**Guidance and form for proposals for money/support for**

**activities, events, projects over £250.00**

Together for Colwyn Bay (TfCB) are committed to achieving the vision and priorities for the area as agreed in the Driving Change Plan August 2019.

**VISION**

“To support and encourage a vibrant and engaged community for the wellbeing of all.  By promoting the arts, improving housing, green spaces, education and job opportunities, in a healthy environment.”

**Priorities** (coming from the above vision)

1. Accessible community spaces and good communication

2. Arts promotion

3. Improving housing and a sustainable and healthy environment

4. Green spaces

5. Improving education and job opportunities

6. Projects addressing the issue of homelessness (added as an identified need)

**THE GUIDANCE:**

**You must:**

Ø  Be or become a TfCB member - this means a representative of your group/organisation attends the TfCB steering group meetings

Ø  Submit a completed proposal form to be considered 7 days in advance of the meeting

Ø  Have exhausted all other possible sources of funding (we will ask for evidence)

**Your project/event/activity must:**

Ø  Benefit residents of the Glyn Ward

Ø  Be in line with our Vision and Priorities for the area

Ø  Aim to be sustainable (if possible)

**What can’t be funded?**

Ø  Political or religious activities

Ø  VAT you can recover

**Your responsibilities if your application is successful:**

Ø  Give updates/feedback to TfCB at steering group meetings

Ø  How the money was spent (including receipts and invoices)

Ø  Acknowledge TfCB and the Big Lottery Fund by using the logos or written acknowledgement on publicity materials

Ø  If successful have adequate and appropriate insurance when considered necessary

Ø  Ensure that you do not discriminate in any way on the grounds of age, disability, gender or gender identification, race, religion and sexual orientation and avoid committing any act of unlawful discrimination, harassment or victimisation prohibited by the Equality Act 2015

Ø  If your group is working with children, young people or vulnerable adults, you must ensure you have an appropriate written policy and set of procedures in place to safeguard vulnerable people; and a process for undertaking DBS (Disclosure and Barring Service) checks necessary on all those individuals who are required by law or best practice have them

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| **Project Proposal** |  |
| **Location** |  |
| **Date(s)** |  |
| **Which Theme(s) set out by T4CB oes the project address?** |  |
| **5 Ways to Wellbeing**  **(Connect, Be Active, Keep Learning, Give, and Take Notice.** |  |
| **Project Aim** |  |
| **Action List** |  |
| **Marketing / Promotion** |  |
| **Participant / Volunteer involvement and recruitment** |  |
| **Partnership working** |  |
| **Cost** | |  |  | | --- | --- | | ***Service / Materials*** | ***Cost*** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total Cost** | **£** | |
| **Funding applied for / Donations from other sources (please attach evidence, including unsuccessful ones)** |  |
| **Health and Safety / Risk Assessment (including Safeguarding if appropriate)** |  |