

Shropshire Everybody Active Towns Application Form

Everybody Active Towns aims to help a community to become more physically active, so that everyone's daily lifestyle includes activities that get us moving. We know many people's health is at risk through inactive lifestyles, so we need to build it back into daily life. We also need to focus on those who are less active as the greatest benefit is made when those who are least active start to increase their physical activity levels.

The over-arching aim of all Everybody Active Everyday projects is to help **MORE PEOPLE, MOVE MORE, MORE OFTEN.**

N.B Do **NOT** complete this form until you have been notified that your Everybody Active Town Expression of Interest has been successful.

1. What is the name of your Project?

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2. Details of Organisation

Name of organisation:
Project Lead Contact: <i>(the person that submits the application. They are the person we can talk to about your project and can contact during office hours. Must be over 18 yr years old.)</i>
Lead contact details: Postal address: Email: Telephone number: Main email address for your organisation:
Senior contact: <ul style="list-style-type: none">• <i>Voluntary and community organisations: chair, secretary, treasurer or a senior member of your governing body</i>• <i>Companies: this must be a director or the company secretary</i>• <i>Organisations that are both a registered charity and a company: director or the company secretary.</i>• <i>Schools: head teacher</i>• <i>Parish and town council: clerk to the council</i>• <i>Health bodies: chief executive or director</i>
Type of organisation: <input type="checkbox"/> <i>voluntary or community organisation (including if you are a registered charity or company)</i> <input type="checkbox"/> <i>school</i> <input type="checkbox"/> <i>health body</i> <input type="checkbox"/> <i>not for profit business</i> <input type="checkbox"/> <i>commercial company</i>
Legal status <i>(how is your organisation constituted?)</i>

Does your group:

- Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school.

YES ☐ NO ☐

- Have at least three members on its governing body or board of directors

YES ☐ NO ☐

- 3. Who will benefit from your project?** *(Your project must directly benefit people living or working in your community. This might be a specific group or groups, ages, gender or everyone. Describe the people who will benefit directly from your project. Where do they live? Why do they need your project? How many people will benefit?)*

Pre-school

Primary school

Senior School

Adults

Older adults

Families

Other

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- 4. How will your project get more people, more active, more often?** Please give details of your project (up to 500 words). *(Explain the key elements of your project, making clear how it will help people make changes in their lifestyle so their lives are more active. What are your project targets? What activities will you deliver? Where will they take place? Who will be involved in delivering this? When will it take place?)*

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- 5. Explain how your project has been shaped so that people who are less active will benefit?** *(Remember: EAED is about 'more people, more active, more often'. It is not 'more activity for those who are already most active'. Projects must ensure they make a difference to those who are less active. Projects can include everyone in the community, but must demonstrate the focus on engaging those who are less active. Projects who are primarily focused on those who are already active will not meet the EAED aim of getting **more people, more active, more often**. If your project provides a new or additional activity for those already very active do not apply for this funding)*

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6. **Why is your project needed, and how do you know it is needed?** *(Explain how you know what the community needs and why you feel your project meets this need. How do you know people in your community want this project. How are you sure that they will take part? Who have you spoken to about your project?)*

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7. **How will you get people involved in your project?** *(give details of what you will do to ensure those you most wish to benefit will take part, how you will work with other organisations, volunteers and others in your community. How will your community know about your project? How will you reach people you want to take part? Who will you work with to help engage people in your community?)*

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8. **What difference will your project make?** *(Explain what will change as a result of your project? How will you know that you have achieved what you set out to achieve? How will you know when you have reached your project targets? What will you measure to show that your project is helping more people, move more, more often?)*

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9. **Give details of your project costs. Include any match funding, volunteer or other forms of in-kind contribution. EAED will not fund;**

- a project which is part of your normal work
- ongoing staff costs (including salaries of permanent or fixed term staff)
- activities that will happen or start before we confirm our grant (give date)
- any costs you incur when putting together your application
- day-to-day running costs of your organisation
- contingency costs
- a project which includes land or building work cost
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation or individuals
- loans, interest payments, or endowments
- political or religious activities
- a project or activities that the state has a legal duty to provide.

12. If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below.

13a) Does your organisation have any of the following:

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|--------------------------------------|-----|--------------------------|----|--------------------------|
| • a) Public liability | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| • b) Leaders' qualifications | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| • c) Affiliation to a governing body | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| • d) Other insurance | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

13b) Give details of any insurance arrangement that are included in your project

(Depending on your project activities, you may need public liability insurance or qualified leaders. Public liability insurance is required for any public events. If your project involves a sport or exercise classes, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors).

14. Your application will need to pass a technical appraisal to ensure your application meets the standard grant funding requirements, including eligibility, delivery, safeguarding, health & safety, and finance. If your project involves any of the following issues please ensure you provide the necessary details:

- land/asset owner's permission,
- planning permission
- availability of match funding,
- agreement on future maintenance (e.g equipment)

15. Summary for voting

Please provide a 200 word summary of your project. This information will be used in the Everybody Active Town vote in your community. You should make clear who is going to benefit, what you are going to do, what the money is going to be spent on, and who is going to run the project.

16. Signatures of your lead project officer

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17. Signature of senior member of your organisation

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Please submit your application to your local Community Enablement Officer

Kerry Rogers: kerry.rogers@shropshire.gov.uk

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