



The Community Champions Fund aims to help people who can inspire others to get more involved in renewing their neighbourhoods.

Please read the guidance notes before you fill in the application form.

If you require help in filling in your application form then please do not hesitate to contact us:

Contact:	Nigel Mills
Telephone:	01482 320021
Fax:	01482 329189
Email:	nigelm@cityventure.co.uk
By post:	Hull Cityventure, Suffolk Chambers, Scale Lane, Hull, HU1 1LA

Application Pack for people living in Hull and East Yorkshire

Community Champions Fund – Application for funding

Part 1: Your Details

Title	Mr/Mrs/Ms/Miss/ Other (please specify)	Home Address	
First name(s)			
Last name			
Day-time Telephone		Fax	
Mobile/ Evening telephone		E-mail	

Part 2: Description of your idea

What would you do with an award from the Community Champions Fund?

Please give a brief description of your idea

Do you need any help in developing your idea?

*For Example:
identifying a training provider or being able to speak to someone who has done something similar*

Is there anybody else involved in developing the idea?

Part 3: Your community

Tell us about the community you'd like to see benefit

What difference do you think your idea will make?

Part 4: Outcomes

What do you expect to happen by the end of your project?

For Example:

1 person trained as counsellor, and a plan drawn up for community counselling, 1 year after award.

10 volunteers trained at 2 day event, 3 months after award

computer purchased, and plan for use negotiated with all potential users 2 months after award

funding for next activity obtained 12 months after award

monthly meetings of local group held for 12 months following award

What would you like to do next?

Please give us an idea of what will happen once you have used the award. What you might do next. And what funding you might need.

Part 5: Funding

How much money are you applying for? (Remember the maximum is £2000)

£

Please give a breakdown of how you would hope to spend an award.

Please draft a timetable or simple action plan showing when the activity might take place.

Part 6: A little more about you

Is this the first time have made an application for funding? If no, please tell us about the other applications you have made.

What previous involvement have you had with community projects?

Part 7: Details of a referee who supports your project or activity:

(This person should not be related to you in any way and should not be involved with the use of the award.)

Title	Mr/Mrs/Ms/Miss/ Other <i>(please specify)</i>	Address	
First name(s)			
Last Name			
Organisation (if applicable)		Telephone	
Fax		E-mail	

Part 9: Signature

I confirm that all the information provided on this form is true and correct to the best of my knowledge. I understand that if it becomes evident that the information was misleading then all funds can be withdrawn.

I agree that Hull Cityventure Ltd may hold electronic and hard copy information about my application and any subsequent award for purposes of monitoring and evaluation, and may share such information with government agencies and other delivery agents of the Community Champions Fund if necessary.

I agree that if I receive an award Hull Cityventure Ltd may use both my name and information about my project for publicity purposes

Signature		Date	
-----------	--	------	--

How did you hear about the Community Champions Fund?

Please return the form to:

**Nigel Mills
Hull Cityventure Ltd
Suffolk Chambers
Scale Lane
Hull
HU1 1LA**

Please be sure to send a completed monitoring form with your application to the Community Champions Fund.

Community Champions Fund

Guidance Notes

Community Champions Fund – Guidance Notes

What is the Community Champions Fund?

The Community Champions Fund is a source of money from the Department for Education and Skills for individuals who want financial help to take action that will change their communities for the better.

Can I apply?

The Fund is open to individuals who live in the Hull and East Riding area who have an idea to improve their neighbourhood and who can inspire others to get involved.

Unfortunately, we cannot consider you for an award if:

- You are under 16
- Your project idea is:
 - Political
 - Something that someone or some organisation is obliged to do as a statutory duty
 - Predominantly religious
 - Concerned solely with animal welfare
 - Concerned with business start-up which will not benefit the wider community
- Your application is to continue work already started using a different source of funding
- You receive any kind of payment, other than expenses, for your work with a group on whose behalf you are applying or your involvement with the group is part of your responsibility in a job for which you get paid eg as a community development worker or community health worker etc.

What can I spend the money on?

Support for individuals is likely to be in the form of travel expenses or specific packages to enable you to visit other community groups or access experts and others in the same position as you.

Typical expenses we would fund are:

- Stationery
- Telephone calls
- Photocopying
- Printing
- Postage
- Travel costs
- Training
- Meeting costs
- Equipment and materials

Community Champions Fund – Guidance Notes

What can't I spend the money on?

- We cannot fund any activity undertaken, or expenditure incurred, before notice of an award is received from us.
- You cannot spend any part of the award on salaries. However, we encourage the payment of expenses to volunteers – e.g. for travel, meals, childcare.
- We cannot contribute towards any single item of capital equipment worth more than £2,000 (and in fact would encourage you to keep your capital spend to a minimum).

How can I apply?

Fill in the application form, which is available from Hull Cityventure, and send it back to the office before the next application deadline

What will happen next?

We will write to you to let you know we have received your application and at the same time we will write to your referee. Please make sure that your referee is able to return your reference quickly as your application will not be fully processed until we have received a satisfactory reference. You may be contacted by a Development Worker for your area to ask for any other information we need.

Your application will then be considered by a Panel made of representatives from the public, private and voluntary sectors.

What if we are successful?

We will write to you to let you know the outcome of your application and if you are successful you will be sent a cheque.



Community Champions Fund Monitoring Pro forma

Your Name

Name of Project (if applicable)

Address (please include postcode)

Telephone Number

e-mail address (if applicable)

Brief description of project (max 30 words)

Length of project

Cost of project

£

Area covered by the project

Are you an older volunteer?

(50+)*

(Please see notes on Page 2)

If Yes, please give date of birth*

Do you consider yourself to have a Disability?(please see notes)**

Are you a younger volunteer? (between 16-25 years old)

Does your project specifically target any of the following groups

Black and Minority Ethnic

Disabled People

Over 50s

Women

Unemployed People

Young People

Homeless / Rough Sleepers

Lone Parents

Refugees / Asylum Seekers

Travellers

Ex-offenders

Drug Users

Other

What is your ethnic origin?* (please see notes below)

Please tick the appropriate box below.

(a) White

(b) Mixed

British

White and Black Caribbean

Any other white background

White and Black African

White and Asian

Any other mixed background

(c) Asian or Asian British

(d) Black or Black British

Indian

Caribbean

Pakistani

African

Bangladeshi

Any other black background

Any other Asian background

(e) Chinese

(f) Any other ethnic group (please describe)

NOTES:

Please complete this form and return with your Community Champions Application Form.

*The Community Champions Fund is committed to encouraging people over 50 to get involved in their communities – these questions help us monitor how effective we are at this.

**Questions relating to disability and Ethnic Origin are used for Equal Opportunities monitoring purposes only.

Data Protection Act 1998: Information in this form will be used for monitoring purposes. Details may also be recorded on a database of Community Champions, which will be used to gather general information that may be made public. However, individual details will not be made public without permission. If you would like to discuss this further, please contact DfES Community Champions Team on 0114 2594113.