



Share your ideas and decide how money should be spent in the Smallshaw, Hurst and St Michael's area of Ashton-under-Lyne

**Guidelines for applicants, August 2010**

This document should be used to **help** you fill out the Application Form for Up2U. You should **read this document** before applying. *If you do not follow the Guidelines, your application may be rejected.*

## How to apply

The application procedure is explained below. If you need help or guidance at any stage, please contact either Caroline Wilkinson, TMBC on 0161 342 3609, Sangita Patel on 0161 2311, Melanie Johnson New Charter on 0161 331 2000, Arati Patel-Mistry New Charter Academy on 330 4965, or email PCSO Helen Brockett on [tameside.north@gmp.police.uk](mailto:tameside.north@gmp.police.uk)

Check that you are **eligible to apply**

- Your proposal must be for the benefit of in the **Smallshaw, Hurst or St Michael's** areas of Ashton-under-Lyne or the people living there (You do not have to live in Smallshaw, Hurst or St Michael's in order to apply).
- Only non-profit organisations, community groups or individuals aged 16 and over can apply (if under 18 years needs to be supported by an adult).

2) Check that what you want the money for is eligible. We will **not** fund any of the following:

- Political activity (eg a political campaigning or party political work).
- Religious purposes (but religious organisations can apply for things that include all faiths).
- Activity that unlawfully discriminates against people.
- Management fees (you cannot claim a percentage for running the activity).
- Anything for the benefit of an individual or individuals (as opposed to people in general).
- Anything that is illegal (including working with children without proper procedures in place).
- Anything that should reasonably be funded anyway (e.g. by the Council)

**Fill in the Application Form** and send it to Up2U, North Neighbourhood Office, Ashton Police Station, Ashton-under-Lyne, OL7 0BQ.

3) If your application is eligible, you will be invited to attend the **Up2U voting event** at **New Charter Academy, Greenhurst Campus, Ashton** on **Saturday 21st August 2010, 1-4.30p.m.** to present your proposal to an audience of local people. The audience will vote on your proposal.

- Anyone from your group can attend, it doesn't have to be the person who filled in the form
- This is a chance to let people know about your group and about your proposal and why you think it is a good idea. You can **speak** for a maximum of three minutes, and you can use this time however you like.
- PowerPoint will be available, but you don't have to use it.
- During the event, any resident of Smallshaw, Hurst or St Michael's who attends will be able to vote, and the applications with the highest number of votes will be given funding until all the money is gone.
- If you need **help** preparing for the event, or you are not sure what to say, please contact us.

## How much can you apply for?

In most cases, the maximum will be **£1,000**.

## Screening

All applications will be checked by the Police to ensure that they are legal and then by a Screening Group, who will ensure that only applications that have followed the guidelines can go through to the public vote.

## Filling in the form

### Section 1 – About your organisation

Please note that the contact details on the form are the only ones we will use in order to contact you, unless we receive permission to change contact details.

When filling out the section about the activities of your group or organisation, please give an explanation that will help the people voting at the Up2U event to understand what you do.

### Section 2 – What you want to do with the grant

We need a good description of your project to help people to vote. The grant should help to combat anti- social behaviour in the **Smallshaw, Hurst and St. Michael's area**. To describe how you will do this, tick as many boxes as you like, although some of the strongest applications may only tick one box.

The most important thing is to give a clear explanation of how you think you will achieve this – don't assume it will be obvious. Please also explain how the activity will benefit the wider community.

### Section 3 – Costs

Please give the most accurate breakdown you can of how you plan to spend the money. You must inform us as soon as you can of any changes you need to make later, no matter how small. Please let us know approximately by when you expect to have spent the grant, if it is awarded.

### How your application will be scored by the public

People who attend the Up2U voting event will be asked to score proposals according to three criteria:

- Will it combat anti- social behaviour in the Smallshaw, Hurst and St. Michael's area.
- Do you think there is a need for this project?
- Are you confident this group will achieve what they are proposing?
- Do you feel it is a good use of our funding?

To give yourself the best chance, it is important that you explain your proposal and give information on each of these points.

## IMPORTANT NOTE:

### Paying for your proposal

All organisations must be able to provide information to satisfy us they are legitimate e.g. community groups must be constituted, with a bank account, a bank history (e.g. recent statement) and have nominated trustees/officers such as a chair, treasurer and secretary etc; larger organisations would need 2 years financial history, a nominated finance manager or similar and bank details

Payments will not be made to individuals. Instead items or services may be purchased by us; or a supplier may be paid directly e.g. by production of an invoice that clearly states full details.

You must keep any invoices, till receipts, travel tickets etc. for our checking and monitoring. Photographs of the activity or articles, evaluation forms, attendance lists etc are also useful.