Camden Physical Activity Inclusion Fund Application Form 2019-20 Page 1

**Camden Physical Activity Inclusion Fund (PAIF)**

**Application Form**

Before applying, please ensure you have read the Camden ‘Physical Activity Inclusion Fund’ (PAIF) Criteria to ensure your project is eligible to receive a PAIF grant.

Please send your completed application form to CamdenPAIF@GLL.ORG.

**Section 1: Organisation Details**

1.1) Organisation Name and if there is one the Project Name

1.2) Contact person and role

1.3) Phone number

1.4) Safeguarding Procedures

If you are applying for funding to provide a programme that works with children/young people or vulnerable adults, please tick the box to confirm that your organisation has safeguarding policies and procedures in place. Please include a web link to these in the application or attach.

Please provide name and contact details of your Welfare Officer

**Section 2: Project Details**

**Project Overview**

2.1) Who are your target participants? Please tick more than one if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Women and Girls** |  | **Disability User Group** |  |
| **Older People (60+)** |  | **Black Asian or Minority Ethnics** |  |
| **Young People** |  | **Not in Employment Education or Training** |  |
| **Inactive** |  | **Other\*** |  |

\*Who are your ‘other’ target participants?

2.2) Project Timeline.



 **Start Date (DD/MM/YYYY)**

 **End Date (DD/MM/YYYY)**

Camden Physical Activity Inclusion Fund Application Form 2019-20 Page 2

2.3) Please mark with a “Y” the areas of Camden that your project targets.

|  |  |  |  |
| --- | --- | --- | --- |
| **Belsize** |  | **Bloomsbury** |  |
| **Camden Town with Primrose Hill** |  | **Cantelowes** |  |
| **Fortune Green** |  | **Frognal and Fitzjohns** |  |
| **Gospel Oak** |  | **Hampstead Town** |  |
|  **Haverstock** |  | **Highgate** |  |
| **Holborn and Covent Garden** |  | **Kentish Town** |  |
| **Kilburn** |  | **King’s Cross** |  |
| **Regents Park** |  | **St Pancras and Somers Town** |  |
| **Swiss Cottage** |  |  **West Hampstead** |  |

**Project Specifics**

2.4) What are the **aims and objectives** of the project? Max 150 words.

Ensure you describe how the project’s participants and the wider community will benefit.

2.5) How have you measured the demand for this project? Max 150 words.

Please let us know that you have consulted the target user group.

2.6) Please indicate when your sessions will take place and the total hours over the course of the project. If the project is for an event please ignore.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Mon** |  | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Start** |  |  |  |  |  |  |  |  |
| **Time** |  |  |  |  |  |  |  |  |
| **Finish** |  |  |  |  |  |  |  |  |
| **Time** |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |
| **Hours** |  |  |  |  |  |  |  |  |
| **per Day** |  |  |  |  |  |  |  |  |
| **Total Hours per Week** |  |  |  |  |  |  |
| **Total Hours per Programme** |  |  |  |  |  |

Camden Physical Activity Inclusion Fund Application Form 2019 Page 3

**Project Management**

2.7) How will you manage your programme so it is successful? Max 150 words.

Tell us about your experience in delivering similar programmes including key outcomes and what your expected attendance will be for each session.

2.8) Describe how you share the values of Camden Council and GLL (see criteria). Max 150 words.

**Section 3: Project Budget**

3.1) Cost Breakdown.

Fill in the following table with a breakdown of the costs associated with the project and the requested contribution from us.

|  |  |  |
| --- | --- | --- |
| **Project Costs** | **Total project cost (£)** | **Amount Applied For (£)** |
| **Venue hire** |  |  |
| **Staff Costs** |  |  |
| **Equipment**  |  |  |
| **Other**  |  |  |
| **TOTAL** |  |  |

3.2) Please explain how you expect to make this session sustainable? Max 200 words

Please include any additional funding, partnerships, charges or donation schemes below.

Camden Physical Activity Inclusion Fund Application Form 2019 Page 4

**Section 4: Declaration, Agreement Terms, and Signatures**

Is any member of the Management Committee/Organisational Management or staff an employee of Camden Council, Councillor for London Borough of Camden, or GLL employee?

If yes, please state their name(s) and post(s)/position(s) when submitting the application.

By submitting a Camden Physical Activity Inclusion Fund application, you agree to the following:

* To the best of your knowledge, all information provided is accurate and true
* To not apply to multiple funding sources for the same components of the project
* You understand that a successful application does not guarantee repeat future awards
* Up to date relevant insurances are in place for the duration of the project
* Proper procedures and policies are implemented, and appropriate checks are undertaken, with regards to safeguarding of children and vulnerable adults
* Staff, coaches, volunteers and other individuals involved in delivering the project are appropriately qualified
* That each individual directly involved has had recent DBS checks undertaken with regards to safeguarding of children and vulnerable adults

The terms of the grant funding should your application be successful are:

* The grant received will be spent towards that detailed in the application form
* Evidence must be provided for all costs relating to this grant
* Monitoring will be completed and returned to GLL every 6 weeks
* You will include GLL’s, Better’s, and Camden Council’s logos on materials you intend to publish. Any such materials must be approved by GLL and Camden Council in advance of being published.

**Failure to meet the above agreement terms may result in the withdrawal of your funding and/or you may be obligated to return the funding in full.**

By signing and submitting this document you:

* agree to the “Agreement Terms” specified above and in the Camden Physical Activity Inclusion Fund Criteria
* confirm that you are authorised to submit the application on behalf of your organisation/delivery team
* declare that the information given in this document is true and accurate to the best of your knowledge and understand that any contravention made may result in the withdrawal, and/or reimbursement, of Camden Physical Activity Inclusion Funding

 Name and job title: Signature: