**Innovation Fund FUNDING APPLICATION-GUIDANCE NOTES (Please read fully before completing the application)**

**Purpose of the Innovation Fund**

The purpose of the Innovation Fund is to disperse funds for sustainable community projects or ideas which provide services and products to those in recovery, their families/carers. This process can directly make financial provision for Enterprise, Employment, Volunteering, Education, Mentoring, Environmental & Social Opportunities in the Recovery Community.

It is anticipated that where the funding is supporting business ventures, the applicant will promote opportunities within the recovery community.

The Innovation Fund can assist with the provision of social enterprise initiative funding, self-employment start-ups, community groups and networks, to relieve poverty, sickness and distress amongst offenders and those in recovery from addiction and their families by the provision of advice, information, training and support in accessing employment, enterprise and community based opportunities, including volunteering.

This aids the advancement of health by the reduction or prevention of addiction and relapse for those in recovery, reduction of harm and offending. As an outcome, provides for the advancement of education, enterprise and progress of the individual, organisations and the community at large on issues of addiction, supporting sustainable recovery, reduction of harm and offending.

(The form enables the consideration of capital and revenue funding proposals for Blackburn with Darwen up to a recommended maximum of £2000 per application, though exceptions can be made dependant of situation and proposal submitted).

**Please note that Community CVS is the supervising organisation for your project and will require evaluation and performance data produced quarterly, which will be used for reporting purposes to their stakeholders. We also reserve the right to evaluate supported projects and request evidence of expenditure and outcomes.**

**Please retain receipts and property identified in the application which has been purchased with the Innovation Fund and copies of rental, hire purchase or lease agreements entered into. Property purchased unless identified in the initial funding bid remains the assets of Inspire and the Recovery Community within Blackburn with Darwen.**

**Membership of Innovation Fund Grant Panel**

The Innovation fund process comprises of the Innovation Fund Representative who receive and screen initial applications and a Grants panel who review applications, this will consist of

* **Representative from CRI (Inspire)**
* **VOICE Service User Representative**
* **Community CVS Representative**
* **Inspire Service user Champion**
* **The Work Company Representative**

**How to Complete the Form**

Please complete all sections where required, and sign the declaration. Please note that the information disclosed in the application may be shared with colleagues and organisations who have an interest in the Inspire Partnership by signing the declaration you consent to the sharing of this information. A copy of our Data Protection policy is available on request.

**Question 1-Name of Organisation**

Please indicate whether you’re a sole trader, partnership, limited company, registered charity and the trading name of your business/organisation.

**Question 2-Lead Contact**

Please indicate the name of the individual responsible for the work you seek to undertake and is properly authorised to sign the declaration at the end of this application form.

**Question 3-Project Geographical Coverage**

Please indicate the localities in Blackburn with Darwen your project will cover. Please note we’re unable to accept applications from outside Blackburn with Darwen postcode areas, unless work or initiative directly benefits the afore mentioned.

**Question 4-Description of Project & Duration**

Please outline what your project intends to do and how long the work will last, if applicable.

**Question 5-Financial Profile**

Provide costings against the headings, and indicate whether they’re actual or estimates. Please note that any expenditure will need to be evidenced against these headings if your application is successful.

**Question 6- Describe how you have identified the need for this project / activity and how involved service users and / or other key individuals have been in this process?**

Has your proposal been discussed with members of the recovery community? If so how was your idea received?

If you’re seeking funding to set up a business, how do you know there’ll be demand for your services? Do you have past experience of work of that type?

**Question 7- Intended 5-Ways to Wellbeing Outcomes, Benefits & Goals**

Please describe how your project will enable one or more of the following:

Connection, Being Active, Giving, Taking Notice, Learning:

Some points to consider in your responses (where applicable)-will the project provide employment? Will it create improvements in wellbeing which can be demonstrated? Will it enhance the skills and assets of the community? Will it contribute to the wider community? Will it create opportunities for engagement and contact with the recovery community? Will the outcomes be sustainable and/or create a positive legacy for the recovery community?

**Question 8-How Will the Project Create Sustainable and Long-lasting Improvements to you and/or your community?**

Will the funding enable beneficiaries to learn skills that they can utilise in the future? Will the project promote improvements in emotional wellbeing? If it’s a social enterprise have you created a business plan that demonstrates future profitability?

**Question 9a-Outcomes-What Will You Regard as a Successful Outcome to Your Project and How Will You Demonstrate Effectiveness?**

It’s essential that you have a clear plan of what you intend to achieve and how you will monitor and record delivery of your services. Your Innovation Fund Representative will be able to help in putting together a simple framework.

For example, how many service users or members of the community have you engaged with? How often? Have you asked them for feedback on your services? If you’re a social enterprise, how many customers have you acquired? Are you generating more income than the costs to you of your services? How are you performing against the objectives set in your business plan?

**Question 9b-How will your project or initiative involve volunteers or local residents? In what capacity will they be involved? How will they benefit?**

What roles will the volunteers undertake? And how will they and or members of the community benefit from involvement of your initiative or idea?

**Question 9c- How many volunteers will there be and how many hours is it estimated they will contribute?**

Approximately how many volunteers do you expect to be involved with your initiative or idea? How many hours they will contribute and you will measure their growth and involvement with your idea or project, are they happy to be included in the Skills Bank

**Question 10- What Will Happen to Your Project If Your Application Is Not Successful?**

Please say whether you’re project will not proceed if this application isn’t successful or would proceed on a restricted basis, if the latter please advise what aspect of your services will be reduced.

**Question 11- Banking Details**

Please provide your bank details

**Declarations -If you’re not directly involved in the delivery of the project requiring funding please declare any personal interest you have in the application, or any ways in which you are personally involved or related to those applying.**

It is important the panel are aware of any personal interest in the proposal to avoid any conflict of interest.

Please sign & date the declaration confirming your answers are true and accurate.

The completed form should be discussed with your local Innovation Fund representative at one of the outlined guidance sessions, if suitable at this stage it will be processed through to the grants panel. Prior to this if you have any questions or need any help or support you can contact your Innovation Fund Representative on 01254 583957 or alternatively email office@communitycvs.org.uk

**Enquiries will be responded to within 48 hours of contact and an appointment will be provided to see an Innovation fund Representative.**

**Theses take place every Tuesday between 11am and 2pm for applicants, it is expected that applicants attend at least one session before submission of their application form.**

**The grants panel will assess applications every first Friday and third Friday of each month and you will be advised of the outcome of the grants panel within 7 working days from the date of panel assessment with successful applications will being processed within 14 working days from the date of approval.**