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**Form updated December 2024**

**PEOPLE KEEPING WELL IN SOUTH WEST SHEFFIELD**

**GET INVOLVED GRANTS**

1. **Aim of the fund**

Get Involved Grants are available to help create opportunities and develop local activity that improves health and wellbeing in the following neighbourhoods:  
We want to allocate funding for existing activities or new activities/projects in these neighbourhoods which support the overall aims of the South West People Keeping Well (PKW) programme.

Dore, Totley, Bradway, Endcliffe, Fulwood, Ranmoor, Broomhill, Ecclesall, Greystones, Millhouses, Bents Green, Whirlow,   
Abbeydale, Brincliffe, Nether Edge

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| **CRITERIA FOR GET INVOLVED GRANTS** |

1. **Examples of activities we would consider funding:**

* Health and fitness related group activities or events;
* Creative projects and/or events;
* Activities designed to combat loneliness and isolation in the local community;
* Any project/activity designed to target an age-related long-term health problem such as dementia;
* Equipment or other resources needed for activities.

1. **Who can apply for funding?**

You can apply for up to £500 for activities if you can show that:

1. The funding will support groups of 4 or more people.
2. The funding must support creating opportunities to improve health and wellbeing in the PKW South West Community Partnership area, i.e. the neighbourhoods listed on page 1.
3. Participants must live in the South West PKW area unless there are exceptional circumstances (any exceptions need to be discussed with Adam Howard, Age UK Sheffield Senior Community Engagement Officer, prior to attendance).
4. There must be a commitment to promoting the People Keeping Well Partnership by using the Age UK Sheffield and PKW logo in any advertising of the activity. All marketing material must be submitted to Age UK Sheffield for review prior to release.
5. The funding must not be used to replace or duplicate existing groups and activities in PKW Partnership area.
6. The lead applicant can commit to providing feedback on what the money was spent on and how it helped people to improve their wellbeing at a PKW partnership meeting.
7. Should the group not have an organisational account, there must be a person or organisation with a bank account which will accept the fund on behalf of the group.
8. Any insurances needed to run the activity, such as personal liability insurance etc. need to be funded by the applicant, and must not be funded by the grant.
9. **We will not fund:**

Wholly political or religious activities.

1. **What happens after we receive your application?**

Your application will be considered by a Grant Panel made up of People Keeping Well South West core partners. Normally, we are able to let applicants know the outcome within 4 weeks of the application being submitted. If we need to ask for further information, it may take a little longer. Therefore, the more detail you can provide in support of the application, within reason, the better.

1. **Complaints and Appeals Process**

Due to the limited amount of funding and high anticipated uptake it is quite probable that we will not have enough money to fund all applications, so some will unfortunately have to be rejected.

The panel will make a decision based on careful assessment of each application.   
If you feel that your application has not been treated fairly, you have the right to register a complaint.

In the first instance, you should attempt to have any complaint dealt with informally by the staff administering the grant fund. This should be done by contacting Adam Howard at [adam.howard@ageuksheffield.org.uk](mailto:adam.howard@ageuksheffield.org.uk) or by phone on 0114 250 2850.

If you cannot resolve your complaint informally, or you wish to appeal against the decision of the panel, you should write to Teresa Barker, Chief Executive, Age UK Sheffield, South Yorkshire Fire & Rescue, 1st Floor, 197 Eyre Street, Sheffield,   
S1 3FG.

Members of the panel will review your appeal, and a letter will be issued to you with an explanation or decision within four weeks. Please note that any decision made at this stage is final.

1. **Submitting your application**

Please email your application as a Word document, rather than a PDF.

The email address to submit it to is: [adam.howard@ageuksheffield.org.uk](mailto:adam.howard@ageuksheffield.org.uk)

1. **Contacting Us**

If you need support with any aspect of this application form, or have a general query, please contact:

Adam Howard

Senior Community Engagement Officer

Age UK Sheffield  
Tel: 0114 250 2850

Fax: 0114 250 2860  
[adam.howard@ageuksheffield.org.uk](mailto:adam.howard@ageuksheffield.org.uk)

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| **Get Involved Grants Application Form** |

All applicants need to complete the application form in full.

Please refer to the criteria on pages 2-3 when completing the form.

1. **Contact details**

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| **Name of group or organisation applying:** |
| **Group or organisation name:** |
| **Contact Person name:** |
| **Address:** |
| **Email:** |
| **Telephone**: |

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| **Host Organisation details (if applicable)** |
| **Will a host organisation manage the project costs on your behalf?**  If so please give the name of the organisation and contact details: |

1. **About your Project**

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| 2.1 Tell us about your project/activity.   * What is the activity that this investment will support? * Is it a new or continued activity? |
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| 2.2 Who will be involved in this project/activity? E.g. older people.  If working with vulnerable people, DBS checks will need to be carried out on both paid and voluntary workers. |
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**Question 2.3 on page 6 →**

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| 2.3 What do you hope to achieve with this project/activity?   * What difference do you hope to make? * How many people will benefit from this project/activity? |
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| 2.4 How will this investment help to improve wellbeing? |
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| 2.5 When will the project start? |
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| 2.6 Does the project have an end date? If so when? |
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| 2.7 Does the group have any insurance in place? (See condition 7, page 9-10.)  If so, please give details. |
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1. **Project Costs**

How much money do you need and what will you spend it on? Please list and price where possible each item.

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| --- | --- | --- | --- |
| Item | Price per item | Number of items | Total Cost |
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|  | **Total:** |  | **£** |

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| **Bank details** |
| **Please provide bank details of your group or host organisation.**  **Bank:**  **Account Name:**  **Account Number:**  **Sort Code:** |

**Note**. Please do not pay out (or agree to pay) anything related to your project until you have been informed in writing that your application has been approved.

1. **Evaluation**

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| How will you know your project has been successful? What are you going to collect to provide evidence of this (e.g. attendance figures, case studies)? |
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1. **Future plans**

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| Do you have any plans to carry on the activity/project after the funding has finished? |
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1. **Declaration**

It is important that you understand and agree to the following statements.

Please note that if you leave the group/organisation or can no longer fulfill your responsibilities, or someone else takes over responsibility for the investment on behalf of the group/organisation, you must inform us immediately.

Statements:

I declare that:

1. I am authorised to make the application on behalf of the above group/organisation.
2. I certify that the information contained in this application is correct.
3. I agree to abide by the terms and conditions outlined in the Investment Conditions Declaration in Appendix 1.

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| --- | --- | --- | --- |
| Name of person submitting form |  | Role in group |  |
| Signature |  | Date |  |

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| **CONTACT**  Adam Howard  Senior Community Engagement Officer  Age UK Sheffield  E: adam.howard@ageuksheffield.org.uk Tel: 0114 250 2850  Fax: 0114 250 2860 |

**Appendix 1. Get Involved Grants Investment Conditions Declaration**

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| **Please read the following investment conditions. By signing the Declaration on the application form you are confirming that you have read and understood them.**  **Please keep a copy of these conditions for your own records.** |

**Conditions**

1. **Purpose of investment**The investment will be used for the sole purpose/s as stated on the application form. If we want to make any change to the activity or budget we will contact   
   Adam Howard in advance to ask if this is possible, and then confirm the changes in writing. If we are not able to deliver the agreed activity for any reason, we understand that the grant money must be returned.
2. **Maintaining records**We will keep all receipts and records of expenditure for 3 years after the end of our project. We understand that we may be asked to produce these if the People Keeping Well programme is audited.
3. **Assets**We understand that any assets bought with a PKW Get Involved grant cannot be sold, disposed of or given away to any other group or individual without prior approval in writing of Age UK Sheffield’s Senior Community Engagement Officer, Adam Howard.
4. **Reporting and monitoring**We will report on the activities that we provide as requested, where necessary providing a detailed profile of participants whilst maintaining participants’ anonymity.
5. **Legal Duties**We will make sure that we comply, at all times, with any relevant legislation and adopt good practice within our project such as attention to health and safety, provision of adequate insurance and ensuring DBS checks are carried out on both paid and volunteer workers.
6. **Liability**As the grant recipient we accept liability relating to the projects we undertake and we release South West PKW from any and all liability. Any grant made by the People Keeping Well Partnership will be awarded on the basis of information supplied at the time of the application. If any information is subsequently found to be misleading, inaccurate or false, we understand that the grantmay be liable to be paid back in full.

**7. Insurance**   
We will make every reasonable effort to ensure that we take out appropriate insurance for the group and its activities, including public liability and insurance for equipment and we will produce documentary evidence that the policy or policies are properly maintained, if requested.

1. **Publicity**

We will acknowledge People Keeping Well and Age UK Sheffield as the funders on relevant publicity and documents.

[ENDS]