

# Breathe Investment Grants

## Application Form 2017

**BIG**

BREATHE  
INVESTMENT  
GRANTS



WHAT'S  
YOUR

BIG

IDEA



...**YOUR** chance to make a  
difference in your **COMMUNITY** 😊

**DEVELOPING NEIGHBOURHOODS. INSPIRING COMMUNITIES.**

# Eligibility Check list

## Part 1

To be eligible for our community grant you must be able to answer **YES** to all of the following questions:

1. Are you or your group based within one of the areas listed in **Appendix 1** of the guidance notes?
2. Does your group or organisation have a **registered bank account** with **two signatories** who are not related and don't live at the same address?
3. Is this your group or organisation's only application to **BIG** in this funding year (April to February)?

**Please note:** funding for your project will only be **allocated** from the **date your project** is awarded up to the end of February 2018.

4. Does your application benefit more than one individual?

If you answered **NO** to any of the above questions then your group / organisation will not be eligible to apply for this grant.

## Part 2

Is your application for:

1. Routine repairs or maintenance.
2. Political or religious activities.
3. Repairs or maintenance for equipment or property that is owned by someone else.
4. Alcohol, livestock or gas equipment (BBQ's and patio heaters).
5. Internal Staffing costs.

If you answered **YES** to any of the above then we **MAY NOT** be able to fund your project however, please **contact the Breathe team** for **further guidance**.

**Adactus reserve the right to refuse any application which does not fit the Breathe Team's objectives.**

PLEASE ENSURE THAT YOU HAVE READ THE 'BIG' GUIDANCE  
NOTES BEFORE COMPLETING THIS APPLICATION FORM

**ALL PROJECTS AWARDED FUNDING MUST BE DELIVERED BY**

**28<sup>TH</sup> FEBRUARY 2018**

Applicants are only permitted to submit one application per year for a maximum bid of £2000.

### 1. What is the title of your project?

### 2. Please tick which neighbourhood priority you are applying under:

Environmental Improvements [ <input type="checkbox"/> ]	Sustainability [ <input type="checkbox"/> ]
Employment & Training [ <input type="checkbox"/> ]	Bringing the Community Together [ <input type="checkbox"/> ]
Healthy Living [ <input type="checkbox"/> ]	Young People & Children [ <input type="checkbox"/> ]
Older People [ <input type="checkbox"/> ]	Community Safety [ <input type="checkbox"/> ]

### 3. Applicant details

Name of your group / organisation	State the name of your group.
<b>Name of contact person 1</b>	State the name of the person responsible for this funding application.
Address of contact	State the address to where all correspondence should be sent.
Postcode	Provide a full postcode.
Telephone	Provide the phone number the applicant can be contacted on.
Mobile	Provide the mobile phone number the applicant can be contacted on.
E-mail	Provide an email the applicant can be contacted on.
<b>Name of contact person 2</b>	State the name of the person responsible for this funding application.
Telephone	Provide the phone number the applicant can be contacted on.
Mobile	Provide the mobile phone number the applicant can be contacted on.
E-mail	Provide an email the applicant can be contacted on.

### 4. Your organisation

#### How would you describe your organisation

(please tick one)

Community Group [ <input type="checkbox"/> ]	Voluntary Group [ <input type="checkbox"/> ]
Social Enterprise [ <input type="checkbox"/> ]	Registered Charity [ <input type="checkbox"/> ]
Individual [ <input type="checkbox"/> ]	Other (give details below) [ <input type="checkbox"/> ]
Other:	

## 5. Have you received funding from Adactus previously?

(Please provide details)

## 6. Which local authority ward will your project take place in?

## 7. About your project (MAX: 200 WORDS)

**This is the most important section of your application.**

**Your application will be judged on the information you provide.**

This section will be sent out to judges. They **WILL NOT** be given any other information about your project, other than the name of your project and the amount you are requesting. It is important that you include full details of your project. Be specific about what your project is, how much money you are requesting, what the funding is for and who will benefit from the project.

**THIS SECTION MUST NOT EXCEED 200 WORDS OR YOU APPLICATION WILL BE RETURNED.**

## 8. Project cost

### How much will your project cost?

(Please give an itemised breakdown below in order of priority)

Expenditure: Item / activity	Cost funded by BIG	Cost funded externally
1 -		
2 -		
3 -		
4 -		
5 -		
6 -		
7 -		
8 -		
9 -		
10 -		
11 -		
12 -		
13 -		
14 -		
15 -		
<b>Total</b>		

## 9. How have you worked out your costs?

(Include details of suppliers etc.)

## 10. If your project costs exceed £2,000, or you are not asking for the full amount from us, how will you fund the rest of the project?

You **must attach** all **additional information** required with your application form.  
 Your application **will not** be considered without them.  
 You can find this information in the guidance notes.

## 11. Additional Documents

a. Child protection policy	Please provide further information
b. Safeguarding policy	Please provide further information
c. Public liability insurance	Please provide further information
d. Risk assessment(s)	Please provide further information
e. DBS (formerly CRB) details	Please provide further information

## 12. Declaration

- I confirm that I have read and understand the 'BIG' guidance notes
- The information provided, is to the best of my knowledge, true and accurate
- If my application is successful, the grant awarded will only be used for the purposes stated in my application form
- I agree to keep a record of all financial transactions related to the grant award and will forward receipts/invoices to the association as required
- I agree to complete the grant evaluation form following the project and understand that if my application is successful, an individual payment plan will be agreed with Adactus prior to any monies being released.
- I agree that should my application be successful I will engage with 'BIG' promotional, photography and marketing activities.
- I have read and understand all information about fraudulent use of the grant.

Name	
Signed	
Date	

## Please return your form as below:

By post:	By Email <small>(Preferred method of contact)</small>
<b>Breathe Enterprise &amp; Funding Team</b> Turner House 56 King Street Leigh Lancashire WN7 4LJ  <b>t:</b> 0300 111 1133 <b>www.adactushousing.co.uk/BIG</b>	<b>big@adactushousing.co.uk</b>



**DEVELOPING NEIGHBOURHOODS.  
INSPIRING COMMUNITIES.**

# GUIDANCE NOTES

**BIG - Breathe Investment Grants**

## About BIG

Breathe Investment Grants (**BIG**) are available to support small scale community projects that will improve the quality of life for Adactus Housing Group residents and make a real difference to the neighbourhoods where we operate.

Successful applicants will be able to demonstrate that their project supports one or more of the following priorities.

- Healthy Living
- Environmental improvements
- Young People and Children
- Older People
- Sustainability
- Employment and Training
- Bring the Community Together
- Community Safety.

## Who can apply?

You can apply to **BIG** if you are a community/residents group, voluntary group, social enterprise, registered charity, individual, school, statutory organisation or parish/town council.

You are only permitted to submit one application per grant year, to a maximum value of £2000. This includes a maximum of one application per Adactus retirement living scheme, apartment/flat blocks and streets.

The grant year will run until **February 2018**, however once all the funding has been allocated we will no longer accept applications.

Funding and receipts will only be awarded / accepted from the date your project has signed the acceptance forms until the end of February 2018.

In the event that your original bid is unsuccessful, you are permitted to reapply for funding towards another project only if it's significantly different to the original application.

### **\*\*\*YOU MUST HAVE ACCESS TO A BANK ACCOUNT\*\*\***

Your project must take place in a neighbourhood where Adactus Housing Group operate.

(Please refer to Appendix 1, which lists the specific Local Authorities and Wards)

### **\*\*\*YOU MUST USE THE GRANT BY: 28TH FEBRUARY 2018\*\*\***



## What can you apply for?

We will pay for activities that will benefit the community, including:

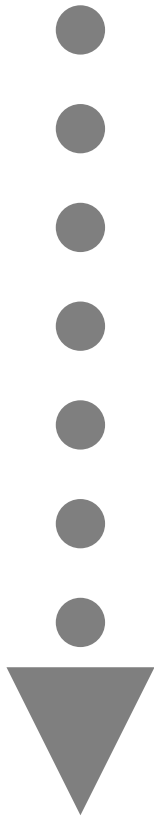
- putting on an event, activity or performance
- buying new equipment or materials
- running training courses
- setting up a pilot project or starting up a new group
- paying expenses for volunteers, costs for sessional workers or professional fees
- transport costs.

## What we will not fund:

- Routine repairs or maintenance
- Political or religious activities
- Repairs or maintenance for equipment or property that is owned by someone else
- Staffing costs
- Alcohol
- Gas equipment such as BBQ's and patio heaters
- Livestock

**\* Adactus reserve the right to refuse any application which does not fit the Breathe Team's objectives..**

## Application process



You have an idea for a project and read our guidance notes

Contact us if you have any questions regarding your project

Send us your FULLY COMPLETED application form and any supporting information required to process the application.

Application packs can be downloaded from our website  
[www.adactushousing.co.uk/BIG](http://www.adactushousing.co.uk/BIG)

Your application will be reviewed by a judging panel and we will confirm in writing the outcome of your application.  
( usually within 12 weeks but may be longer in busy periods)

**If your application is successful we will contact you to arrange a suitable payment plan**

## Contact details

If you have any questions regarding **BIG** then please contact the Enterprise and Funding Team on:

**T:** 0300 111 1133

**E:** [big@adactushousing.co.uk](mailto:big@adactushousing.co.uk)

**www.adactushousing.co.uk**

## Guidance notes

You must read the guidance notes carefully before completing the application form.

**\*\*\*ANY INCOMPLETE FORMS WILL NOT BE JUDGED AND RETURNED TO APPLICANTS WITH A REQUEST TO COMPLETE IN FULL\*\*\***

Section 1	<b>What is the title of your project?</b>
Section 2	<b>Please tick which themes best suit your project?</b> You can select more than one.
Section 3	<b>Applicant's details:</b> Please include the contact details of the person who will lead / manage the project.
Section 4	<b>Your organisation:</b> Please select which best describes your organisation.  <small>Please note: Adactus may ask community / residents groups to provide copies of their constitution / minutes of meetings / bank account details.</small>
Section 5	<b>Have you ever previously received funding from Adactus?</b> Please provide details of any funding you have received previously, including the name of the project and year of award. If you have previously received multiple awards then just provide details of the most recent grant you received.
Section 6	<b>Please select which Local Authority Ward your project will take place?</b> Please refer to Appendix 1 which lists the wards where we operate.
Section 7	<b>About your project:</b> Please describe your project in 200 words, please include: <ul style="list-style-type: none"><li>- Aims and outcomes of the project</li><li>- How will Adactus residents/Community benefit from the project?</li><li>- How many people will benefit from the project?</li><li>- Why is the project needed?</li><li>- When will your project take place?</li><li>- Where will your project take place?</li><li>- How will you market your project?</li></ul>

<b>Section 8</b>	<p><b>Project cost:</b> Please provide details of the items you are requesting funding for.</p>
<b>Section 9</b>	<p><b>How have you worked out your costs?</b> Please provide a breakdown of how your costs have been worked out and details of any quotations e.g. sessional costs: cost per hour.</p> <p>If your organisation has annual turnover/income over £100,000 we may request you match fund the project.</p>
<b>Section 10</b>	<p><b>Other Costs</b> Please provide full details of where the rest of the projects costs are coming from if the project is for more than £2000.</p>
<b>Section 11</b>	<p><b>Relevant Documents:</b> Dependant on the type of project you may be required to submit additional information. For example if you are working with children and vulnerable adults.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>- Child protection policy</li> <li>- Safeguarding policy</li> <li>- Public liability insurance</li> <li>- DBS checked</li> <li>- Accounts/Bank Statement</li> </ul> <p>Please provide copies of documents along with your completed application.</p>
<b>Section 12</b>	<p><b>Declaration:</b> Please read the declaration carefully and sign to state that you have understood.</p> <p>(Please note an individual payment plan will be arranged with each successful applicant prior to any monies being released.)</p>

## Appendix 1

Local Authority	Ward	
<b>Bury</b>	Church	Radcliffe West
	East	Ramsbottom
	Holyrood	Sedgley
	Moorside	St Mary's
	Radcliffe East	Unsworth
	Church	Radcliffe West
<b>Bolton</b>	Hulton	
<b>Cheshire east</b>	Brereton Rural	Crewe South
	Bollington	
<b>Cheshire West</b>	Crewe Central	Middlewich
	Davenham and Moulton	Parkgate
	Farndon	Tarvin and Kelsall
	Frodsham	Weaver and Cuddington
	Grange	Willaston and Thornton
	Hartford and Greenbank	Winnington and Castle
	Little Neston and Burton	Windsford over and Verdin
	Marbury	Winsford Swanlow and Dene
	Neston	Winsford Wharton
	Witton and Rudheath	Tarporley
<b>Chorley</b>	Adlington and Anderton	Clayton Le Woods West and Cuerden
	Brindle and Hoghton	
	Chisnall	Coppull
	Chorley East	Eccleston and Mawdesley
	Chorley North East	Euxton North/South
	Chorley North West	Heath Charnock and Rivington
	Chorley South West	Lostock
	Chorley South East	
	Clayton Le Woods and Whittle le Woods	Pennine
	Clayton Le Woods North	Wheelton and Withnell
	<b>Craven</b>	Bentham
<b>Lancaster</b>	Bulk	John O' Gaunt
	Castle	Overton
	Duke's	Poulton
	Ellel	Skerton East
	Halton-with-Aughton	Skerton West
	Harbour	Slyne with Hest
		Scotforth West
	Heysham North	Warton
	Heysham South	Westgate
Lower Lane Valley	Upper Lane Valley	
<b>Manchester</b>	Ancoats and	Hulme

	Clayton Ardwick Baguley Bradford	Levenshulme Longsight Miles Platting and Newton Heath
	Burnage Charlestown Cheetham Chorlton Chorlton Park Crumpsall Gorton North Gorton South	Moss side Moston Old Moat Rusholme Whalley Range Withington Woodhouse Park Harpurhey
<b>Preston</b>	Brookfield Deepdale Lea Moor Park Riversway	St George's St Matthews Town Centre Talketh
<b>Ribble</b>	Alston and Hothersall Billington and Old Langho Chatburn Chipping Derby and Thornley Dilworth Edisford and Low Moor	Langho Littlemoor Primrose Read and Simonstone Sabden Salthill St Mary's
<b>Rochdale</b>	West Haywood	
<b>Salford</b>	Barton Eccles Langworthy	Swinton North Swinton South
<b>Sefton</b>	Ainsdale Birkdale Blundellsands  Cambridge Church Derby Duke's Harington	Kew Litherland Linacre Manor Meols Molyneux Norwood Sudell Victoria
<b>South Ribble</b>	Town Centre Whitefield	Coupe Green and Gregson Lane
<b>St Helens</b>	Kingsfold Earlestown	Rainford Town Centre
<b>Stockport</b>	Heatons South	Stepping Hill
<b>Trafford</b>	Altrincham Ashton Upon Mersey Broadheath Bucklow-St Martins Clifford Davyhulme West Flixton	Gorse Hill Longford St Mary's Stretford Urmston Village
<b>Warrington</b>	Culcheth, Glazebury	Great Sankey South

	and Croft	
<b>Wigan</b>	Abram	Leigh South
	Ashton	Leigh West
	Aspull New Springs	Orrell
	Whelley	
	Astley Mosley	Pemberton
	Common	
	Atherleigh	Shevington with Lower Ground
	Atherton	Standish with Longtree
	Bryn	Tyldesley
	Douglas	Wigan Central
	Golborne and	Wigan West
	Lowton West	Lowton East
	Hindley	Worsley Mesnes
	Hindley Green	Leigh East
	Ince	
<b>West Lancs</b>	Ashurst	Skelmersdale North
<b>Wyre</b>	High Cross	Lostock

GOOD  
LUCK  
WITH  
YOUR  
APPLICATION 😊



Adactus Housing Group Ltd  
Registered office: Turner House, 56 King Street, Leigh, Lancashire WN7 4LJ

Chief Executive: **Hilary Roberts** BSc (Hons), MCIH