**UK Shared Prosperity Fund**

 **Tameside – Greenspace Cultural Activities Fund**

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| Before completing the application form, please read the following guidance notes. If your group does not fulfil the criteria or has not followed the guidelines below, we may not be able to process your application. If you need advice or support to complete your application form, please contact **Tameside Greenspace Team: -** **greenspace@tameside.gov.uk** **and leave your phone number for a call back.**  |

**Aims of the Greenspace Cultural Activities Fund**

The Greenspace Cultural Activities Fund gives local communities the opportunity to provide events and activities in their Greenspaces which contribute to the wider priorities of the UK Shared Prosperity Fund in Tameside. Tameside Greenspace Team are leading on this aspect of the funding which will see up to £30,000 allocated across the chosen projects in community accessible Greenspaces.

**Completing the Application form:**

**Section 1: Organisational details**

In this section, please include all of the information on your group’s contact information in the boxes provided. In section 1.3 please let us know the aims of your group, what you deliver and how.

**Section 2: Project Details**

**Demonstrating the impact of your ideas**

Most of the questions in this section should be self-explanatory however 2.2 asks you to tick boxes to say which priorities your project with meet. You will also need to explain and demonstrate how your project has developed and contributes to these priorities within your application:

Below is some more information on these priorities; if anything is not clear remember support is available if needed with the completion of your application form.

* **Sustainability:** think about sustainability in its environmental and impacts sense e.g., using peat free products in any soil or plastic free items
* **Inclusion;** we would like all activities/events to be as inclusive as possible to ensure all in Tameside can be involved.
* **Developing communities;** does your activity/event help to develop skills or roles within your community?
* **Community cohesion:** will your activity/event help to bring people together within the community and what benefits might this bring?
* **Health benefits for families.**
* **Improved mental wellbeing;** Will your activity/event bring any benefits to health?
* **Improved physical health.**
* **Improved perception of events**
* **Improved perceived/experienced accessibility.**
* **Improved engagement numbers** Will your activity/event
* **Improved perception of facilities/amenities** contribute to these improvements
* **Increased users of facilities/amenities**
* **Greenspace improvement to Biodiversity;** Will your event/activity improve the biodiversity of the greenspace you are working on?
* **Increased use of cycleways or footpaths;** maybe you have an idea to work with cycles or lead a guided walk, these activities would contribute to this aim.
* **Number of volunteering opportunities created as a result of the project;** we believe that volunteering can bring positive interactions for individuals and communities please let us know if you will be increasing the number of volunteering opportunities for people within Tameside.
* **Number of people gaining qualifications/ skills;** will your event/activity be increasing participants skills? If so, please let us know how.

**Section 3: Financials**

Please provide as much information as possible on how you have worked out the costs for your activity/event and if you have included any contingency pot or accounted for increasing costs which may occur before delivery.

**Section 4: Signatures**

Please ensure two separate people from your group have added their details, one of which must be a senior member of the group (Chair, Vice-Chair or Treasurer).

**Who can be funded?**

**Applications can be made by:**

* **Constituted organisations** i.e., Groups of local people that have a set of rules that set out how they will work together and have a named bank account and terms of reference.
* **Group based in or working in Tameside MBC.**

**Group/Organisations need to:**

* Be based within Tameside or carry out activities in the borough.
* Agree to complete a monitoring form to show what difference you have made because of this project.
* Encourage active participation from volunteers and the involvement of residents in improving, designing, identifying, and providing community activities.
* Provide activities that benefit communities and who can demonstrate their commitment to bettering the lives of the people in their communities.
* If working with children, young people and/or vulnerable adults, you will need to have the necessary safeguarding policies in place (e.g., Child Protection Policy and DBS checks), or are willing to take part in training by Action Together to develop these before their project begins.
* Projects must be completed, and monies spent by 31 March 2025.

**Who wouldn’t be funded?**

Applications will not be accepted from groups/organisations that:

* Are not fully constituted.
* Are trading for profit or are statutory services or are intending to redistribute grant award.
* Business Enterprises and Company Business Constitutions unless a Charity or CIC.

**What cannot be funded?**

**You cannot apply for:**

* More than one grant per group (including umbrella organisations e.g. national charities, uniform groups etc).
* We will not fund activities that are already being delivered in that neighbourhood unless they demonstrate significant development.
* Activities to replace funding from a statutory source such as Tameside Council, schools or health services.
* Retrospective costs (i.e. money that’s already been spent or project already taken place)
* Sponsorship/fundraising events or contributions to larger/major appeals.
* Any activity that does not contribute to the grant themes (identified in the guidance), unlawfully discriminates against people, or is illegal.
* Salaries, (although reasonable fees for sessional workers can be requested as appropriate).
* Core running costs of groups (although start-up costs and initial running costs for new projects may be requested). For example, regular rental of premises is not fundable but reasonable room hire for events will be allowed.
* Consultation, management fees & evaluations.
* Capital requests i.e. building repairs and construction work.
* Attendance at conferences and mandatory training which groups are required by law to provide.

**How will the application be assessed?**

* Applications will initially be reviewed for eligibility. If we receive a high volume of bids they will be ranked and prioritised to those bids which demonstrate need and cover multiple themes.
* Who gets funded will then be decided by a panel selected by the Greenspace Team.
* You will receive a letter informing you that the project has been successful & invited to provide further information.
* The grant that is awarded to groups must be spent on what it was awarded for, and by the 31 March 2025. Failure to do so may result in the group being asked to repay the grant in full.

**Evaluation Process**

***We will require groups to:***

* Submit an evaluation form supplied by us –following their activity.
* Reflect on the project they have delivered to learn for the future.
* Provide basic evidence to support how their activity has been delivered. This may include details of accounts, invoices, receipts, photographs, articles, attendance records, evaluation forms and any other relevant documents.
* Ensure that the funders are acknowledged using the logos provided on any publicity/marketing material for all successful grant applications and in all press releases/promotional activity.

**How do we apply?**

The fund will be open from June 2024, you will be asked to complete an application form and email it to:

greenspace@tameside.gov.uk

**The deadline for the return of application forms by 4pm on 19 July 2024.**

Support is also available on the completion of the application form by contacting this email address and providing contact details so we can give the applicant a call back.

**What happens after I submit my application?**

* All applications must be received via the Greenspace email before 4pm on 12 July 2024
* All applications will then be accessed by a panel against the criteria (we may contact you for additional information). The decision date on applications will be 26 July 2024.
* The grant must be spent by 31 March 2025.
* Tameside MBC will be administering payment of grants.
* You will be required to complete an Agreement and Bank Form, along with a copy of a recent bank statement of the account in the name of the group promptly.
* All spend must be monitored and any unspent monies returned. You will be required to complete an end of project Monitoring Form and submit copies of receipts and other evidence of expenditure must be submitted to the Greenspace Team.

**When will we receive the grant?**

If your project is successful and we have received a copy of your Constitution & relevant documentation, you will receive an email letter, Contract Agreement and Bank Details Form which you need to complete within 7 days, sign and email back to us. Tameside MBC Finance will be processing the grant payment and will request information regarding your bank details in order to make the BACS payment into your bank account which may take a few weeks to process.

REMEMBER SUPPORT IS AVAILABLE TO HELP WITH THIS FORM:

Please contact greenspace@tameside.gov.uk and we will get back in touch with you asap (please provide a phone number)

GOOD LUCK!