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

This fund is for the setup of **NEW COMMUNITY GROUPS.**

By new group we mean one which is which is either not already in existence or one which has been operating for less than 12 months.

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

* there are at least three Norwich residents who want to set the group up
* you have considered what you want to achieve and why it’s needed in the area you have chosen to work in
* you plan to operate in Norwich city boundaries
* you have thought about how to keep your activities safe, legal and well managed even if you have not yet put this in writing

This grant provides a £300 start-up grant for your first 12 months to help you develop your group and can cover costs such as:

* insurance
* room hire
* equipment
* transport
* marketing
* training

*You do not need to specify what you plan to spend the grant on in this form but if you have some ideas, you can let us know.*

**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.

## We have a three tiered Get Involved grant process.

If you are a group of residents not yet at the point of wanting to be a group, or if you are testing the waters with a small event or community meeting, you may want to access our **Get Together** grant instead. This grant allows an officer to make up to £50 of purchases on your behalf for things such as refreshments, venue hire or street closure costs.

If you successfully apply for a **Get Started** grant and show how you have used the funds for your first year to make a difference, or if you are a group who have been operating for between 12 and 18 months and can demonstrate that you have made a positive impact in your early days, you can also apply for a **Get Growing** grant for up to a further £500 towards a specific project in your second year.

When you have completed the application form, please save it and email it as an attachment to: [community@norwich.gov.uk](mailto: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](mailto: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**  *(if known at this time)* |
| 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)* | | | |
|  | | | |
| Postcode |  | | |
| Contact telephone |  | Email |  |

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| **What legal structure do you think your group will take?**  *If you don’t know yet, an officer can talk you through the options as you get started so don’t worry if you’re unsure.* |
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| **1. Please tell us, briefly, about what your group aims to change or achieve**  *These are your overall aims rather than what you will do, such as improve the lives of young people, reduce anti-social behaviour or improving people’s mental health.*  *What difference will you see happen as a result of your group being formed?* |
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| **2. 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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| **3. What activities are you going to do to meet your aims in the long term?**  *If you know, please tell us. This is about the practical element such as arranging park walks, starting sports or social clubs, running activities, art or gardening projects, litter picks or anything else you think can help in your neighbourhood or community.* |
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| **4. Have you got an outline of what you will use the £300 for at this stage?**  *Please give brief details but its okay not to know in detail just yet.* |
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| **5.**  **a) How many people are interested in being actively involved in helping your group start?**  *You’ll need a minimum of three people to form a committee to make decisions.*  **b) How do you know you have local support?**  *How have you found out people are willing to help or take part in activities?* |
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| **6. When do you want to start your activities? Has your group started meeting yet?**  *Leave this blank if you’re unsure* |
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| **7. Does your organisation have any of the following?**  *You don’t need to have these yet so don’t worry if you don’t.*  *Your assessing officer will look at your plans and let you know which of these you need to operate safely, plus offer support in drafting these with you to suit your group.*  *If you do have them, please put a Y in the box and send us a copy with this application.* | | | |
| 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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| **8. In order to receive any grants you will need a bank account in your groups’ name with at least two unrelated signatories. Do you already have this set up?**  *If you don’t have this yet we can still approve your award but we cannot release the funds until we see evidence of the account and get the sort code and account number. If you have it already, please send a copy of a statement or bank letter with this application.* |
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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](mailto: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 a bank statement/proof of account in the name of the group if you have one already? |  |  |

**If the answers are “yes” then you’re ready to submit your application to** [**community@norwich.gov.uk**](mailto:community@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 topics such as:

* Health and safety and safeguarding
* Financial procedures and how you will manage your groups’ money
* Any permissions you might need and how to get them
* Helping you understand insurance and overheads you might have
* Your policies and constitution documents
* Any additional support you might need
* Outcomes for your activities

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 how your activities have gone in an end of grant report in 12 months and show how the money awarded was spent.

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.

If you submit your end of project report and your group have shown a great impact in your community, you will be invited to apply for a further £500 for a project you wish to 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.**