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| **APPLICATION FORM**  **Small Grants for Recovery Projects**  **PROJECT DETAILS** |
| Sandwell Council’s Public Health Team are inviting constituted local Voluntary and Community Sector groups and organisations (Definition [**here**](https://www.sandwell.gov.uk/downloads/download/425/definition-of-the-voluntary-and-community-sector)) to apply for Recovery Project Grants to support people who are aged 18 and over and who are recovering from drug and/ or alcohol. Grants of between £5,000 and £15,000 are available for delivery of activities from June 2025 to March 2026.  For further information and/ or to submit completed application form please email: maria\_smith@sandwell.gov.uk or lydia1\_ewins@sandwell.gov.uk  The closing date is **midday** on **|Friday 6th June 2025** |
| **PROJECT DESCRIPTION** |
| Recovery from drug and alcohol use is much more than reduced use of or abstinence from these substances, it is about improving health and well-being, building self-esteem, creating new social networks, education, volunteering, and employment.  Local organisations can support this through the provision of innovative non-clinical projects which sit beyond the traditional remit of specialist drug and alcohol treatment services. Projects should complement and not replicate what is already being delivered.  Applications should seek to meet one or more of the following objectives:   1. Improving the health and well-being of people recovering from drug and/ or alcohol use through the provision of positive activities. 2. Supporting people in recovery from drug and/ or alcohol to develop new skills. 3. Promoting community and social inclusion by reducing stigma related to drug and/ or alcohol. 4. Supporting the development of a sustainable and local recovery community.   Activities could include but are not limited to:   * Positive and meaningful activities for people in recovery such as sports, yoga, music, creative arts and film making. * Building self-esteem and supporting people to develop new skills like cooking or gardening. * Peer-to-peer support or SMART groups. * Advocacy and welfare rights support, budgeting, housing, volunteering, hardship grants. * Promoting social inclusion by engaging with the wider community to promote recovery and reduce stigma against people who experience drug and/or alcohol problems. |
| **DELIVERY PERIOD** |
| We welcome applications for projects that will run from June 2025 to March 2026, as well as shorter projects that will run for a specified duration within this time period. |
| **FUNDING** |
| Between £5,000 and £15,000 |
| **SCORING** |
| All applications will be assessed following a scoring matrix.In the interests of fairness and transparency, the complete scoring matrix that has been approved with this form is at the bottom of this document. |
| **ELIGIBILITY - Applicants must meet the following criteria:** |
| 1. The applicant is a local community or voluntary service with a constitution and bank account and able to provide a reference. 2. The proposed project is Sandwell focused, in its approach and suitable for its target audience. 3. The applicant has the necessary experience and qualifications to deliver the project. 4. The proposed project will support adults who are aged 18 and over and who are recovering from or in treatment for drug and/ or alcohol use. 5. The applicant is willing and able to make links with and work closely with adult drug and alcohol services (including Public Health, Cranstoun, other recovery projects and mutual aid groups). 6. The applicant will be pro-active in promoting the project and engaging with people in recovery from drugs and alcohol. 7. The applicant has a suitable and accessible venue in which to host the project. 8. The successful applicant can demonstrate the impact of the project via quarterly reports which will also detail financial spend. 9. The successful applicants will attend a quarterly monitoring meeting of grant holders and facilitate and attend a quarterly forum of recovery projects. 10. The successful applicants will provide a detailed end of project evaluation report, evidencing the impact of the activity, and include photographs, case studies and participant feedback. |
| **PROJECT OUTCOMES** |
| The proposal must show how it addresses one or more of the following objectives:   1. Improving the health and well-being of people recovering from drug and/ or alcohol use through the provision of positive activities. 2. Supporting people in recovery from drug and/or alcohol use to develop new skills. 3. Promoting community and social inclusion by reducing stigma related to drug and/or alcohol use. 4. Supporting the development of a sustainable and local recovery community.   You will also need to tell us how your project will contribute to at least **one** of Sandwell’s Strategic Themes:     1. Growing up in Sandwell 2. Living in Sandwell. 3. Healthy in Sandwell. 4. Thriving Economy in Sandwell   For further information follow this [link](https://www.sandwell.gov.uk/downloads/download/960/council-plan) |

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| **APPLICATION FORM**  **SECTION 1: YOUR ORGANISATION** | | | | | |
| **Unique reference number (office use only)** | | |  | | |
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| **1.1** | **Details of your Organisation** | | | | |
| Organisation Name | |  | | | |
| Address | |  | | | |
| Post code | |  | | | |
| Website | |  | | | |
| **1.2** | **Contact for this Application** | | | | |
| Name | |  | | | |
| Position | |  | | | |
| Contact Number | |  | | | |
| Email | |  | | | |
|  | | | | **YES** | **NO** |
| **1.3** | Does your organisation have voluntary or charitable status? | | |  |  |
| **1.4** | Does the organisation have a constitution and bank account? | | |  |  |
| **1.5** | Is the organisation based in or delivering services in Sandwell and has most beneficiaries from the Borough? | | |  |  |
| **IF YOU HAVE ANSWERED ‘NO’ TO 1.3, 1.4 OR 1.5, YOUR APPLICATION WILL NOT BE CONSIDERED** | | | | | |

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| **1.6** | Does the organisation restrict membership or participation to its beneficiaries for any reason? |
| **NO  YES  if ‘Yes’, please explain:** | |

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| **SECTION 2: PROJECT DELIVERY** | | |
| **2.1** | | **Please provide background details about your organisation** (e.g. aims and achievements) |
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| **2.2** | | **Delivery Experience.** Please describe your experience of delivering to people in recovery from drug or alcohol or supporting people from other vulnerable groups. |
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| **2.3** | | **Describe your proposed project** |
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| **2.4** | | **Who are the target audience?** (e.g. people who are abstinent, people accessing substance use services, people not currently accessing services, BAME groups, women, older adults) |
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| **2.5** | | **How many people will benefit from the project?** (include protected characteristics of individuals and how that will be monitored) |
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| **2.6** | | **How does your proposal address one or more of the following objectives?**  1. Improving the health and well-being of people recovering from drug and/or alcohol use through the provision of positive activities.  2. Supporting people in recovery from drug and/or alcohol use to **develop new skills.**  3. Promoting community and social inclusion by reducing stigma related to drug and/ or alcohol use.  4. Supporting the development of a sustainable and **local recovery community**. |
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| **2.7** | | **Accessibility/ Venue** Please detail where the project will be delivered and the suitability/ accessibility of the venue (e.g. transport links, facilities for people with disabilities). |
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| **2.8** | | **Tell us how you intend to deliver the project?** Including your approach, intended outcomes and capacity to deliver the services/ activities (e.g. staffing arrangements, capacity, hours of working, supervision, management) |
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| **2.9** | | **Please outline your approach to working with partners including adult substance treatment and recovery services.** |
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| **2.10** | | **How will your project contribute to at least one or more of Sandwell’s Strategic Themes listed below?** Full details can be found [**here**](https://www.sandwell.gov.uk/downloads/download/960/council-plan) |
| 1. Growing up in Sandwell 2. Living in Sandwell. 3. Healthy in Sandwell. 4. Thriving Economy in Sandwell | | |
| **2.11** | | **How will you evaluate and report on the impact and longer-term benefits of the activities/services?** How will you measure this at the end of the project? (e.g., assessment tools, action plans, progress monitoring, surveys, case studies, follow up, photographs, where necessary) |
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| **SECTION 3: MARKETING & PROMOTION** | | |
| **3.1** | **How will you promote the project to ensure you reach your target audience?** (e.g., support for travel costs, outreach, networking) | |
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**SECTION 4: FINANCE**

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| **4.1** | **Project Costs.** Please use this table to indicate what the grant aid will be spent on (e.g. salaries, activities, etc). Please give some thought as to how you will realistically spend or apportion any grant aid before completing this section. You can include details of any in-kind contribution provided by your organisation. | | | | |
| **Item** | | **Breakdown/Calculation of Expenditure Items** | Grant Amount Requested | In Kind Contribution | Total Project  Cost |
| Staff Costs (please specify-Including hourly rate)  Volunteers’ expenses (e.g. travel, etc. please specify) | |  | £ | £ | £ |
| Play Equipment/Resources | |  | £ | £ | £ |
| Premises costs  (e.g. venue hire etc. - please specify) | |  | £ | £ | £ |
| Marketing and Promotion | |  | £ | £ | £ |
| Admin costs | |  | £ | £ | £ |
| Other costs (please detail) | |  | £ | £ | £ |
| **TOTAL** | |  | £ | £ | £ |

**Project start date:** \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ **Project end date:** \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

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| **4.2** | **How does this project provide value for money?** |
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| **4.3** | **How do you aim to ensure the sustainability of this project beyond the duration of this grant?** |
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| **SECTION 5: DECLARATION OF RELATIONS** | | | |
| Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only. | | | | |
| Please include the name and details of any:   * Sandwell Council officer * Councillor * Relative * Close associate of any Sandwell Council officer or Councillor who: * Is a member of your managing body or paid staff. * Is (to your knowledge) a relative or close associate of any of your management members or senior staff. * Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding. | | |
| **Please give names and details if relevant:** | | |
| **Name** | | **Nature of involvement** |
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| **Declaration** | | |
| **I confirm that to the best of my knowledge and belief (choose one):** | | |
|  | I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application | |
|  | No Sandwell Council Officers, or elected members have any involvement in this project or application | |

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| |  | | --- | | **SECTION 6: DATA PROTECTION** | | The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.  The Data Protection Officer can be contacted at the above address and through email at:  [dataprotection\_officer@sandwell.gov.uk](mailto:dataprotection_officer@sandwell.gov.uk).  Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.  Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g. police, etc.).  You have the right to withdraw your consent at any time, should you wish to do so please contact: maria\_smith@sandwell.gov.uk or [lydia1\_ewins@sandwell.gov.uk](mailto:lydia1_ewins@sandwell.gov.uk) | |   **SECTION 7: DECLARATION OF SIGNATORY** | |
| I confirm that the organisation named in Section 1 of this application form has authorised me to sign this agreement.  I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.  I understand that any offer of grant funding will be subject to grant conditions, and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.  I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.  I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.  I understand that the funding panel’s decision is final and that there is no right to appeal. | |
| **Print Name** |  |
| **Position in Organisation** |  |
| **Signature** |  |
| **Date** |  |

**Before submitting, please check you have answered all questions, signed the form and submitted any requested supporting documentation by the deadline date.**

**Email completed form to:**

maria\_smith@sandwell.gov.uk or [lydia1\_ewins@sandwell.gov.uk](mailto:lydia1_ewins@sandwell.gov.uk)



**Funding will be awarded to projects, from the top scorers downwards to a total of £150,000 which is the cut-off point regardless of scores.**

**07th May 2025**