
Belfast Community Safety Partnership and Belfast City Council's Community Safety Small Grants Scheme Guidance Notes

1.0 Contact Details

Please write clearly

2.0 Your Organisation's Contact Details

If your group has an office or a base, please tell us where it is

3.0 About Your group

3.1 What does your group do?

Please tell us the main activities of your group

3.2 What area does your group cover?

Please tell us where your group operates, who can be members etc.

3.3 Enclose the following documents

It is important that we have copies of the documents listed here.

Your Chairperson should sign each document.

If you do not have a policy for working with children, please contact Blanche Thompson, Belfast City Council; for advice

4.0 About Your Project

4.1 What is the title of your project?

Please give us the final title or the working title of your project.

5.0 The Problem

5.1 Tell us about the problem/situation you hope to improve with this project

We need to understand the problem or situation you want to improve with your project.

Please provide as much information as you can, this might include information from a community survey, Nobel's Indices of Deprivation, Crime statistics from the PSNI, photographs or information from community consultations.

5.2 Tell us about any other groups or organisations working on this problem in your area, and explain why there is still a need for your project.

We want to make sure that our money is spent where it is needed the most. This could be in an area with nothing else happening, or it could be in an area where what is available is just not meeting the level of demand. Please share your local knowledge with us and help us understand why more help may be needed.

6.0 Your Solution

- 6.1** Please select the theme which is relevant to your project.
- 6.2** Outline the main activities involved in your project
Tell us what you want to do and when you intend to do it.
Remember that your project must be completed by the 18th March 2011
- 6.3** How many people do you think will benefit from your project?
Estimate the number of people you think will benefit both directly and indirectly. Please be as realistic as you can.
- 6.4** Tell us about the groups of people you expect to benefit most from your project?
Your project may be targeted at young people, old people, people with disabilities, people with an alcohol or drug dependency, people in a deprived area, parents of young children – please give us as good a picture as you can.
- 6.5** How do you think this project will improve community safety?
Tell us about the difference you think this project will make to the problem you identified in **5.1**

7.0 Monitoring and Evaluation

- 7.1** Please tell us how you are going to monitor and evaluate this project.
It is important that you know what difference your project makes, and we require your final evaluation before we give you your final payment.
- 7.2** Who will be responsible for overseeing the monitoring of the project and submitting the project evaluation?
It is important that your group has thought about and agreed who will be responsible for overseeing the monitoring of the project and for submitting the final evaluation.
They should work closely with (or be the same) person who submits your financial claim, who is named in **9.2**

8.0 Publicity

- 8.1** How will you attract people to participate in your project?
Please tell us how you intend to get people to participate in your project. If you already know who will be involved in the project, please tell us in your answer to 6.4
- 8.2** Please tell us how you will let the wider community know about this project?
It is important that people know about the work that we fund. Please tell us how you intend to let the wider community know about your

project and that it is funded by Belfast City Council and Belfast Community Safety Partnership.

9.0 Project Costs

9.1 How much will the project cost and what will you spend the money on?

Please budget as accurately as possible and provide as detailed a break down of figures as possible. ***If any one item/service is going to cost more than £ 300 you must show us that you have gotten a quote from at least two suppliers.***

Please tell us how much your project will cost and how much you are requesting from Belfast Community Safety Partnership.

9.2 Who will be responsible for submitting the financial claims for the project?

It is important that your group has agreed who will make the financial claim for funding. You must be able to provide a receipt showing payment on or before the **18th March 2011**.

Your claim must be submitted along with your project evaluation report on or before **4pm on Friday 25th March 2011**.

They should work closely with (or be the same) person who submits your financial claim, who is named in **7.2**

Please read the guidance notes and complete the application form enclosed. To get more information about community safety and what can or cannot be funded from this Community Safety Small Grants Scheme, please contact:

Arthur Magill, Project Officer on 028 9032 0202; extension 6452