

Building Recovery in the Community

Funding Proposal Form

**CHANGING
LIVES**



Guidance

The Building Recovery in the Community Fund is a fund managed by Changing Lives on behalf of the York Recovery Partnership, using funding from York City Council.

The fund provides small grants, up to £500, for activities which help develop the Recovery Community in York.

Criteria

- You can apply for up to £500
- The project must benefit citizens of York City who are affected by or recovering from substance addictions.
- Activities must build the recovery community, which means they should be open to anyone in recovery (and their support network if appropriate) and be intended to develop a group or community of interest which helps sustain recovery.
- Individuals or groups can apply
- For un-constituted groups and individuals the grant will be paid on receipt of invoices for the activities (direct from the supplier if necessary) and/or expense claims with receipts. We will discuss this with you if successful.
- For constituted groups with a bank account in the group's name the grant will be paid into the bank account and groups will be expected to keep a detailed record of all expenditure. If successful we will ask you to invoice us for the amount agreed.
- You must answer all of the questions on the application form. You can type into the boxes or complete it by hand.
- Organisation's, individuals or groups with an annual income of more than £5000 can not apply for the community fund.

Decisions will be made by a panel made up of members the York in Recovery Forum within 4 weeks of your application. There are no deadlines, but the fund is limited and no further grants will be made once the fund is spent.

Please submit this form by email to oaktrees.york@changing-lives.org.uk

If you have any questions about the fund please contact: Karen Smith, York Oaktrees, telephone: 01904621776, email: karen.smith@changing-lives.org.uk

APPLICATION FORM

Applicant details

Contact details	
Personal or group name	
Main address	
Main telephone number (landline if possible)	
Main email address	
What type of applicant are you i.e.: Individual Informal group / community of interest Group with a constitution & bank account in group name Registered charity (include charity number if you have one) Other (please state)	

Proposal details

Proposal title
Please provide a brief title for your proposal. (10 words max)

Please tell us where the work will take place	
Location (where will your project take place)	

Activities
What activities do you plan to undertake? (200 words max.)

Please describe the partners you plan to work with and what their respective roles will be. (You will need to add details for each key partner in the partners section)

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People in recovery

Please tell us how people in recovery have contributed to the planning of this project (150 words max.)

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How can people in the recovery community become involved in the project?

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Aims

The overall aim of this fund is to build recovery communities that help people to maintain abstinence. All work we fund will need to meet this overall aim. How will your project meet these aims?

Aim of the project:

Objective	Description	Projected Outcome

People benefiting

How many people do you think will benefit from your project?	
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Partners

Please provide details of the key partners that you have already agreed to work with. If you are working with more than one partner, please copy and paste the following table as appropriate or add attached documents.

Partner details	
Organisation or group name	
How will this organisation/group contribute to the proposed project?	
Is this organisation/group making a financial contribution to the proposed project and if so how much?	
Name of lead person from this organisation/group who is working with you on this project	
Job title	
Email address	

Finances

Finances	
	Amount (£)
Total cost of the work	£
How much are you applying for from York in Recovery?	£
Are you seeking funding from other sources, and if so, how much?	£
Have you raised any money so far for this work and if so how much?	£

Expenditure

Item description	Cost
1	£
2	£
3	£
4	£
5	£
6	£
7	£
8	£

Declaration

Declaration

Terms and Conditions of submitting a proposal to York in Recovery

By submitting this proposal form, you agree to the following:

1. The grant requested from Changing Lives will not be used to pay for activities which have taken place before a grant offer from Changing Lives has been made.
2. I have the time and resources to deliver the named proposal.
3. Any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my proposal is not valid, in which case Changing Lives will stop assessing the proposal or withdraw any grant you may have been offered.
4. Changing Lives cannot be held responsible for any loss, damage or costs arising directly or indirectly from this proposal.
5. Changing Lives will use this proposal form and the other information you give us, including any personal information, for the following purposes:
 - To decide whether to give you a grant
 - To provide copies to other individuals or organisations who are helping us assess and monitor grants, including other funding organisations that award grants. After we reach a decision, we may also tell them the outcome of your proposal and, if appropriate, why we did not offer you a grant.
 - To hold in our database and use for statistical purposes.
 - If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications
6. The decision of Changing Lives is final and is not subject to challenge.
7. Changing Lives does not make available the information contained in its assessment reports on submitted proposals, or the minutes of panels.
8. Changing Lives is unable to provide further feedback on unsuccessful proposals other than the feedback provided in the letter notifying the decision.
9. If offered, I have the power to accept a grant under your terms, and the power to pay back the grant if the terms are not met.

I confirm that I have read and accepted the above Terms & Conditions of making a grant proposal to Changing Lives (see above) Yes/No

Yes/No

Signature

Print name

Date