The Mede Community & Learning Centre was purpose built in 1998 to replace the old Holy Cross church and church hall on the site. It is currently known as 'The Inn's Court Centre'.

The building shares the site (and some of the services) with the new Holy Cross church. It is also home to a branch of the Knowle West Children's Centre, which opened in 2013.

The Centre provides a large, double-height hall, several lettable rooms, offices and a garden area.

The Centre has been plagued by poor design and workmanship issues since it was built, resulting in regular and severe vandalism. Several years ago the council, together with the architects and the original construction company, agreed to fund extensive repairs to rectify the latent defects.

The tenant (Inn's Court Community Association) is responsible for the upkeep of the property and all running costs.

The Mede Centre lost its grant from BCC in 2012. Despite a name change to Inn's Court Centre and new management, the Centre has been unable to break even in recent years. The Matthew Tree Project ('TMTP') occupies the nearby Foodstore unit at Marshall Walk and has begun to use the Centre for some of its activities. TMTP has generously used its funding and resources to keep the Centre open, using it as a base for its Food Plus+ Network in South Bristol.

TMTP is proposing to merge with the Inn's Court Centre and take over the management of the Centre and increase its usage.

**PROPOSAL:**

The council proposes to grant a new 25 year Lease to TMTP, which will supersede two old Mede Centre Leases that currently cover the property.

The Lease will be subject to a Service Agreement, which will set out a range of services that TMTP will need to deliver each year from the property. The rent will be reduced to a peppercorn for as long as the Service Agreement is complied with.

TMTP will be responsible for all outgoings associated with managing and operating the property, including all repairs, maintenance and insurance.

The Lease will also be subject to a requirement to accommodate the Knowle West Children's Centre in its currently location within the Centre.

**PROCESS:**

The Filwood, Knowle and Windmill Hill Neighbourhood Partnership is asked to make any comments on the proposals, either in support or against, and to briefly set out the grounds for its views.

Officers in the Community Assets Team and Corporate Property Team will then prepare a report for the Service Director Property, who will make a final decision on the proposed CAT as soon as possible.

It is hoped that the Lease can be agreed by April and completed within 4 months.

For further information please contact:

John Bos: 0117 903 6440 or [john.bos@bristol.gov.uk](mailto:john.bos@bristol.gov.uk)

Dear Filwood, Knowle and Windmill Hill Neighbourhood Partnership  
From: Bristol TreeForum

### Street Tree Planting

Since you prioritised trees some amazing things have happened in your Partnership!

1. Bristol University has agreed to sponsor some tree planting in neighbourhood partnerships that have prioritised trees, which includes yours. Students from Bristol University have surveyed the stumps and tarmac covered tree pits in your Neighbourhood. These sites have been reviewed by the Council (TreeBristol) and they will bring a paper to your next Partnership meeting requesting that you approve planting of trees in the locations described in the paper. The costs of the planting will be fully covered by the University of Bristol.
2. Highways Department have started local traffic schemes again (which is good news in itself) and we have requested they automatically plan new trees into such schemes, build outs for example, unless services or sight lines mean it is not possible. The cost of a tree pit when work is being done is usually small, even minimal, compared to the cost of the scheme itself. You will still need to fund the tree; that can come from S106, CIL, your own NP funds or you can apply to Bristol University for help in 2016. (In the longer term we hope there will be other donors too). At this stage all we ask please is that you write to Highways and ask them to put in tree pits in new schemes wherever possible.

So replacement trees and now new trees in new locations; as we expect this process to continue over the coming years we need to build a community in each Neighbourhood Partnership that supports tree planting. The TreeForum will ask Neighbourhoods Dept. to see if they will contact those on their mailing list to ask if others are interested to help continue this process. And maybe you have someone who would like to be the lead (or joint lead) contact, we have Jim Smith listed as a Tree Champion for Filwood.

The Bristol TreeForum would like to thank you for prioritising trees, thank Bristol University, and thank the Council's Highways and Tree Bristol Departments for coming together and using this Green Capital Year to start off a process that will help your Neighbourhood, and Bristol, to become an ever better place to live and work in.

Yours faithfully,