



North Solihull Partnership Main Grants Scheme GUIDELINES FOR APPLYING FOR FUNDING – November 2015

North Solihull Partnership (NSP) is a joint venture between Bellway Homes, SigmaInpartnership Ltd, West Mercia Housing Group and Solihull Metropolitan Borough Council aimed at regenerating 3 wards in North Solihull (Smith's Wood, Kingshurst, Fordbridge and Chelmsley Wood).

AIMS OF THE MAIN GRANTS PROGRAMME

- Contribute to the regeneration of communities in one, or more, of the three wards of Chelmsley Wood, Smith's Wood and Kingshurst & Fordbridge and benefit the people in those communities;
- Projects must improve the economic prospects of the residents of North Solihull

WHO CAN APPLY?

- You must be a statutory organisation, not-for-profit, community or voluntary organisation, parish or town council, school governing body or PTA.

WHO CAN'T APPLY?

- Companies which aim to distribute a profit;
- Individuals.

WHEN SHOULD YOU APPLY AND HOW MUCH FOR?

- Projects should apply for as much as they need to deliver the project, although the maximum awards will not likely exceed £40,000 per year.
- The deadline for applications is **29th January 2016**.

HOW TO APPLY

There is an application form in addition to these guidance notes. This gives us information about your organisation, what you are applying for and the money that you need to do it. The form also gives us important information which we will use for monitoring the expenditure you have incurred and the success of your project.

WHAT TO SEND IN WITH THE APPLICATION

Please remember that you can only make one application at a time. If you do not send all the documents we ask for, this will delay the processing of your application. All supporting documents should be in the same name as your group.

Community organisation

- A copy of your governing document / constitution / terms of reference;

Registered charity:

- Your charity number

School (PTA or Governing Body)

- A letter from the LEA with details of the bank account, stating that this award will be “ring-fenced” for this project.

WHAT HAPPENS ONCE WE RECEIVE YOUR APPLICATION?

When we receive your complete application we will send you an acknowledgement e-mail.

Applications will be assessed by an Appraisal Panel and recommendations made.

A decision in regards to funding is linked to the approval of the North Solihull Partnership's 2016/17 Business Plan, and this will determine the number and value of the applications approved. Please do not expect to hear the outcome of your application, therefore until after the end of March 2016.

If we give you a grant you will have to keep to our terms and conditions and comply with any relevant legislation affecting the way you carry out your project.

Important –please note

- All decisions on applications are final (there is no appeals process);
- If necessary we may ask for more information about your project or group;
- Please do not try to influence the decision by lobbying a NSP Board member or officers of Bellway Homes, Whitefriars Housing, Inpartnership Ltd or Solihull MBC directly or indirectly – if you do we will reject your application.

WHERE TO SEND COMPLETED APPLICATIONS?

Completed application forms should be sent to:

**North Solihull Partnership
Economic Development & Regeneration
Solihull MBC
Council House
Manor Square
Solihull
West Midlands
B91 3QB**

Or by email to: info@northsolihull.co.uk

If you have any queries please do not hesitate to contact the team on the e-mail address above or tel: 0121 704 8793.

CONDITIONS

1. You must only use the grant for the project you set out in the application form;
2. You must aim to publicise your projects & this publicity should acknowledge the contribution made by North Solihull Partnership Main Grants programme and us the 'Investing in North Solihull' logo;
3. The North Solihull Partnership will require evidence on completion of the project, in the form of photographs and/or a small summary to prove that the grant given is

being used for the purpose for which it was approved. We will provide you with a template for this;

4. Applicants will also be asked to include copies of any invoices/receipts as evidence of expenditure;
5. Projects should be delivered by March 2017.