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| **HAVA Health and Wellbeing Grant Fund Guidelines**  ***Maximum is £1000*** |

**Please read these guidance notes BEFORE completing the application form**

**Our Priorities**

The HAVA grant fund has been made available to provide financial support to local community groups/residents and businesses. The fund is administered through the HAVA board using this guidance and application process.

Our priorities are;

* Improve Mental Wellbeing
* Improve Physical Wellbeing
* Improve Community Cohesion

**Please note re application or application of further grants from the same applicant is at the discretion of the HAVA board.**

Please consider these priorities when applying for any grant with HAVA.

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| Eligibility  To be eligible to apply for funding you or your group must:   * Be a Community Group (or resident), or a Business operating on a non-profit basis. * Must live/reside or run activities in the Hawksworth Wood, Abbeydales and Vespers area (HAVA) see map on website <http://havaleeds.org.uk/about-us/>   Note – If an activity/Grant requires insurance – you must provide this yourself through your business, otherwise this type of activity would fall under our volunteering project and as such will not be given a grant. We may ask to see your insurance details (or help set you up with this) |

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| Quality Assurance, Monitoring and Evaluation  Organisations/Groups or residents must agree to visits and complete monitoring reports at agreed intervals (templates for which will be supplied) You will also sign a Service Level Agreement to agree the details of what will be delivered and provide receipts of expenditure as part of the report. You will also be required to complete a final evaluation form, providing feedback from your experience with HAVA, |

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| **Marketing**  Providers must….   * Provide information to be included in the HAVA newsletter, webpages/social media and mail shots. * Agree to us sharing information about the work supplied in reports or promotional newsletters with other statutory bodies, for use in surveys and consultations. This may include the providers contact name and details. |

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| **How we make decisions**  All applications will be put before a panel of the HAVA Health & Well-being Action Group who will make a provisional decision to be ratified at the next HAVA Board meeting, applicants will be notified of this decision after the monthly Board meeting.  If all details and documents are not provided your application may be returned without further consultation.  If reusable assets are bought with the grant, they may be asked to be returned to HAVA for reuse in future projects at the end of your project.  All grants need to be submitted by the end of each month to be ratified and discussed for the following month’s board meeting. Each grant submitted will receive written acceptance/decline by the end of the following month. |

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| GUIDELINES FOR COMPLETING THE APPLICATION FORM | |
| 1 | Name of Organisation / Group/ Person  This is the organisation/group/person that will be responsible for any funding given and who we will contract with delivering the project activity. The Organisation will be responsible for completing the application form, and for ensuring that the project is completed within the set timescale (if any) and within the agreed budget. |
| 2 | **Describe the activity you will run.**   * Describe what the activities will be, when and where they will run and for whom. * What are the costs that you are applying for funds for as well as any match funds you have secured to add to the grant money from HAVA. Applications that show match funding will have more chance of being successful. |
| 3 | **Tell us about your organisation/group, what experience do you have running similar projects?**   * What is your organisation’s/groups core business, and have you delivered similar schemes in the past? * For large organisations, please state the number of people directly involved in delivering the project. * Volunteering is one of HAVA’s priorities. Please state how many volunteer hours (if any) will benefit the organisation/project and what role the volunteers play. |
| 4 | **Provide a breakdown of all the costs relating to this project and tell us what would be covered by the HAVA grant.**  Please list all the costs relating to the project/business including any management / administration fees and indicate which will be funded with the HAVA grant. Please provide three quotes where possible and provide copies. |
| 5 | Have you applied for any other funding for this project?  If your organisation has applied for funding from other sources for ***this*** project, please give details of who you have applied to, how much you’ve applied for and when you expect to find out the outcome of the bid. |
| 6 | **DOCUMENTS**  These documents will be asked for specifically by businesses, but we may ask anyone. Please attach the listed documents. If you do not have the listed documents, please let us know why?  Please provide further or alternative details on finance specific to the grant especially concerning financial difficulty |

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| **Publicity**  In all publicity, press, media and presentation materials and reports relating to the project, your organisation **must** acknowledge the source of the funding received for this project. This should be done by using the HAVA logo alongside a statement as follows: ‘Supported by HAVA’. A copy of the logo can be sent to you if requested. |

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| All sections of application form completed Included any quotes needed for  Question 4    Included any documents needed for Question 6 Signed and dated the form. |

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| **We accept applications and supporting documents submitted via email**  **or in paper form; if you are intending to post your application, please ensure you have attached the correct postage to the envelope otherwise your application may not be delivered.**  On completion of this application form, please return a signed copy and supporting documents to:   * [**deborahleedshava@gmail.com**](mailto:deborahleedshava@gmail.com)   Or post to:  HAVA Health & Well-Being Action Group  Hawksworth Wood Village Hall  Hawkswood Crescent  Leeds  LS5 3PT  ( 0113 2174651 |

**Checklist**