



WARD ALLIANCE FUND 2018-19

GUIDANCE NOTES

Barnsley Council has made £10,000* per electoral ward available to match fund against time, expertise and resources for community projects identified in the 21 electoral Wards.

The Ward Alliance Fund is intended to:

- encourage Social Action across Barnsley. Social Action is defined as: 'people helping people' / 'practical action in the service of others'
- support schemes and initiatives identified in the Ward Plan.
- ensure practical solutions to local issues involving local people.
- support and develop community groups and volunteering.
- support and encourage service improvements.
- support equality and diversity (including fostering good relations between people from different groups, eliminating unlawful discrimination, advancing equality of opportunity for all).

A Ward Alliance is made up of the three elected members in the ward working alongside community representatives. They will consider and approve projects based on the details of each individual application.

Who can apply?

Grants will be provided to help new or existing projects reach their full potential. The fund will support projects in engaging volunteers to improve communities.

Applications are welcomed from voluntary and community groups, social enterprises, registered charities and individuals who are acting for the benefit of the community.

Applications from religious bodies and schools/academic bodies will only be considered if there is a wider benefit for the local community.

Who cannot apply?

Party political activity (fundraising, campaigning or other activity associated with political parties) will **not** be considered.

Projects which cut across Ward boundaries will not be considered unless they can demonstrate how they will be delivered across the whole area.

Projects that are core activities of statutory services will not be considered. However, applications relating to special projects which provide extra value and benefit to statutory services in the local community will be considered.

*Plus anything that is carried forward from previous years.

Guidance is set out below as a section by section guide to completing the Application Form.

1. About Your Group

1.A-C Contact details

Please provide the name of your group, the Ward that will be covered by this project, and what your group does.

Section 5 will ask for further contact details. This section is separate so that it can be detached from your application to ensure that your details are not made public.

2. About Your Project

2.A Project Title

Choose a name for your project which will allow it to be easily recognised.

2.B Project Summary

Please provide details about what your project will do with the money, i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

2.C Area covered by project

Although funding for this programme is at ward level, different neighbourhoods within your ward may have greater need of funding. Please let the panel know here what specific street or area of your ward your project will benefit.

2.D How much funding do you need?

Tell us how much grant you are applying for.

2.E What is the start date for the project and when will it be completed?

Tell us how long the project will take to complete. Be as realistic as possible about when the project might start and how long it will take to complete. Don't put a start date of a week after submission of your proposal, the Ward Alliance only meet 6 times a year. Any unspent funds will need to be returned to BMBC after 6 months.

2.F What will happen to any equipment purchased by the grant?

Indicate what will happen to any equipment purchased using the Ward Alliance Fund, e.g. who will maintain the equipment after the project has been completed.

2.G Do you have any insurance?

Certain activities may need to have insurance in place to protect the safety of your volunteers and people taking part. Please indicate if you have insurance. If you do, you need to tell us what the insurance covers, and you will need to provide evidence of this.

If you don't, and you are not sure if you will need this and need help in how to get insurance, please contact your local area team or e-mail

lovewhereyoulive@barnsley.gov.uk

3. The Local Community

3.A Which of the local priorities identified for your ward does this project address?

You can find the Ward Priorities for your Ward within your Ward Plan.

Details of your Ward Plan are available on the area page, which can be found at:

www.barnsley.gov.uk/services/community-and-volunteering/your-local-area-and-ward/

Alternatively you can contact us to request a copy of your Ward Plan.

3.B How does your project meet these priorities?

The starting point for addressing how your project meets the priorities in your ward is to be clear on the need it is addressing. You need to demonstrate a problem, issue or situation where something needs to be changed to make things better for a person, group of people or an environment.

3.C Please indicate who you have consulted with.

Indicate who you have consulted with in developing the project plan and any other groups or organisations that will be involved in the project. You may wish to consult:

- Local Councillors
- Area Teams
- Voluntary Organisations
- Community Representatives
- Other groups or organisations

3.D How will this project benefit your community/what difference will it make?

Once you have addressed the need for your project, you will need to have a clear idea of the specific changes and improvements your project will have in your community.

Please demonstrate the outcomes you believe your project will achieve. Consider what learning or other effects this project may have on your community and how this project may impact on its future.

You need to consider how your project will address local challenges, what things your group will be doing for yourselves, what you will be giving back, and what impact any volunteering you undertake will have.

If the funding you are requesting is for a one-off grant (e.g. an educational excursion) please tell us what difference this will make to your community in the long term, what will the people who have taken part be able to give back to your community?

If you are carrying out a specific duty for receiving the grant please explain what difference this will make to your community.

As part of the grant process will you be asked to evaluate your project, and you will be sent a 'Share your story' form, which is detailed at Appendix A. Referring to this may help you complete the above questions.

3.E Will your project help to promote equality and diversity in the community?

The Borough can only benefit fully from the contributions of its diverse communities by ensuring that all of its citizens are able to access its services and by enabling everyone to have an equal opportunity to contribute and benefit from that citizenship. In order to do this we need to make sure that no group or individual (regardless of their disability, race, sex, religion or belief, sexual orientation, transgender status, age, marital status or because of reasons relating to pregnancy or maternity) suffers discrimination or is in any other way disproportionately disadvantaged. Therefore, you must consider ways in which your proposed community project or service can be provided so as to be accessible to people who may have protected characteristics, whilst meeting individual needs, encouraging wider participation and eliminating discrimination.

3.F Are you providing a match for this project?

We need to know whether you will be match funding your potential project with volunteer hours, in kind contributions, or other funding sources. If you are not, please go straight to section 4. However, if you are, please provide as much detail as possible in section 3.H

3.G How are you making up the match part of your project?

In order to receive funding for your project you need to contribute the same amount that you are asking for.

You can raise this amount in the following ways:

- How many people are volunteering towards this project – please detail how many people are actually involved in the delivering the volunteer hours

There are various ways of involving people. For example:

- Having people who would use your project on your management committee.
- Getting local people who will use the project to help design it.
- Setting up user groups to give feedback on your plans and plan activities.
- Where appropriate local people delivering activities or volunteering on the project

The more members of the local community involved in the project will mean a higher number of volunteer hours, which means a higher match value for the project.

- Volunteer hours – please specify how many hours of work will be carried out voluntarily (this is valued at £13.51 per hour)
- How will the volunteer match directly contribute to the project – Please specify how the volunteering hours will be made up, and how they will directly impact on the delivery of your project – what will you/your group be doing?
- How many new volunteers will be signed up – please detail if there are opportunities for new volunteers to be involved because of the delivery of this project
- In kind contributions - These are services provided free of charge that normally you would have to pay for, such as venue hire.
- Cash donations

Please be aware that we will be asking to see evidence of this match funding, so, if you are matching your grant with volunteer hours you need to record volunteer details at the time it is performed and include it in your monitoring return.

4. Financial Details

4.A What will you spend the grant on?

Please specify the amounts you plan to spend on individual elements of your project, such as materials, equipment etc.

VAT should be included in all figures quoted.

4.B How does your project represent good value for money?

With only a limited amount of funding for your area, you need to demonstrate that your project delivers the most benefits for the least amount of money spent. You can do this by:

- Ensuring the most amount of people in your area benefit from your project
- Thinking of a problem in your area that could be solved for a small amount of money but would make a big difference in people's lives
- When sourcing services and materials, obtain different quotes to make sure you are getting the best possible value for money
- Obtaining services and materials for free where possible from businesses willing to contribute to improving their community.

Groups are eligible for up to 100% of their project costs however, it is a match funded programme, which means that every £1 provided in funding must be matched by a similar amount of in-kind donations (this means donations for cash, services, free products or volunteer time).

5. Conditions & Declarations

5.A-G Please provide full standard contact details of the person/group who will act as our contact with your project, so that we can contact you if your project is approved. This includes a postal address where you will be able to pick up correspondence and a contact number we can call during working hours.

Please also tell us about your group's Facebook page, Twitter account etc if you have one.

Please ensure that section 5 is **fully** completed. If your project is approved it may delay a payment being made to you if it is not. This section of the form will **not** be made available to the approval panel.

However, your group's contact details will be added to our community database for network purposes only, but there is an opt-out box on the application form.

Electronic signatures are accepted. By typing your name here, or inserting an electronic signature, this is deemed to be a signature to indicate agreement and willingness to be bound by the terms and conditions of the Ward Alliance Fund.

5.H Bank Account Details

Please provide details of the bank account into which the grant is to be paid.

If you are an individual acting for the benefit of your community you will need to supply the bank details of a group you have been liaising with and who will hold the grant on your behalf as grants **cannot** be paid into a personal bank account.

Read the conditions applied to the grant and sign and date the form. Once the grant has been made, if the person signing the application should no longer be part of the project for any reason, the Locality Team should be notified of this in writing immediately and an alternative contact point provided.

1. The WAF Locality Team will process applications.
2. All applications meeting the criteria will be considered by the Ward Alliance and recommendations will be made by the Alliance and authorised by the Senior Management.
3. The approved amount will be sent to the applicants with a covering letter reiterating the conditions of the award, and a monitoring and evaluation form that must be completed and returned.
4. Please return your completed application form using one of the methods below:
Email: lovewhereyoulive@barnsley.gov.uk
Post: Stronger Communities, Beavor Court 1, PO Box 634, Barnsley, S70 9GG
Hand Delivery: Stronger Communities, Beavor Court 1, Pontefract Road, Barnsley, S71 1HG
5. You will be required to complete and submit a monitoring and evaluation form (appendix B) **6 months** after the receipt of your grant.
Please note that you will need to submit receipts and evidence of expenditure, and information/photographs to demonstrate how the grant has been spent alongside the monitoring forms. Failure to do so will prevent you from being eligible for applying for a further grant in the future.

6. Approval Process

The application will be considered at the next available Ward Alliance Panel. A decision needs to be made by the whole panel, or where not possible, a decision being reached with a majority of 51% supporting the proposal. The Chair will sign the form indicating if the project has been approved, and it will then be passed to the WAF Locality Team to process.

If your project has been successful, you should receive the grant within 4 weeks after the Locality Team have received the applications.

Appendix A - SHARE your story form

[If your project is successful, this form will be sent out to you for completion after you have received your grant]

Storytelling has been a key means of sharing valuable information and drawing people in throughout human history, and is as relevant today as ever before. Use this template to construct the story of your impact.

Setting: Where did the event take place?

Activity: What activity did you undertake?
Was there a problem that needed solving?

Action: What did the people involved do?

Results: How did it turn out?

Ending: What is different now?

Appendix B – Sample Monitoring & Evaluation form



WARD ALLIANCE FUND MONITORING AND EVALUATION FORM

PROJECT acknowledge receipt of a grant of £ and enclose:-

*(a) Copies of receipts showing how the grant has been spent;

or

*(b) I have contacted the team to discuss returning the grant via BACs transfer.

(*delete as appropriate)

Signed: _____ Name: _____

Date: _____

1.A Name of your Group:	
1.B Main contact:	
1.C Position in group:	
1.D Address:	
1.E Postal code:	
1.F Email address of main contact:	
1.G Main telephone number:	

2. Financial Details

2.A What did you spend the grant on?

Based on information provided on your application form, please identify the full amount of funding spent on the project, and include copies of invoices for all expenditure relating to the project.

Item	Purchased from	Amount (£)
	TOTAL GRANT	

3. Volunteering and your community

Please provide us with as much evidence as possible (photographs, signing in sheets, newspaper clippings etc)

3.A What volunteering work did your project undertake?

How many people volunteered towards the project:

How did the volunteer match directly contribute to the project?

How many new volunteers contributed towards the project?

Were there any cash donations or In-kind contributions?

3.B SHARE your story

Storytelling has been a key means of sharing valuable information and drawing people in throughout human history, and is as relevant today as ever before. Use this template to construct the story of your impact.

Setting: Where did the event take place?

Activity: What activity did you undertake?
Was there a problem that needed solving?

Action: What did the people involved do?

Results: How did it turn out?

Ending: What is different now?

Please can you tell us whether your experience of applying to the Ward Alliance Fund has been positive or not.

How long did it take for you to receive your grant?

- 1 week or less
- 2 weeks
- 3 weeks
- 4 weeks or more

Investment – based on the grant awarded (not the amount applied for) have you been able to fulfil your project aims?

- Fulfilled all aims
- Fulfilled majority of aims
- Fulfilled some of aims
- Not fulfilled any aims

Was the application form easy to fill out?

Please indicate in the comments box below how the form could be made easier

- Easy
- Moderately easy
- Moderately difficult
- Difficult

Did you find the guidance which was provided helpful?

Please indicate in the comments box below how the guidance could be more helpful

- Very helpful
- Helpful
- Slightly helpful
- Not helpful at all

Any other / comments feedback?

Thank you for your feedback and comments. Please return this form along with receipts, copies of bank statements, photographs, attendance forms etc to :- Teresa Williams,

Community Events & Grants Officer, Beavor Court 1, PO Box 634, Barnsley, S70 9GG

Tel: 01226 787704

email: teresawilliams@barnsley.gov.uk

We will be promoting the work of the Ward Alliance and the work that it commissions – we may wish to use photos and case studies you have provided to us in future media coverage – please tick this box if you give us consent to do this.