# **This is the form for applying for *Get Growing* grants.**

This fund is for groups who have been **invited to apply** after either a successful *Get Started* grant report, a previous community grant in 2017/18 or by invite from a Norwich City Council officer**.**

This fund is for groups who have successfully navigated their first 12-18 months since becoming an organisation, club or association or who are going through a significant period of growth or change and is designed to offer some additional funding for a specific project they have identified in that start up phase.

If you have not been invited to apply, please contact us at community@norwich.gov.uk to speak to the Community enabling team to see if your group may be eligible.

What you will need to show in the following questions is that:

* you have identified a need for your follow-on project
* you have considered what you want to achieve and how you’ll evaluate it
* you have learned how to keep your activities safe, legal and well-managed
* your group don’t have the resources to fund the project yourselves

This grant provides up to £500 grant to run a project (not core or ongoing costs) which reflects your group’s aims and objectives. You will need to supply a budget breakdown for the project.

**Items which can be purchased include (but are not limited to):**

* volunteer training
* equipment costs
* resources such as plants or craft consumables
* specialist support from professionals such as artists or musicians
* venue hire for new activities/events
* transport for new activities/events

We cannot fund your group’s ongoing costs such as yearly insurance, regular meeting costs, regular volunteer expenses or licences from this grant. We can offer you guidance in how to cover these costs yourselves or advice on other grants which may be appropriate for you.

**Please note: there are a few things we can’t fund:**

* Political or religious activities (this doesn’t exclude faith groups from applying for activities which are open to all residents)
* Paid staff costs
* Retrospective funding (activities that have already happened or equipment already purchased)
* Things which might cause a detrimental effect by duplicating the work of already existing local groups and activities in an area

If you want to work on land or buildings which may need landlord’s permission, we can confirm the grant award but it would not be paid until that permission is confirmed.

***If it is Norwich City Council land, the Community enabling team can help you find out who you need permission from so please ask.***

When you have completed the application form, please save it and email it as an attachment to: community@norwich.gov.uk

If you need to complete the form as a paper copy, please contact us and we can provide a printed form and address to return it.

You will receive confirmation of receipt of your application by email. Following this your application will be assessed by council officers and councillors.

**We will accept applications at any time and will try to give you a response within 4-6 weeks of application, depending on the volume of assessments being undertaken.**

This funding is from a limited pot so we cannot guarantee funding to any group.

If you‘re not sure if this is the right fund to apply to, if you are not eligible and would like some information on other grants or you need support in completing this form, contact your community enabling team at community@norwich.gov.uk or call 0344 980 3333 and ask for us**.**

**Please note that any personal details given on this form such as names and contact details are only used for the purpose of this grant. Your details will not be used elsewhere and will be kept safe and secure. If at any time you wish to have your data removed from our storage, please ask and this will be done.**

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| **Organisation name, name of main contact and their position in the organisation:** |
| Organisation name      Name of main contact      Position      |

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| **Address of the organisation** *(if there are no confirmed premises please include the address of the person applying)* |
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| Postcode |       |
| Contact telephone  |       | Email |       |

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| **What legal structure has your group taken?***This might be an constituted or un-constituted community group, a charity, a sports club, a CIC, CIO or other.*  |
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| **1. What do you aim to achieve with your project? What are your measurable outcomes?***For example, do you want people to feel more connected to one another or to a space in the neighbourhood? Do you want people to build skills for employment or gain training?*  |
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| **2. How if your project going to make these outcomes happen?***Please let us know where you will be working and who you’ll be targeting your activities at.* *This is about the practical element such as arranging park walks, starting clubs or activities, art or gardening projects, litter picks or anything else you have identified as needed from your first twelve months delivery. It might be a very specific larger project such as an art installation or equipment purchase, or ongoing activities.*  |
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| **3. If your group is place-based, what is your local area? Or if you are working on an issue for people which is not based in a single location, what is that issue?** *Do you want to work in a single neighbourhood or around a place such as a park, or will your group tackle issues which affect people across the city?* |
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| **4. How many people are regularly actively involved in your group?** *How many are on your committee, how many volunteer for your activities or support them in some way?*  |
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| **5. When do you anticipate this project starting?***Leave this blank if you’re unsure or give an approximate date* |
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| **6. Are you working with other organisations, groups or businesses as part of this project?**  *If yes, please give details on who and how:* |
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| **7. How much is this project going to cost, in total?***Not just from this grant, but the total cost if covered from additional funding* |
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| **8. How much funding are you requesting from the *Get Growing* grant?***Up to £500* |
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| **9. Please provide a breakdown of the total cost of your proposed project:**  |
| **Item** | **Cost (£)** | **What is the funding source?** *(NCC or other)* |
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| **10. Does your organisation have any of the following?** *If you do have them, please put a Y in the box and send us a copy with this application.* *If there are policies or statements you don’t have but your assessing officer considers that you need these to operate safely, they will make that a requirement of your grant and support you to write an appropriate policy or risk assessment suited to your project before we can release funding.* |
| Constitution |  | Public liability insurance |  |
| Volunteer policy or statement |  | Health and safety policy or statement |  |
| Equal opportunities policy |  | Complaints procedure |  |
| Disciplinary and grievance procedure |  | Safeguarding children policy or statement |  |
| Safeguarding vulnerable adults policy or statement |  | Risk assessments |  |
| Facebook page (please put the link) |  | Twitter (please put the link) |  |
| Website (please put the link) |  | Other social media accounts  |  |
| Other (please specify)  |  |

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| **11. What is your current management structure?***Do you have a management committee, trustee boards, membership arrangements, etc?* |
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| **12. How is your group managing its money?***For example: Do you have guidance within your constitution to make sure your money is spent well and legally with a named treasurer? Do you have multiple people named on your bank account? Do you have to have a committee decision on spending or limits on what can be spent without a majority agreement?* |
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| **13. Do you have more than £5,000 in available funds (Y/N)***(not in your reserves or ring fenced for a specific project)*  |
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**Checklist for submitting:**

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|  | **YES** | **N/A** |
| Have you answered every question where you can? |  |  |
| Have you asked for help if you’re unsure (community@norwich.gov.uk) |  |  |
| Have you saved this form and attached ready to email? |  |  |
| Have you attached any policy documents you already have? |  |  |
| Have you attached your last three bank statements in the name of the group (if you have a turnover of over £25,000 then this is your annual independently examined or audited accounts instead)  |  |  |

**If the answers are “yes” then you’re ready to submit your application to** **commissioning@norwich.gov.uk**

You will receive email confirmation that we have received your application and we will try to give you a decision within 4-6 weeks *(please bear with us at busy times)*.

**Next steps after you apply**

A lead assessing officer will be appointed and they will get in touch to ask for further details which they need in order to process the application.

They will arrange to meet or call your group or nominated members of your group to talk through your application. They will cover any additional detail needed which has not been clear in the application form.

They can also introduce you to other groups who are doing similar or complementary things who may be able to give you extra advice and guidance.

**Showing your impact**

Please remember that you will be asked to report on some key outcomes for your group in an end of grant report in 12 months and show how the money awarded was spent.

These outcomes will be agreed with your assessing officer and how you will measure them before the grant is released. We can support you to understand your outcomes and how to record them.

If your application is successful, you will be sent a blank copy of the report before you start. You should make sure you set up your activities so you can answer the questions in the report such as being able to record numbers of people taking part or the number of events you run.

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| **Before you finish….** |
| We try to make our application forms easy to complete, particularly as we have to ask so many questions. Would you please help us improve these by answering these questions? |
| **1. Did you find this form:** |
| (a) Easy to complete |  | (b) Reasonably easy to complete |  |
| (c) A little difficult to complete |  | (d) Very difficult to complete |  |
| **Did you contact one of our officers to:**  |
| (a) discuss your application  |  |
| (b) ask how to complete the application form  |  |
| If so, please give officer’s name or role: |  |
| **How did you find out about the Get Involved programme grants?** |
| From your local councillor? *If yes, what is their name?* |  |
| From an officer in the council? *If yes, what is their name?* |  |
| From a fellow community group or charity*If yes, which one?* |  |
| From an internet search?  |  |
| Other *Please tell us how* |  |



**If you would like this document in large print, Braille, audiotapes, or translated in to another language, please call 0344 980 3333.**