



**Guidance for Completion of Application  
for Hall Green Neighbourhood Network Scheme Grants Programme**

	<b><u>Question</u></b>	<b><u>Guidance Notes</u></b>	<b><u>Maximum Score</u></b>
1.	Your Details	Ensure that the details you provide are accurate and current. All correspondence will be made through the person specified on page 2.	0
2.	What is the name/title of your proposal and what would you like to use the funding for and how is this new to your group or community?	Give as much detail as possible about the activity/service you plan to use the funding for. (Remember it has to be for the over 50's) Please refer to our Factsheet to ensure your proposed activity will be eligible for the grant. Please also specify how your proposed activity/service is new to your group or community. We need to be assured that the grant will not be being used to fund existing provision.	10
3.	When and how have citizens influenced the design of your proposal outlined in Question 2? It is important that you show evidence of how your proposal has been co-produced with citizens.	Give as much detail as possible as to how and when you met with citizens in order to co-produce the proposed activity/service which should again evidence the 'need' for this provision in your local area.	5
4.	Your activity will predominantly aim to reduce social isolation for those aged 50+ in the Hall Green area but as a requirement of the grant you must demonstrate your commitment to working with the most vulnerable residents in the constituency. Please indicate by ticking the box(es) next to the group(s) you will commit to engaging with.	Please tick all relevant boxes to reflect your commitment to engaging with the most vulnerable groups in the Hall Green constituency.	0
5.	Have you considered other sources of funding and whether the project can be used to leverage further funding from elsewhere (please specify funding sources)?	Describe how you have considered other funding sources which may be available to you for the proposed activity/service and also whether other funding may be available once your project is up and running. Give examples of specific funding sources where possible.	0



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6.	If you have received funding from any other NNS fund please give details of the amount and the activity it has funded.	Please let us know about any other NNS funding	0
7.	Bearing in mind all NNS Grant funding needs to be spent within 12 months, when do you expect your activity/service to take place?	Please indicate your estimated start and finish date for your proposed activity/service.	0
8.	Where will your activity/service take place? Please give geographical location(s) and evidence there is a gap in the provision of the activity you are proposing in this particular area or areas.	Specify where your activity/service will be taking place. If it is at your usual venue, then please state this, giving full address and postcode. It would also be useful for monitoring purposes if you could give the Ward name. Give as much evidence as possible as to how and why there is a gap in provision and how your activity will address this.	5
9.	How many people do you think will attend your new activity in total?	This number can and should include any people you are already engaging with who may benefit from attending the activity/using the service. Again, we would recommend that at least 50% of all people attending should be recording feelings of loneliness and isolation.	5
10.	List the NNS outcomes you have ticked on page 1 and explain how your project will meet those outcomes and how you intend to measure them. Please refer to the guidance sheets on "Setting Outcomes and Indicators" and link to "Help with Aims and Outcomes".	Give as much information as possible about the outcomes your proposal will achieve and how these align with the NNS Outcome Priorities (see p.1 of Application Form). Also give examples of how you will measure the outcomes and the impact of your proposal.	10
11.	How will you ensure the continuation of your proposal once the funding has come to an end? Please give examples of strategies you might use other than applying for further funding.	Describe what options may be available to continue the activity/service you are planning once the grant has been spent. What might be put in place to enable the group to continue to regularly meet up? For example, further investment in volunteering or partnership working.	5
12.	Budget outline	List the items you will need in order to carry out your proposed activity. Ensure that the total amount does	10



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		not exceed £10,000 or £2,000 if you are an un-constituted group. Only list the items that the grant will be paying for. Each item requested must be used for the purposes of your planned activity and must represent value for money.	
13.	Have you got any match funding – in cash or in kind?	Please tick yes or no if you will be using any match funding to deliver your proposed activity/service.	0
14.	How did you hear about the NNS grants programme?	Please let us know where u heard about the programme. It is important that we make the fund as accessible as possible.	0
			<b>Score out of 50</b>