



**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 at appendix 2. The guidance notes can be found here <https://www.bristol.gov.uk/npwellbeinggrants>

We suggest that it will be easier to complete if you use the Word version of this application form, it will also be more helpful when you need to do your monitoring at the end of the project. 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 Appraisal Panel 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?
Dundry View, Filwood and Whitchurch Hengrove**

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Section A Contact Details

1. Your details:

Name of your group or organisation: **Family And Community Engagement Project at Bridge Learning Campus**

Your name: Caroline Jenkins

Contact Address: Bridge Learning Campus. William Jessop Way, Hartcliffe, Bristol

Post code: BS13 0RL

Telephone number: 0117 3534472 ext 2079

E-mail address: cjenkins@bridgelearningcampus.com

Group/organisation website or any other internet presence:
www.bridgelearningcampus.com

Charity number and/or company number (if applicable)

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

BLC is an all through school which educates children from the age of 3 years – 16 years. The FACE Project at BLC has been started to look at ways to engage parents and the wider community in the education of the children at BLC. We work towards breaking down the barriers between home and school, offering 1:1 support for families, including things like support with benefits claims, housing issues, debt management, CV writing, job application forms, volunteering in school and the local community, referrals to other agencies like food banks, W Hawkspring etc. We also run Adult education courses to enable our parents to gain qualifications that will help them back into work etc. We also provide opportunities for families to have fun together; this is done through family learning projects, activities for families and applying for grants to support family holidays or days out. We run drop-ins for parents and carers, to help overcome their feeling of isolation and enable them to make new friends and develop new support networks around them.

Section B: About the Project

3. What is the name of the project you are asking us to fund?
FACE SUMMER HOLIDAY TRIPS 2016

4. Which ward/s within the Neighbourhood Partnership do you plan to work in?
Whitchurch Park, Hartcliffe, Withywood, Filwood
Or under the new structure – Hartcliffe and Withywood, Whitchurch and Hengrove and Filwood

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)

Following the success of this last year, we are hoping to run 6 more family trips during the summer holidays to Weymouth, West Midland Safari Park, Crealy, London, Legoland Windsor and Paignton. This is something that our families have asked us to organise as very few of our children leave the estate in the school holidays because many families do not have cars or the money for family days out further away than within Bristol.

We are looking for funding to help subsidise these trips so that some of our really vulnerable families can access the trips as the price is outside of their budget limitations.

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)

At least 500 local residents made up of children, parents, grandparents, other family members and neighbours.

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

Places on the trips will be offered to families at the school but also offered to families involved with First Response, Early Help, Barnardo’s, New Fosseway, Youth Workers and advertised on our website with a link sent to our feeder Primary schools.

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?

We have advertised already through First Response, Early Help, Barnardo’s, New Fosseway, Youth Workers and advertised on our website with a link sent to our feeder Primary schools. We would be happy to circulate information to parents about the NP and Wellbeing fund and we will include the logo and funding support quote on all of our future communications regarding this project.

e. When will the piece of work take place?

Start date: ...22nd July 2016..... End date (if applicable): 15th August 2016.....

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)

Our project is needed to enable families to get off the estate and spend some quality time together experiencing something that many people take for granted. It will also break down isolation and encourage new friendships, both for parent/carers and the students. The trips will bring the community of parents together and enable them to spend some quality time with their children. The families will have their horizons broadened as they experience new place and things together, creating happy memories to look back on. We consulted with parents on the school gate, through letters and through our Parent Council.

Section C: Making a Difference

6. What difference will your project make? – Please say how your project will address a minimum of one of the NPs Priorities and a maximum of 3 priorities. You will need to look at appendix 2 in the Neighbourhood Priority List in the Guidance notes (which can be found here: <https://www.bristol.gov.uk/npwellbeinggrants>) 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.* (as if you use priorities from another NP your project will not be assessed). 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?	How will you show your achievements (this could be signing in sheets, copies of certificates, photos, case
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	(Please include quantities e.g. 12 people to receive training, we expect 150 people to come to our event, etc)	studies etc)
Dundry View – Healthy and caring Dundry view	This project will promote healthier lifestyles, reduce isolation and improve emotional and mental health of both children and adults	
Filwood, Knowle and Windmill Hill – To improve life experiences for families, younger people and older people.	This project will involve trips that bring people together who are from different backgrounds, ages, cultural and faith groups to build communities and greater understanding through shared enjoyment and participation. It will also offer new experiences and the chance to visit new places	
Stockwood, Hengrove and Whitchurch – Youth Activities, Isolation and Community Activities	This initiatives will increase youth provision and help break down the barriers between generations	

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

This being said your project might target one or two equalities groups only, for example if your project is working with victims of domestic abuse then single gender group might be more appropriate, if this is the case please tick here and describe why this is in the relevant box

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

Equalities Groups	Tell us how your project will benefit these people OR tell us what you will do to make sure
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	people from these communities feel welcome and choose to get involved
Women	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Young people	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Older people	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Black and minority ethnic people	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Disabled people	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Lesbian, gay, bisexual people,	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Transgender people	
People with religion or belief	Breaking down isolation, opportunity to make new friends, support to take children on a trip during the long summer holidays.
Other groups (for example: ex-offenders; single parents; substance users, current or ex; men's groups)	Single parents and families on a low income are being supported by us running a weekly savings club so that they can save up weekly to cover the cost of the trips

Section E Finance

8. 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.

Please remember that we require at least one written quote for each item or services over £500 and at least three competitive quotations for items or services over £2,500.

Item	Cost	Please tick(✓) if you are asking us to fund this item. If you have other funding to pay for an item or part of an item please say where it is coming from (e.g. reserves, Lottery, Quartet)
3 Coaches to Legoland Windsor	£1,500	
Entrance to Legoland Windsor	£1,690	
2 Coaches to West Midland Safari Park	£900	

Entrance to West Midland Safari Park	£1149	
2 Coaches to Crealy	£800	
Entrance to Crealy	£1100	
2 Coaches to London	£1,350	
2 Coaches to Weymouth	£900	
2 Coaches to Paignton	£900	
Parental Contributions		£8789
Amount requested from Neighbourhood Partnerships to help subsidise seats on coaches for families on low incomes or in receipt of benefits		£1,500
Add more lines if needed		
Total Cost	£10,289	

8a How much are you asking for from the Neighbourhood Partnership? £1,500.....

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, including when you will know the outcome:

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:

We may have to charge more or offer less places. Or we might have to cancel a trip if not financially viable. We would also not be able to support our most vulnerable families to the extent we would like to?

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 £11.09 per hour.

Number of volunteers	Number of hours per session	Number of sessions/weeks	Total volunteer time	Monetary value of volunteers' work Multiply by £11.06 per hour
Eg:1xcook	Eg:5 hours per session*	40 sessions	200	200x11.09 = £2218
1 Co-ordinator	10 hours per trip + planning	6 trips	60 hours	70 x £11.06 = £774.20
2 coach leaders	10 hours per trip	6 trips	120 hours	120 x £11.06 = £1327.20
		Grand total		£2,101.40

11. Does your organisation have the following policies/documents, if so please enclose with your application: (for more information on what documentation you will need please refer

to the guidance notes **which can be found here**
<https://www.bristol.gov.uk/npwellbeinggrants>

- a. **A formal constitution** (set of rules for your group) **Y/N**
No at present this is an informal group supported by the school but are looking to set up a PTA or equivalent in September.

- b. A Health and Safety Policy **Y/N**
We work to the policy approved by Trust in Learning our Academy sponsor

- c. A Safeguarding Policy (**this is required if you are working with Children and Young People or Vulnerable People**) **Y/N**
We work to the policy approved by Trust in Learning our Academy sponsor

- d. Public Liability Insurance - **this may also be required if you are working with the general public** **Y/N**

- e. An Equal Opportunities Policy **Y/N**
We work to the policy approved by Trust in Learning our Academy sponsor

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."

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Or

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

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Section F Payment Details

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 authorised by at least two unrelated people? Y/N

If your answer is **YES** to question 11a and 13 please complete the box below and move on to question 15

If your answers to 11a or 13 is **NO** please go to question 14

Please give us the details of this group's Bank/Building Society Account into which we should pay a grant if you are successful

14. IF you answered No to the questions in 11a and/or 13, you will need to find a formally constituted group to become your **accountable body should your application be successful. Please tell us below which group will be the accountable body 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:
Bank/Building Society:
Branch:
Account Number:
Branch Sort Code:

Please ask **Two** unrelated 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 and act as accountable body for the funds.

I confirm we have read and understood the role of the accountable body on page 9 point 14 of the Guidance notes, <https://www.bristol.gov.uk/npwellbeinggrants> and that our group has agreed to receive a Neighbourhood Partnership Grant on behalf of this group.

Name: Caroline Jenkins

Group/Organisation: Bridge Learning Campus

Signed: CJ Jenkins

Position: Chair of Govenors

Date:

Signed: Tracy Ames

Position: Parent Governor

Date:

15. Conflict of interest: Do any of the trustees/directors 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**

If yes please describe.....

16. DECLARATION: (please tick)

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)*:

17. Signature of person submitting the form: I have read and understand the guidance and with that in mind, submit this application
 Signature:
 Name: _____ Date: _____

18. For organisations with a Management Committee: 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: _____

Name of Neighbourhood PartnershipDundry View, Hengrove and Whitchurch

Project description (10 words) Family Summer Holiday Trips

Amount applied for ...£1,500.....

Total Amount of funding coming from other sources £8,789 Parental contributions

Monetary value of volunteer time £2,101.40.....

Does your project specifically target any of the equalities groups? Yes **No**

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

If so what was it called?Family Trips What year was this? 2015.....

If yes, have you submitted monitoring information for that project(s)? **Yes** No
Please note that your application will not be considered if you have not already submitted satisfactory monitoring information for previously awarded grants.

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 (or the constitution of your accountable body)

- Enclosed any other relevant information (e.g. Health and safety Policy, risk assessments, Safeguarding Policy, public liability insurance, Equal Opportunities policy).
- Completed details of your bank account **OR** Completed the details with signatures from a constituted organisation to receive your grant on your behalf if you are successful
- Signed the form and had it countersigned
- Enclosed copies of quotations for items over £500 that you are asking the Neighbourhood Partnership Wellbeing grant to fund

Please return completed form to:

Neighbourhood Management Service, **St Annes House First Floor**, P O Box 3176, BRISTOL,
BS3 9FS
or email to

neighbourhood.partnerships@bristol.gov.uk

We can no longer accept hand delivered application forms

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 Appraisal Panel, 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. Or Phone 01179222329