

# The Northumberland Park Partnership Board Resident Funding Programmes: Annex 2: Guidance Notes (Seedling Grant)

Funded via the Transformation Challenge Award (DCLG) & Well Communities



## Annex 2: Guidance Notes (Seedling Grant)

This guidance relates specifically to individual applicants who may have an idea but are not yet part of a formally constituted body and who are not applying to deliver on Priority 2. We do not want to lose good ideas where they can make a difference to the lives of residents living in the Northumberland Park ward.

### 1. Funding priorities and outcomes

The funding priorities for the Seedling Grant programme is the same as those for the Large and Small Grants funding stream indicated on pages 6 and 7, **except for Priority 2 (Well Communities – Health priority)**

### 2. Who can apply?

For individuals who are interested in applying under the Seedling Grant strand, you must apply through a voluntary sector/other organisation who is willing to act as your sponsor in the first instance. If you are unable to find a suitable sponsor, then the Board could advise as to suitable sponsor organisations within the locality.

Individuals applying for Seedling Grants will need to satisfy the following additional conditions:

- The applicant must be 18 years or over at the time of the application
- Applicants need to have identified a 'Sponsoring Organisation' with the Sponsoring Organisation being able to meet all the criteria as outlined in the guidance for the 'Large and Small Grants' programme.
- The application must be signed and endorsed by either the Chair or Director of the Sponsoring Organisation at the end of the application to indicate that they have agreed to act in such a capacity.

If you wish to apply for this strand and meet the eligibility criteria, and you still wish to discuss further any questions, then email: [NPPB@selbytrust.co.uk](mailto:NPPB@selbytrust.co.uk) and address your email: 'Seedling Grant', where you will be able to discuss your query, especially if it relates to the role of the 'Sponsorship Organisation'.

### 3. How to apply

Once you have read the guidance notes, and think you are eligible to apply, complete the Seedling Grant Application Form. **Please note, those applying to deliver Priority 2 (Well Communities outcomes), must refer to the specific guidance at Annex 1 in the Large and Small Grants guidance and must apply using the Large and Small Grant Application Form.**

To enable the Board to better support your idea and development needs, you will need to indicate what specific needs you have with respect to implementing your idea/initiative. The *Support, Development and Training* section of the application form asks you to indicate

those needs. Please tick as many of the areas indicated as you feel appropriate and relevant at this stage.

#### **4. Application Deadlines**

The deadline for completed applications, including any requested supporting documentations, is **10<sup>th</sup> March 2017.**

#### **5. Bank accounts and signatories**

The Board will not be able to pay you directly, all payment will be made to the 'Sponsorship Organisation'. They will be required to have an eligible bank account – having a bank account in the organisation's name, with at least two unrelated signatories and not living at the same address.

It will be for them to make arrangements with you. On approval of applications, payment of funds will be in line with the terms contained in the funding agreement with the Board.

#### **6. Guidance for child protection and vulnerable adults**

If the activities you are applying for involve children, young people under the age of 18 years or vulnerable adults, we will need to be sure they will be safe. As a minimum, your Sponsoring organisation will need to provide their safeguarding policy which should explain how they will make sure of this and you must be cleared to work with these groups through the Disclosure and Barring Service (DBS), if this is relevant and appropriate. You can include DBS check costs in your budget so long as they are specifically for the project we are funding.

#### **7. Risk management**

You will be required to ensure your project meets with any legislation that governs the activity you are thinking about. We will therefore expect that before you start delivering your programme that your Sponsoring Organisation produces a risk assessment of the proposed activities.

#### **8. What happens next?**

On receipt of your completed application form the Board will check that they meet our criteria and assess them accordingly. Funding decision will be taken by the NPPB and will not be subject to the Community Voting Event decision making process.

#### **9. Receiving the money**

If your application is successful we will send you a letter. Applicants applying for funds through this funding stream will be paid according to the terms agreed with the Board.