



**LEEDS CITY COUNCIL**  
**NEIGHBOURHOOD & HOUSING DEPARTMENT**  
**AREA WELL BEING BUDGET – SMALL GRANTS PROGRAMME**  
**SOUTH LEEDS AREA MANAGEMENT TEAM**  
**ADDRESS** Dewsbury Road One Stop Centre, 190 Dewsbury Road,  
Leeds, LS11 6PF  
**TELEPHONE** 224 3040  
**E-MAIL** nhd.southareacomm@leeds.gov.uk

## **GUIDANCE NOTES FOR APPLICANTS**

The Area Well Being Budget Small Grants Programme has been set up to provide funding to support small scale projects that will go towards meeting Area Committee priorities. These priorities are:-

- Safer Neighbourhoods
- Cleaner Neighbourhoods
- Young People
- Improving areas in need
- Regenerating areas – town and district centres
- Community Involvement

### **What can be funded?**

Resources required for groups to run a community initiative :

- equipment/materials
- publicity materials
- training costs
- educational trips
- residential courses
- consultant/speaker fees

Costs related to holding a community event :

- venue hire
- publicity
- translation and signing costs
- registered childcare costs
- transport to and from the event

Please note, Area Well Being Budget can not be used to :

- Fund the everyday running costs of a community organisation
- Pay for costs relating to projects with religious or political aims

### **How much can be applied for?**

- A maximum of £500 is available for applications from a single group.
- A maximum amount of £1000 is available for applications where projects are jointly run by more than one organisation and which covers a broader area of benefit (such as across one or more Wards) and which meets corporate and Area Committee priorities.
- Groups and organisations can only receive one grant within a financial year.

In all publicity, press, media and presentation materials and reports relating to the project, your organisation must acknowledge the source of the funding received for this project ie by using the Leeds City Council logo alongside a statement as follows: 'funded by The Inner/Outer\* South Area Committee' (delete as applicable)

### **How to apply & Timescales**

Complete the Area Well Being Budget Small Grant application form and send it to the contact named above. You will receive an acknowledgement letter once the application form has been received.

The application process will take around four to six weeks to complete, as the application has to be sent to Area Committee Members for comment, which takes around 10 working days. This application time also allows for the payment of the grant to be allocated.

If you have any queries, please contact the Area Management Team who will resolve any questions you may have or provide further information (where applicable).

### **Guidelines for completing the application form**

#### **1. Name of Project**

Please give the name of the proposed project

#### **2(a). Name of Organisation / Group**

This is the organisation that we will contract with to deliver the project activity. The Delivery Organisation will be responsible for completing the application form, and for ensuring that the project is completed within the set timescale and within the agreed budget.

#### **2(b). Organisation address**

Please provide the full address of the Delivery Organisation named in 2(a).

#### **2(c). Contact Person and position**

Please give the name and position of the person who will be taking on managerial responsibility for the project, and with whom the Area Management Team will have contact; including their telephone, fax, and email contact details.

#### **2(d). Organisation Type**

Please give the status of the Delivery Organisation; i.e. Charity, voluntary group, community group, private company, Council etc.

#### **3. Project description**

Please provide a full description of what the funding you are applying for from the Area Well Being Budget will go towards achieving. Please include the aim of the project and what the funding will be used for.

#### **4. Target area of your project**

Please give details of the Neighbourhood, Ward(s), organisation or other area your project will operate in.

#### **5. Which Area Management priorities does your project meet?**

Please tick the priority your project meets or state which other issue(s) your project will address.

#### **6. Details on organisational activities**

Please provide details on the activities that your organisation currently provides, how often these activities are provided and when the organisation was established.

#### **7(a). How many people are involved in running your organisation?**

Please provide the number of Management Committee Member, Volunteers and Non-Active Members involved.

#### **7(b). Does your organisation provide activities specifically for any of the following:-**

Please tick the boxes that are applicable if your organisation provides activities for people with disabilities, young people, female or male only groups, older people and people of minority ethnic origin.

**7(c). Please tick up to three boxes which best describe the ethnic origin of the people who benefit from your groups activity**

**8. Please provide details of how your organisation encourages people to take part and/or help with activities you provide**

**9(a). Amount of Area Well Being funding requested**

This is the amount of Area Well Being Budget funding required for the duration of the project. Please quote these figures to the nearest £10.

**9(b). Funding from other sources**

Please identify any other funding that will contribute to this project e.g. Lottery funding £1,000. Please quote these figures to the nearest £10.

**9(d). Total cost of your project**

This is the total costs of the project which includes *all* contributory funding.

**9(e). Length of project (in months)**

Please state how long you expect the project to last.

**9(e). Anticipated start date of project**

Please state the date you anticipate the project starting. Please take account of the time it will take to process not only this application through the various stages of consultation and approval but also any other applications you have submitted.

**10. What items do you want the grant to pay for?**

Please list all items which the Area Well Being Budget contribution will be going to pay for in full or in part. Please note that as part of Leeds City Council's Contract Procedure Rule 7.1, it is good practice to obtain three quotes for any equipment or service that is to be purchased. If further information is required, the Contract Procedure Rules can be found on Leeds City Council's Website – [www.leeds.gov.uk](http://www.leeds.gov.uk)

**11. How does your organisation normally fund its activities each year?**

Please provide details of any membership fees, fund raising events, grants, charges to activities users or other income that was received in the last financial year to support organisational activities.

**12. What levels of reserves does your group currently hold?**

Please fill in the current amount of free reserves i.e. monies not to be used for your organisations running costs, in your bank account.

**13. Has your organisation received funding from Leeds City Council in the past?**

If your organisation has previously been awarded Leeds City Council funding, please provide details of the type of funding, purpose and which fund/Department it came from.

**14. Have you applied for any other funding for this project?**

If your organisation has applied for funding from other sources, please give details of who you have applied to, how much you've applied for and when you expect to find out the outcome of the bid?

**15(a). Bank account details**

Please include the organisation's bank account details.

**15(b). Documents**

If your organisation is a voluntary or community group please tell us whether you have any of the listed documents. Please provide a copy of any documents that you do have.

**16. Signature of applicant**

Please check that the application form is complete and that you have read the guidance notes before signing and dating. If you have any queries, please contact the Area Management Office for assistance.