**Apply for up to £2,500**

**Introduction**

This grant fund has been created in partnership with Torfaen County Borough Council, Torfaen Voluntary Alliance, and Integrated Wellbeing Network Team at ABuHB, accessing funding from the Welsh Assembly Government Connected Communities Fund, to build on the hub development and community networks that have emerged across Torfaen.

Applications will be reviewed by the grant panel up until the final award in March 2024 If all funding is allocated before this date, the application process will be closed. Organisations can apply for up to £2,500.

It is anticipated that activity will begin as soon as award of the grant is made, if you would like a deferred start date, please contact us ahead of submission.

**Purpose of the Grant**

Grants will support not for profit organisations working at a local ‘grass roots’ community level across Torfaen and organisations can apply for up to £2,500. *We can consider requests outside this range, but please contact us first to discuss.*

This fund is primarily focused on revenue funding; however, your funding request can contain costs for purchases of smaller ‘capital’ equipment including consumables. *Please refer to page 3 ‘what you need to do before making an application’*

The grant is not prescriptive and is responsive to the needs of voluntary sector service deliverers: for example, to help organisations scale up existing activities, re-establish themselves after the pandemic, promote themselves more widely and help fund the use of community-based venues.

Whilst we want to encourage activities which bring people together face-to face in a safe and secure way, funding can also be used to support online activities where this is the most appropriate or only way to build social connections e.g., where access to a venue is difficult or for those not quite ready to meet people face-to-face.

If you have any queries, please contact Naomi, Opening Doors Development Officer on 01495 365617 / 07888 284 618 or [naomi@tvawales.org.uk](mailto:naomi@tvawales.org.uk)

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## Grant Aims

The Opening Doors Community Grant aims to directly fund local community hubs to create additional capacity/activity or extend existing activity that will enable local community members to participate in activities that support their wellbeing. Local hubs provide a focal point for helping people establish social networks or regain previous ones. They provide opportunities for social interaction and encourage new friendships, raising awareness of health and wellbeing and improving feelings of inclusion and participation.

***A hub is a public space that brings several community agencies and neighbourhood groups together to offer a range of activities, programs, and services. It is not limited to a building and may be an outside space such as a community garden or allotment***

**Grant Priorities**

The project’s partners have agreed several priorities to inform how grants will be awarded. Applications will be reviewed against these priorities, and we will expect applicants to demonstrate how their project will deliver one or more of the Welsh Government Loneliness & Social Isolation Strategy’s 4 Priority Areas (highlighted in bold):

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# What you need to do before making an application

1. **Have key documents ready to submit.** These are as follows:

| **Documents to be submitted with application** | **Tick to Confirm** | **Documents to be made available on request** | **Tick to Confirm** |
| --- | --- | --- | --- |
| Employer’s Liability Certificate |  | Equal Opportunities Policy |  |
| Public Liability Certificate |  | Environmental Policy |  |
| Bank Statement (last 3 months) |  | Volunteering Policy |  |
| Annual Accounts (last financial year) |  | Safeguarding Policy |  |
| Governing Documents |  | Welsh Language Policy |  |
|  |  | Data Protection Policy |  |

1. **Check your organisation’s eligibility and what can and cannot be funded:**

| **Your Organisation Can Apply If:** | **The Fund Will Not Support:** |
| --- | --- |
| * It is a third/voluntary sector (not-for-profit) organisation and is independent of government, private and public sectors:   + Registered Charity   + Constituted Group   + Community Interest Company   + Charitable Incorporated Organisation   + Company Limited by Guarantee * The proposed project will contribute to one or more of the fund’s aims and priority areas and solely for activity in Torfaen. * Your organisation has at least 2 authorised unrelated signatories * Your organisation has its own bank account or an account in the name of the ‘Trustees of [name of organisation]’ * You will engage with the Opening Doors project. * The project must be initiated within 3 months of the grant award date. | * A political organisation * A statutory organisation**\*** * A private organisation * An individual   ***\*****Please note, the funding panel will be happy to see bids submitted by partnerships which include statutory organisations, provided the lead partner is a not-for-profit organisation*   * Grants will not be awarded retrospectively i.e., for costs already incurred prior to the receipt of the grant offer letter and signed terms and conditions. * Activity that is currently being funded through another funding stream * Where there are other Welsh Government grants available for specific activities, it is expected that they will be accessed where possible, rather than The Opening Doors Community Grant * Proselytising activities |
| **What Can Be Funded** | |
| We are open to requests for anything that you think will enable your venue to provide opportunities for people to connect including, but not limited to, the following examples: | |
| * Furniture, e.g., seating * Equipment for the delivery of activities * Sessional workers | * Noticeboards to display information * Promotion and marketing activities |
| **We Expect to See in Your Application** | |
| * An overview of current activity taking place at the hub * Budget Panning - Evidence of intended spend e.g., quotes, allocation of cost breakdown * A Plan of Sustainability * Partner / Organisation Involvement * Reference to engaging with the Opening Doors project objectives. * How the project will measure impact | |



# PART A: Application Form – Project Proposal

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## Question 1 – Indicate Your Priority Areas

Please indicate which of the priority areas your activity will directly contribute towards:

|  |  |  | increasing opportunities for people to connect |
| --- | --- | --- | --- |
|  |  |  | a community infrastructure that supports connected communities |
|  |  |  | cohesive and supportive communities |
|  |  |  | building awareness and promoting positive attitudes |

How does your project fit within the stated aims and priorities for this fund? Please indicate as a separate bullet point under each priority indicated:

| Your answer here (max 500 words) |
| --- |

## Question 2 - Describe Your Organisation

Please describe your organisation. We are looking for an overall description of the activities currently taking place and the people accessing activities and services.

| Your answer here (max 500 words) |
| --- |

## Question 3 - Describe Your Project

Please describe your project and what you want to do with the money. We are looking for an overall description of your project that will help us to understand what you need the grant for, what will the project achieve, and how it will sit alongside or within your existing work.

* What is/are the project’s aims?
* Have you involved your community in developing and designing it?
* What activities will take place?
* Who will the primary beneficiaries be?
* What is your predicted outcome?

| Your answer here (max 500 words) | |
| --- | --- |
| Approximate number of volunteers contributing to the funded activities | Approximate number of beneficiaries of the funded activities |
|  |  |

## Question 4 – Demonstration of Need

Please explain how you know this project is needed. How do you know this will complement and not duplicate activity in your area?

| Your answer here (max 500 words) |
| --- |

## Question 5 – Partnerships

Will your project involve any partnership working with other groups or organisations? If yes, please give details including how they have been involved in co-developing the project.

| Your answer here (max 500 words) |
| --- |

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## Question 6 – Impact

How will your project be monitored and evaluated? Who will be your organisation’s lead individual responsible for this? What actions will be taken to embed the project sustainably into your work in the longer term?

| Your answer here (max 500 words) |
| --- |

## Question 7 – Additional Information

Is there any other information you would like to provide in support of your application?

| Your answer here (max 500 words) |
| --- |

## Question 8 – Commitment to Opening Doors Project

Through accessing the grant, you are committed to working with the Opening Doors Development Officer and elements of the project that will provide a positive outcome on the hub:

| Connect 5 Wellbeing Conversations |  |  | Provide Monitoring indicating progress and outcome |  |  |
| --- | --- | --- | --- | --- | --- |
| Connect Torfaen |  |  |  |  |
| Distance Aware Campaigns |  |  | Member of the Opening Doors Community Forum |  |  |
| Get There Together Films |  |  |  |  |

# Part B: Application Form – Governance

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1. What is the full legal name of your organisation (as per your governing document)?

|  |
| --- |

1. Please provide your full business address including postcode

|  | |
| --- | --- |
|  | |
|  | |
| Phone Number (landline) |  |
| Mobile |  |
| Website Address |  |
| Organisation Email |  |

1. Type of Organisation e.g.: Charity, CIC, Company Limited by Guarantee

| Organisation Type |  |
| --- | --- |
| Charity Number |  |
| Company Number |  |
| Other |  |

1. What date was your organisation set up as a legal entity?

|  |
| --- |

1. Is your organisation independent or a branch/department of a larger organisation? *If you are part of a larger organisation, please provide details:*

|  |
| --- |

Please provide the main contact for your application (These contact details are the ones we will use to inform you of the grant outcome and any future correspondence)

| Title |  |
| --- | --- |
| Forename(s) |  |
| Surname |  |
| Job Title or Position |  |
| Landline |  |
| Mobile |  |
| Email |  |

1. Please provide a legally responsible contact for your application. This person cannot be the same person as the main contact and must be over 18 years of age. This person is responsible for ensuring the application is supported by the organisation applying, that the funded work is delivered, and that the organisation ensures TVA are appraised of progress.

| Title |  |
| --- | --- |
| Forename(s) |  |
| Date of Birth |  |
| Position in the Organisation |  |

1. Your organisation’s bank account: All organisations applying for a grant must have a bank or building society account in the name of the organisation as stated in your governing documents. Cheques must be signed by two people who are not related.

| **Bank Account Name** | **Sort Code** | **Account Number** |
| --- | --- | --- |
|  |  |  |

1. Please outline any non-capital spend (i.e., revenue funding) and how it will be used. This should add some specific detail to the project summary given in part A of the application form.

| **Amount** | **Purpose of Funding** |
| --- | --- |
| *e.g., £1000* | *e.g., to create a welcoming atmosphere* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **TOTAL** |

1. Do you have any match funding in place to support your application? If yes, please give details.

|  |
| --- |

1. I understand the criteria for this application and confirm that the information supplied in this application is accurate and the monies (if successful in our grant application) will be spent within the financial year 2020/21.

|  | **Chair/Treasurer** | **Grant Applicant 2** |
| --- | --- | --- |
| **Signature** |  |  |
| **Name** |  |  |
| **Position / Title** |  |  |

1. Completed application forms must be sent to Connecting Torfaen Grant

Torfaen Voluntary Alliance,

Portland Buildings, Commercial Street,

Pontypool, Torfaen NP4 6JS

or via email at [funding@tvawales.org.uk](mailto:funding@tvawales.org.uk)

1. As funding will be allocated quarterly, **the project partners strongly recommend organisations submit bids as early as possible**. The fund will close for applications when all funding has been allocated or on the 1st March 2024; if all funding is allocated before this date, the application process will be closed early.
2. Please note that successful applicants may be asked to publicise and share the progress of the grant supported project with other organisations.
3. If you have any further questions, please contact Naomi, Opening Doors Development Officer on 01495 365617 / 07888 284 618 or [naomi@tvawales.org.uk](mailto:naomi@tvawales.org.uk)