

THE BEAUTIFUL SOUTH FUND



CARING FOR NEIGHBOURS AND COMMUNITIES

APPLICATION FORM



CUSTOMER
VOICE!!!

The Beautiful South Fund Application Form

Southway's Beautiful South Fund offers grants of up to £2,500 to groups and organisations to make a difference in south Manchester.

The theme of the fund is 'neighbourliness' so we're looking for projects that will improve neighbourhoods, help people to connect and create a community spirit.

Your project should aim to improve/increase one or more of the following:

- Physical and mental well-being
- Friendly or social contact
- Opportunities for getting involved in your community

Your project must benefit Southway communities – at least 50% of the beneficiaries of all grants must be Southway tenants.

Your details

Project Name:

Give your project a catchy name!

Organisation/Group Name:

(if applicable)

Main contact name:

Address:

.....

Email address:

Telephone number:

Website / Twitter / Facebook:

We have included word counts on this form as a guide, so you know how much you can write in each section, but you don't have to use the full word limit if you can explain your project in fewer words. If you need any help to complete this form, please contact Roz Hampson at r.hampson@southwayhousing.co.uk.

Your Project

It is important for us to understand how this funding will make a difference, please tell us what you want to do and why (maximum 400 words)

Things to think about:

- What specific activities will your project involve?
- Why do you want to do this? What do you hope to achieve?
- Are you continuing / expanding an existing project or is it a new idea?
- How will you promote the activities / event(s)?

Timescale

When do you plan to deliver your project and how long it will last? (maximum 250 words)

Things to think about:

- Are you planning a one-off event or event or a series of activities / events?
- How long will your project last?
- How long will each activity / event last? What time will it start and finish?
- Is the project ready to start straight away if you are awarded a grant?

When do you expect / hope your project will start?

When do you expect / hope your project will end?

People

Who will be involved in your project? (maximum 150 words)

Things to think about:

- Who do you expect to take part in your project e.g., your neighbours / local residents, children, older people? How many people in total?
- How many people will be involved in running the project?
- How will you make sure that everyone who wants to can join in your activities / event e.g., by using accessible buildings / spaces?

Please remember that 50% of the people who benefit from your project must be Southway tenants.

Location

Where will your activities/events take place? Be clear about the Southway areas you will work in. (maximum 100 words)

Things to think about:

- Will your project take place on particular streets or green spaces?
- Will you use any community venues / facilities?

Budget

How much money do you need and what will you spend it on?

How much are you asking for?

We need to see a breakdown of your project costs; this could include room hire, equipment, materials, staff/admin time, training, advertising/publicity. If you have quotes for more expensive items, please send them with the application.

| Item | Cost per item/ per hour/ etc | Total |
|-------------------------------------|------------------------------|----------|
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| <i>Total Project Cost (inc.VAT)</i> | | £ |

If your total project costs are more than £2,500 or you would like to continue the project after this funding ends, please tell us how you plan to raise the money for the additional costs (maximum 150 words)

Things to think about:

- Are you applying for any other funding?
- Will you charge for the activity or event?
- Could the project generate income or fundraise in another way?

Declarations

By signing this form, I confirm that:

- The information given in this form is correct and true to the best of my knowledge.
- I understand that Southway have access to the personal data included in this form and agree to it being used to manage this application and monitor any award made by the Panel
 - o Data will be used and stored in line with Southway's Privacy Notice; available at www.southwayhousing.co.uk
- I understand that payment of any monies in connection with the project is at the discretion of the Panel.
- If awarded a grant; the monies paid will only be used in connection with the project outlined in this application, as approved by the Panel, and I/we will return any unspent funds.
- I/we will provide details for an organisation/community group bank account for money awarded to be paid into.
- I/we will keep receipts for all project spending and provide records for Southway if requested.
- I/we will not directly benefit financially from this project.
- No commercial benefit will be derived from this funding.
- I/we will comply with any reasonable requests from the Panel and/or Southway for documentation on the project and will complete an end of project survey.

I AGREE TO THE STATEMENT ABOVE

Signature:

Name (please print): **Date:**

Please use this space to let us know anything else about your project, or if you have any suggestions for how to improve this process (we welcome these...!)

Next Steps

Please send your completed application form to **r.hampson@southwayhousing.co.uk** and **m.ward@southwayhousing.co.uk**.

We will contact you within a week to confirm that we have received your application.

Your application will be assessed by the Beautiful South Fund tenant panel. The panel may ask for more information or to meet you to discuss your application; we will contact you about this as soon as we can.

We aim to let you know within a month of receiving your application whether it has been successful or not but sometimes it may take longer than this. If this is the case, we will let you know when you should expect a decision.

If you are awarded a grant, we will ask you to send us an invoice to request payment; we can send you a template for this if needed.

If you have any questions about applying for a grant, or have any queries about an application you have submitted, please contact Roz Hampson or Maureen Ward on 0161 448 4200 or:

- **Roz Hampson:** r.hampson@southwayhousing.co.uk
- **Maureen Ward:** m.ward@southwayhousing.co.uk

Panel Comments (Office Use Only)