



# Neighbourhood Partnership Wellbeing Small Grants Application Form v15.

**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 your Neighbourhood Partnership Coordinator whose contact details can be found at the end of this document

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?**

**Stockwood and Hengrove and Whitchurch**

.....

### **Section A Contact Details**

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

Name of your group or organisation: **Southern Links Children's Centre**

Your name: Lil Bowers

Contact Address: Southern Links Children's Centre, Whittock Rd, Stockwood.

Post code: BS14 8DQ

Telephone number: 0117 3533503

E-mail address: lil.bowers@bristol-schools.uk

Group/organisation website or any other internet presence: [www.southernlinks.co.uk](http://www.southernlinks.co.uk)

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

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

We aim to;

- Support the wellbeing of children from conception to 5 and their families in Stockwood, Whitchurch and Hengrove
- Work with others to provide a valued service to families in the heart of the community.
- Provide a range of support and services to parents.

Southern Links children's centre was created 2 and a half years ago by merging Hengrove & Whitchurch Children's Centre (formally managed by Ilminster Avenue) with Burnbush Children Centre (formally managed by Burnbush primary school). This created one team that now works across the whole of Stockwood, Hengrove and Whitchurch, managed directly by the Local Authority.

There are 1776 children under 5 in this area of which 88.5% are registered with the children's centre. We have actually worked with 64% of the children in the area in the last 12 months, either through coming to one of our groups, services or events, or by supporting a setting they attend.

Our aim is to reach as many different families as possible by providing a universal offer, while at the same time working more intensively with target families – where we can make the greatest difference. 60% of our staff time is spent on targeted services, however, if you include those target families attending our universal groups this would rise to 75%.

Although based in Stockwood, we also run groups from several other venues including Perry Court, New Oak and St Bernadette's Primary Schools and St Augustine's church so that Families living in Whitchurch and Hengrove can access groups close to home.

One of the children's centre strengths is partnership working. It is only by having an ongoing dialogue with parents and other agencies that we can provide what this community needs and signpost families to other existing services. This way we have been able to provide the wide range of services available to families including learning communities' courses, speech and language support, access to advice and guidance officer and midwives running ante-natal groups.

## **Section B: About the Project**

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

**South Bristol Children centres Fun Day.**

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

**Stockwood and Hengrove and Whitchurch**

**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)

Our event aims to;

- Provide a great, free, fun day for families living in South Bristol.
- Reduce isolation and break down barriers between different communities across the South of the city.
- Provide information and advice to families about the services available to support them.
- Encourage use of local parks and amenities.
- Celebrate the flourishing partnerships between the centres and other agencies to increase sign posting and co-ordinate provision.

The event had been jointly organised between the 5 south Bristol children's centres (Southern Links, Hartcliffe, Four acres, Knowle West & Ilminster Avenue). This has expanded to include Compass point and St Anne's and Broomhill recently. The Children's Centres have also worked together on identified priorities for the area, such as tackling Domestic Violence and increasing breast feeding rates which will be promoted at this event. This event will also involve many other agencies which work closely with the children's centres such as the learning communities' team, pennywise, Library service and homestart, all bringing information and activities on the day.

- 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)

We expect between 300 and 500 children and parents to attend the event. Although open to families from across south Bristol, due to the event location we expect a majority of families to live in this neighbourhood area.

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

This event has been planned towards the end of an academic year so parents can access a wide range of information about activities and services for the long 6 week summer holidays and beyond. This will impact on older siblings as well as the pre-school children attending this event.

This is the 3<sup>rd</sup> summer a shared event of this nature has taken place at Hengrove park, so we have evaluated and built on each years success.

- 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?**

Each children centre will advertise the event to there families, schools in there area, through there health visitors and other professional networks and there own social media (eg face book pages).

For the first time this year we (Southern links) also plan to directly email families registered with the children's centre that we have not seen for over 3 months living in Whitchurch or Hengrove.

With the help of your funding, we would fund BASE radio to advertise the event and DJ for the day. They would also interview parents and support wider media coverage on local radio and TV.

**e) When will the piece of work take place? On the 15<sup>th</sup> July 2016**

**f) Start date: ...N/A..... End date (if applicable): .....**

**g) 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)

See attached evaluation from the first event July 2014. This showed;

Over 200 families came – all saying what a great event it had been. Lots of anecdotal evidence that new families had been reached, sign posting/ information shared about services available.

Added benefits to the close partnerships between the Children’s centres and other organisations

## 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 your Neighbourhood partnership coordinator – details can be found at the end of this document.

Priority –	How does your project address this priority? What positive change will it make to the area? (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)
Community facilities and Activities	We expect to engage a minimum of 300 parents/carers and young children from Stockwood, Hengrove and Whitchurch at this event and more from neighbouring communities. The event will take place in a much valued local community	All parents will be asked to complete a short signing-in sheet on arrival detailing who they are and their postcode. This sheet will include a tick list of potential learning communities/children centre so parents can be sent details of activities they have

	venue which is child centred and safe. Thus promoting return visits after the event, increasing physical activity for young children.	shown an interest in after the event (e.g. Maths/English/ crafts/ first aid etc). Children centre staff will survey parents during the day to collect evidence of what's going well and how we might improve children centre services as well as the event itself. Those parents answering our surveys will be entered into a draw prize on the day.
Sustainable food/ local food growing	Local voluntary groups from Knowle West health park and Hartcliffe have been invited to promote local food growing and healthy eating.	

## 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.**

<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	Children centre staff will be at the gate to welcome families, explaining what's on offer and to ensure their needs are met. This team of staff will double up to reassure parents that lost children cannot leave the park without them! During the day, a PA system will inform parents when activities are about to start and a written programme will also be displayed. If adequate entertainment is in place, children centre staff

	can circulate around the park, identifying any families isolated or struggling and support them. Having a café and toilets / nappy changing facilities makes the event family friendly.
Young people	
Older people	
Black and minority ethnic people	
Disabled people	Accessible venue, disabled parking close by, PA systems. Disabled toilets.
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)	The children's centres remit is to target particular families, including prisoner's families, those on child protection plans, workless households etc. The children's centres will make particular efforts to invite these families (often by 'word of mouth') so they can benefit from the event. And ensure that a good range of services are available on the day to meet their needs.

## 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)
BASE radio (advertising/ DJ & PA for the day)	<b>200.00</b>	√
Play time drama	<b>140.00</b>	√
Children centre staff time approx. 5 staff per centre for 6 hrs on the day – 175 hrs,	1,940.75	Children centre's contribution in-kind.

Bristol zoo	<b>200.00</b>	√
Raffle prizes	100.00	Children centre's seeking raffle prizes from local businesses.
Paw patrol - chase	70.00	Funded by children's centres
Face paint/ resources	100.00	Funded by children's centres
<b>Total Cost</b>	<b>2,750.75</b>	

**8a. How much are you asking for from the Neighbourhood Partnership? .....£540**

**8b. Have you applied for funding anywhere else for this project? E.g. to any other funder or Neighbourhood Partnership - No**

**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:**

**Although the event will still proceed we will not be able to offer the range of activities we otherwise would have – impacting on the overall quality of the event.**

**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.

<b>Number of volunteers</b>	<b>Number of hours per session</b>	<b>Number of sessions/weeks</b>	<b>Total volunteer time</b>	<b>Monetary value of volunteers' work Multiply by £11.06 per hour</b>
Eg:1xcook	Eg:5 hours per session*	40 sessions	200	200x11.09 = £2218
<b>5 parent volunteers</b>	<b>4 hrs</b>	<b>1</b>	<b>20</b>	<b>221.80</b>
<b>2 homestart volunteers</b>	<b>5 hrs</b>	<b>1</b>	<b>10</b>	<b>110.90</b>
		<b>Grand total</b>	<b>30</b>	<b>332.90</b>

**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>)

- |   |            |
|---|------------|
| <b>a. A formal constitution</b> (set of rules for your group)   | <b>No</b>  |
| <b>b. A Health and Safety Policy</b>  | <b>yes</b> |
| <b>c. A Safeguarding Policy (this is required if you are working with Children and Young People or Vulnerable People)</b> | <b>yes</b> |

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

e. An Equal Opportunities Policy yes

**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**

<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 authorised by at least two unrelated people? <span style="float: right;">Yes</span></b>	
If your answer is <b>YES</b> to question 11a and 13 please complete the box below and move on to question 15	
If your answers to 11a or 13 is <b>NO</b> 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	Name of Account: Bank/Building Society: Branch: Account Number: Branch Sort Code:



**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:**

**Group/Organisation:**

**Signed:**

**Position:**

**Date:**

**Signed:**

**Position:**

**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:

## Checklist

**19. 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 ...**Stockwood, Hengrove and Whitchurch**

Project description (10 words) ... **South Bristol Children centres Fun Day @ Hengrove Park.**

Amount applied for .....**£540.00**.....

Total Amount of funding coming from other sources ...**2,210.75**.....

Monetary value of volunteer time .....**£332.90**.....

Does your project specifically target any of the equalities groups? **Yes**  
Have you had a small grant or Well being grant from us before? **No**

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

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](mailto: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](mailto:neighbourhood.partnerships@bristol.gov.uk). Or Phone your Neighbourhood Coordinator

<b>Abdulrazak Dahir</b> (St George & Greater Fishponds)	<b>90 36409</b>
<b>Andrew McGrath</b> (Bishopston, Cotham & Redland/Henleaze, Stoke Bishop & WOT)	<b>90 36436</b>
<b>Andrew Mclean</b> (Greater Bedminster/Knowle, Filwood & Windmill Hill)	<b>92 24446</b>
<b>Ariaf Hussain</b> (Hengrove & Stockwood/Greater Brislington)	<b>92 23218</b>
<b>Caroline Hollies</b> (Horfield & Lockleaze)	<b>92 23977</b>
<b>Emily Smith</b> (Dundry View)	<b>90 37723</b>
<b>Keith Houghton</b> (Henbury & Southmead/Avonmouth & Kingsweston)	<b>92 22135</b>
<b>Kurt James</b> (Clifton, Cabot & Clifton East/ (Ashley, Easton & Lawrence Hill)	<b>90 37365</b>