

Welcome to the

# Hull Community Investment Fund

The Hull Community Investment Fund is a source of funding from the **Neighbourhood Renewal Fund (NRF)** and the **Safer Stronger Communities Fund (SSCF)**. It will enable voluntary and community groups that work with people from the ten NRF areas to impact upon the floor targets and SSCF priorities and improve their neighbourhoods. The ten wards eligible for funding are: **Bransholme East, Bransholme West, Longhill, Marfleet, Myton, Newington, Newland, Orchard Park and Greenwood, Southcoates East and St Andrews.**

This pack is designed to help you make a successful application. It includes:

- Guidance notes on the Hull Community Investment Fund
- An application form
- Top tips on filling in funding application forms
- Notes on how to fill in this application form, including an example of how to fill in the expenditure section.
- An explanation of the floor targets/SSCF priorities and examples of projects we could fund.
- Timetable for submitting applications
- Information on what happens next
- Details of who to contact for more information or help.

## **CONTACTING THE HULL COMMUNITY INVESTMENT FUND**

Contact: Katherine Clarke

Telephone: 01482 320021

Fax: 01482 329189

Email: [katherinec@cityventure.co.uk](mailto:katherinec@cityventure.co.uk)

By post: Suffolk Chambers, Scale Lane, Hull, HU1 1LA

## Top tips for filling in forms

1. Give yourself the time and space to fill in the form without interruptions. Don't rush it.
2. Always read all the questions and the guidance notes carefully before you start. The guidance notes help you plan your answers.
3. As you read the guidance notes hi-light the things you need to say. Tick them off when you have answered them.
4. Work out your answers on a scrap piece of paper or on a computer before filling in the form.
5. If you can't find the right words, get someone to ask you the question and speak the answer. Then write down what you have said.
6. Please write your answers in the boxes provided and only include extra sheets if it is absolutely necessary.
7. Ask someone to read through your draft answers to check they make sense.
8. Keep your answers short and to the point.
9. Check what you need to include with the form. Tick things off as they go in the envelope.
10. Make a copy of the form before you send it in. You may be asked about your answers later.

## What happens next?

"I've filled in my form and sent it back to the Hull Community Investment Fund".... **What happens next?**



## Where can I get more information or help?

You can contact the following people and organisations to get help with filling in your application form, help with developing your project idea or just to have a chat about your group:

Organisation	Contact	Address	Phone Number
Hull Community Network (Community Empowerment Network)	Ros Abbott or Rob Pritchard	34-38 Beverley Road, Hull, HU3 1YE	01482 611891
Hull CVS	Mike Salt	29 Anlaby Road, Hull, HU1 2PG	01482 324474
Hull Community Investment Fund	Katherine Clarke	Suffolk Chambers, Scale Lane, Hull, HU1 1LA	01482 320021

# Filling in the application form

## 1. How to contact you?

The person named here should be someone we can discuss the application with in detail. Give alternative phone numbers and a mobile so we can contact you in the day time. Please give us an email address you check regularly as we may contact you by email.

## 2. About your organisation

Briefly describe:

- The aims of your group
- Where you are based and what areas of Hull you cover, the people you intend to work with must come from one/or more of the NRF areas, see attached map for details of the areas we could fund.
- What activities you do
- Who in the community you target or serve

If the people you target experience any particular barriers (e.g. high unemployment, lack of qualifications, poor health) let us know

## 4. About your project

In the first box briefly explain your idea. Make sure you include:

- What you will do
- Who will be involved e.g. other groups, statutory bodies etc and who will benefit.
- What parts of Hull it will cover

In the second box (identifying need) tell us who you have spoken to about the project (both groups and individuals) and the people that are supporting it.

## 5. How will your project impact on the floor targets/SSCF priorities?

Your project must impact on at least one of the floor targets/SSCF priorities; they are all of equal importance. Please see the attached guidance that explains what the floor targets/SSCF priorities are and gives examples of the type of activity we could fund. You will also need to state in the second box of this section how you will evidence how your project is impacted upon the floor targets/SSCF priorities.

## 6. How would you use the grant?

You should provide a detailed breakdown of expenditure and include quotes for items you wish to purchase. The description of your group's contribution should include other grants, other income and any 'in-kind' contribution e.g. free use of premises, volunteers time etc. Try to cost up the in-kind contribution as if you were having to pay for it. Please see the attached case study for further guidance on how to fill out this section.

## 7. Other funding

You should list all the funding that your group is currently in receipt of or have applied for. The fact that you have applied to other funding bodies is viewed positively by the Fund Panel.

## 8. Declaration

Please provide two signatures on the form; they should be by two people on the management committee.

## 9. Checklist

You must provide a copy of your groups constitution and most recent accounts, your application cannot be considered without this information.

## WHAT IS IT?

The Hull Community Investment Fund is a source of funding to enable local voluntary and community groups to carry out projects that will impact upon the floor targets/ Safer Stronger Communities Fund (SSCF) priorities within the ten Neighbourhood Renewal Fund (NRF) areas.

## WHO CAN APPLY?

Community or voluntary groups in the ten NRF areas in Hull that have a real community base and a good project idea.

This programme is only open to groups working with or intending to work with people from the ten NRF areas. Priority will be given to groups with an income of less than £20,000 per annum.

## HOW MUCH CAN YOU APPLY FOR?

Grants of between £100 and £10,000 are available.

## WHAT CAN THE MONEY BE USED FOR?

Projects must show how they will impact upon one or more of the following floor targets/SSCF priorities:

- Substantially reduced mortality rates.
- Reduce crime.
- Raise the educational achievement of young people aged 11 to 16 years old.
- Increase the employment rate.
- Create cleaner safer areas, to develop greener public spaces and improve the quality of the built environment.

## WHAT CAN'T WE FUND?

The main activities, which cannot be funded, are:

- Activities that benefit people who **do not** live in one of the ten NRF areas.
- Political activity
- The furtherance of religion as a primary purpose
- Services, which are or should be provided by statutory services.
- Activities based outside the United Kingdom.
- Projects that do not address at least one NRF Floor Target or SSCF priority

## HOW DO YOU APPLY?

By completing a simple application form. Forms are available from Katherine Clarke at Suffolk Chambers, Scale Lane, Hull, HU1 1LA, tel. 320021. The application is then considered by the Fund Panel. The Fund Panel is made up of nine representatives from the public and the voluntary

and community sector and seven community representatives from the area partnerships.

## WHEN DO YOU APPLY?

The Fund Panel meets on the last Friday of each month. Except in March 2007 when the fund panel will meet on the 16<sup>th</sup> March 2007. Applications need to be submitted to the Fund Manager **at least 8 days** prior to this.

## HOW LONG DOES IT ALL TAKE?

The whole application process should take no more than Five weeks.

## HOW DOES THE FUND PANEL ASSESS MY APPLICATION?

When considering applications the Panel will consider the following questions:

- Does the activity benefit people living in the NRF areas
- Does it impact upon at least one of the floor targets/SSCF priorities?
- Does it give details of how the group will evidence the impact of the project upon the floor targets/SSCF priorities?
- Does the activity contribute to the regeneration of the area?
- Does it have a realistic timetable?
- Does it respond to local needs & priorities?
- Does it have support from the community?
- Does it tackle issues of social inclusion?
- Does it add to existing levels of activity?
- Does it provide value for money?
- Does the group have a commitment to equal opportunities in its working practices?

## WHEN WILL YOU KNOW THE FUND PANEL'S DECISION?

You will know the outcome within a week of the Fund Panel meeting, this could be a yes, no or a request for more information.

## WHEN WILL YOU GET THE FUNDS?

You should receive a cheque within 4 weeks of finding out that your bid has been successful.

**The Programme is delivered in Hull through a partnership of:**

**Hull Community Investment Fund - grant administration**

**Hull Community Network (CEN) - Outreach, development and Group Support**

**Hull CVS - Accountable Body**