



Moseley Community Alcohol Partnership 2013-14

Moseley U decide PROJECT APPLICATION FORM

Project Name	Awareness, Capacity & Outreach in Moseley (ACOM)		
Contact Name	Cath Gilliver		
Organisation Name	SIFA Fireside		
Organisation Address (Including postcode)	48-52 Allcock St, Digbeth, Birmingham B9 4DY		
Is this a private address	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Tel No.	0121 766 1700	fax	0121 771 4666
Email	cathgilliver@sifafireside.co.uk		

1. What is the status of your group/organisation? <i>(Please tick all that apply and expand the box as required)</i>			
Registered Charity x Community Group Company x	Voluntary Organisation x Tenants Association Other, please specify		
If a charity, please give the charity number ...1049728.....			
Does your organisation hold any financial reserves? Yes			
If Yes, please give information as to how much is held and what these reserves are for: £123,021 (12.5% of budgeted expenditure for 2013/14): these are unrestricted and undesignated funds reserved to meet the working capital requirements of the charity in the event of a significant drop in income.			

Projects working with children, young people or vulnerable adults must have a safeguarding policy that explains how the organisation will make sure they will be safe. Staff and volunteers are also required to have up to date D&B (Disclosure and Barring) checks.	
<ul style="list-style-type: none"> • Does your organisation have a safeguarding policy? YES • Do your staff/volunteers have up to date D&B checks? YES 	



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Please note evidence of D&B checks will need to be provided if your project is taken forward.

Depending on the nature of your project, you may require public liability insurance.

Does your organisation have public liability insurance? **YES**

If yes, how much cover do you have? £10,000,000

If you don't have this cover, please explain why?

2. Please list which of the “Moseley U decide” objectives you will be delivering.
(see the guidance notes attached to this form)

This Awareness, Capacity & Outreach in Moseley (ACOM) project would deliver the following objectives

1. Build the capacity of local residents, community groups and traders to understand how to manage difficult situations involving street drinkers in 2014 and beyond.
2. Deliver local surgeries for street drinkers and beggars living in rented accommodation to find support and advice from specialist agencies in the City.
3. Co-ordinate and deliver outreach work that will lead to the greater use of support services by local street drinkers and beggars.
4. Engage local residents, school children and traders in the education of others about the problems associated with alcohol dependency.

3. What do you plan to do with the Moseley CAP grant you are seeking?
(Expand these boxes as required. Please keep your response to a 400 word maximum)

This project has three key strands:

- (i) **To raise awareness of alcohol misuse and dependency among young people locally:** this would be achieved through three workshops in local schools and youth groups, delivered by accredited trainers from our in-house Alcohol Recovery Team. The workshops would aim to challenge assumptions, facilitate a more in-depth understanding of the issues and raise awareness of the support available, especially that is relevant to young people.
- (ii) **To build the capacity of local residents and traders to understand how to manage and respond to the difficult situations** that can arise from street drinking and aggressive begging: this would be achieved through three separate workshops delivered by accredited trainers from our in-house Alcohol Recovery team. This would equip people to feel more confident in dealing with some of the difficult situations that arise and help them to move forward in a more constructive way and to know the appropriate channels for immediate and longer-term advice and assistance. It will help a more consistent and constructive approach to responding to the problems of street drinking and begging.

The above draws on our experience of delivering similar training to individuals and agencies elsewhere in the city and which we would like to deliver in Moseley to support the Community Alcohol Partnership.

(iii) **To deliver additional outreach work over one day a week, which will include a weekly half-day advice surgery** to ensure that street drinkers (and their families and friends) in Moseley can access support from specialist agencies, including on accommodation, alcohol recovery, mental health, and money advice. This builds on our existing alcohol outreach work in Moseley and will allow us to deliver brief interventions to more people; and refer into services; but also to provide advice surgeries for all those affected by street drinking in a confidential setting. We will seek a suitable office/room for the surgery, which will be provided by a local agency in Moseley. The aim is to provide a specific point of contact for all those affected, that is more appropriate and more effective in the longer term than calling the Police.

4. Please tell us what evidence you will gather to demonstrate that your project has been a success? *(Expand these boxes as required but please keep your response to a 400 word maximum)*

The success of the project will be measured in a number of ways, using both quantitative and qualitative measures.

(i) The workshops with young people will incorporate structured feedback through discussion at the end of each workshop as well as through evaluation sheets given out after the sessions to be completed anonymously; this will indicate increased levels of awareness as well as serve to recap the key learning points. Feedback will also be sought from teachers and youth workers. We will also encourage and advise on follow up discussions between teaching staff and youth workers to consolidate and build on the learning in the workshops.

(ii) The workshops on dealing with difficult situations arising from street drinking and aggressive begging will also include structured feedback from participants, both through discussion but also anonymous feedback. And requests for follow on sessions or sessions for other groups will also be seen as a measure of success.

The above feedback will inform the workshop leaders of any adjustments needed in subsequent workshops. Numbers attending the workshops will also be part of the measure of their success.

(iii) The outreach work will be evaluated based on the number of people who are assessed, who receive a brief intervention, and who are signposted or referred to support services as an alternative to being on the street. Any ongoing work received on a case management basis will be evaluated using the Outcomes Star measurement tool, where individuals can assess how they have progressed as result of ongoing support. The advice surgeries will be evaluated on the numbers who attend; the 'client' group take-up (e.g. street drinker, rough sleeper, family/friend, resident, trader, agency); the nature of the referral pathway and feedback from

partner agencies.

The project will be monitored on a weekly basis and an evaluation report will be submitted to Moseley CAP at the end of the project.

5. Please explain what positive difference will your project have?

(Expand these boxes as required but please keep your responses to a 300 word maximum)

We believe the ACOM project will achieve the following positive differences:

- (i) Awareness raising workshops with young people: Raise awareness of alcohol and related issues among young people at an age when they are likely to start drinking socially; it will encourage them to think about safe drinking, to understand consequences of excessive and regular alcohol consumption, to know where to seek help and how to support for their peers who may encounter difficulties relating to alcohol.
- (ii) Capacity-building workshops: these will help people develop strategies for dealing with people presenting as street drinkers or who are begging aggressively, so that the immediate situation can be resolved with the minimum upset; it will inform people of the support they can call on appropriate to a situation and will encourage more informed and more confident response. It will also strengthen networks in Moseley among the participants.
- (iii) The outreach work and advice surgeries will in the short term refer people to relevant support agencies and will reduce rough sleeping and antisocial behaviour; and in the medium term help people to tackle the issues that lead them to street drinking and to aggressive begging; and reduce the numbers doing this in Moseley. We aim to support people to find a healthier and more stable lifestyle. Importantly this project will provide a specific point of contact for people affected by alcohol misuse, street drinking and aggressive begging, that can then refer people for further support.

We also believe that all three strands will facilitate better understanding and communication between stakeholders – residents, traders, agencies and people on the streets - and this will lead to faster and more appropriate responses to any problems and encourage speedier referrals to support people; this will in turn lead to a reduction in street drinking, anti-social behaviour and begging.

6. Please tell us the period in which your project will run including a start and end date.

Mon 10th Feb 2014 – Fri 27th June 2014 (20 weeks)

PROJECT FUNDING

7. Please advise of any other organisations supporting your application and indicate whether any funding has been committed by these organisations.

Organisation Name		Please confirm whether funding is approved, waiting decision or that non financial support is being provided.
SIFA Fireside	£ 400	Approved / non-financial – value of office space for one day x 20 weeks
Partner agency tbc	£ 400	Estimated value of office space to hold surgeries / Awaiting Decision
	£	Approved / Awaiting Decision or other support (non-financial)
Total – Other funding sources towards your project	£ 800	
Total – funding being sought from Moseley CAP	£3530	
Total funding required for your project	£4330	

YOUR PROJECT COSTS			
8. Please provide a breakdown of your project's costs			
Please note this should be a breakdown of the total project costs and not costs just for one ward (if you are applying to a number of wards).			
Actual costs	£	value of match funding cash or in kind	£
Employees (salaries & overheads)	1830		1830
Administrative expenses	200		200
Office costs		800 (staff member base; and surgery at partners agency)	800
Equipment			
Printing	200		200
Training	1200 (six workshops @ £200 per workshop incl. materials)		1200
Travel	100		100
Other (1)			
Other (2)			
Other (3)			
Total project costs			£4,330
Total match funding			£ 800

9. What will happen to your project when the grant is spent? (Funding can only be approved for use until the 30th June 2013 – 200 words please)

The workshops will have achieved raised awareness and increased capacity that will contribute to the ongoing sustainability of the aims of the project.
The outreach work will return to its current level of two days a week prior to this funding; but we will seek joint funding with partner agencies to continue the advice surgeries and adapt them according to feedback and evaluation.

10. We expect projects to be open to all who want to be involved. If your project seeks to improve things for any particular section of the community, please use this space to tell us who and why (200 words please).

We seek to improve the situation for all residents and traders in Moseley, but specifically hope to contribute to awareness of alcohol among young people in the area. We also particularly aim to support marginalised adults who are street drinking or rough sleeping and support them to services that will help them achieve a healthier and more stable life.

11. Along with your completed application form, please also send to us a copy of the following documents:

- Your organisation's constitution
- Your organisation's most recent audited accounts. If you do not have accounts a copy of a recent bank statement for your organisation.
- A copy of your safeguarding policy
- A copy of your public liability insurance document
- A copy of your equal opportunities policy



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Contact Name	Cath Gilliver	Signature	
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Role in the organisation	Chief Executive	Date	7 th January 2014
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Details of grant payments to voluntary and community sector organisations are published on the Moseley Community Development Trust website – www.MoseleyCDT.com

By submitting this application, you are agreeing that your details will be published, should your application be successful.



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GUIDANCE FOR COMPLETING THIS APPLICATION FORM

Birmingham City Council has received funds from the Government's Department for Communities and Local Government to tackle problems arising from street drinking and begging in Moseley. Moseley Community Alcohol Partnership is reliant upon these funds.

Generally, any properly constituted organisation may submit a project application. Individuals may not apply. Moseley CAP has £13,000 to distribute to local organisations who can help progress the objectives listed above. We anticipate high demand for these funds and so cannot guarantee every applicant will receive funding. Local people and community groups are behind the delivery of this grant program and will help shortlist projects that will be presented at a public meeting where residents by public vote will make the final decision on the projects presented to them.

Before applying for funds from Moseley CAP you should ensure that you have a copy of the application form and read through these guidance notes, so you can ensure that you are providing the information required. You should also ensure that you understand the background to the Moseley CAP and its priorities. If you don't look, at Moseley Community Development Trust website for information about the Moseley CAP.

QUESTION 1

Please identify your project's name - try and capture the main aim of your project in the name you choose.

Please provide a contact name, your organisation name and address and contact details. The information required is self-explanatory. Please ensure that you indicate whether the address you have included is a private address. **Your email address is important – most communication around this process will be by email.**

Please ensure that your contact person also signs the form. If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to Moseley Community Development Trust, The Moseley Exchange, 149-153 Alcester Rd., Moseley, Birmingham B13 8JP or by email to administrator@MoseleyCDT.com

Please give details about the status of your group/organisation and if you are a registered charity please provide your charity number.

In order to make an informed decision we will need to know about your current financial position. You will be asked to provide a copy of your organisation's most recent audited accounts (or bank statement for smaller groups) but you also need to provide details of any current reserves your organisation holds and any further information regarding these reserves, for instance what they will be used for.

Projects working with children, young people or vulnerable adults must have a safeguarding policy in order to explain how the organisation will ensure that they will be safe. Staff and volunteers are also required to have up to date D&B (Disclosure and Barring) checks.

Please indicate if your organisation currently has a safeguarding policy and if your staff / volunteers have up to date D&B checks. If your project requires Disclosure and Barring checks, you will need to provide evidence if your project is taken forward by the Moseley CAP. If you have any enquiries regarding safeguarding please contact Birmingham City Council Safeguarding Boards for children / adults.

The nature of your project may require you to have public liability insurance. Please indicate whether your organisation currently has public liability insurance. If you are unsure whether you require public liability insurance for your project please contact Moseley Community Development Trust who will be able to advise you.

QUESTION 2

Objectives for the Moseley U-decide project

To maintain low numbers of street drinkers and beggars, the Moseley CAP plans to deliver the following objectives in year two

5. Build the capacity of local residents, community groups and traders to understand how to manage difficult situations involving street drinkers in 2014 and beyond.
6. Deliver local surgeries for street drinkers and beggars living in rented accommodation to find support and advice from specialist agencies in the City.
7. Co-ordinate and deliver outreach work that will lead to the greater use of support services by local street drinkers and beggars.
8. Engage local residents, school children and traders in the education of others about the problems associated with alcohol dependency.
9. Secure resources to allow the continuation of the Moseley CAP.
10. Produce a digital record of the Moseley CAP project and the lessons learnt.

You may wish to consider the following project examples:

- An evening outreach services in the Moseley.
- Health and advice surgeries for street drinkers and beggars in Moseley
- An alternative giving scheme, to help street drinkers and beggars in Moseley.
- Workshops in community venues, schools or youth centres.
- A digital storytelling project.
- A fundraising strategy for Moseley CAP

QUESTION 3

Please tell us about your project including identifying why it is needed and which objective it will be trying to progress. You should refer to Moseley CAP objectives for this fund to ensure that your project meets at least one of them. Please identify what activities you will be delivering, you may wish to include SMART objectives.

QUESTION 4

We will need evidence from you to show that you have successfully delivered your project's aims and objectives. We need to understand how you will do this and what you will measure.

QUESTION 5

It is important that it is clear what difference your project will make (your outcome). When describing your outcome use words that indicate change.

QUESTION 6

Please tell us what period your project will run including an end date.

Please note if your project is approved funding cannot be provided for costs prior to the date of approval and your project should be completed by the 30th June 2014. Please consider this when identifying the period in which Moseley CAP funding would be supporting you project.

QUESTION 7

Please tell us how your project will be funded including details of any other organisations involved.

Please list any other organisations that are supporting your application and include details of any funding that is being committed from these organisations. For any funds detailed it is important to identify whether this funding is fully approved or whether you are waiting for a decision from the organisations listed. The other organisation might be a department of the City Council; another funding sources such as the lottery, or another public service agency such as the local police.

Please note if you have identified that funding has been secured from another source you will need to supply written evidence of this along with your application.

QUESTION 8

Please provide a breakdown of your project's costs. Please ensure that this is completed for the total cost of your project. When your application is submitted we need to assess the overall financial viability of your project. We therefore need to be able to see that the funding you are hoping to receive from the Moseley CAP, along with funding from any other sources, is enough to cover the full costs of your project. *Please note, that we anticipate that the majority of awards will be up to £5000 (unless there are exceptional circumstances that merit a larger amount being awarded to a project).*

You should show how you intend to use any funding, for example, whether it is for staff wages or equipment etc. You are not strictly bound by the amounts in this budget breakdown at this stage as they can be fine-tuned later when a more detailed evaluation is undertaken on your proposal's financial feasibility.

QUESTION 9

Tell us about what will happen to your proposal once your funding is spent. You should explain fully what will happen to your project after the 30th June 2014 and what will happen to any staff and equipment. If the project is to last longer we want to know how you intend to make this happen.

QUESTION 10

If your application seeks to improve things for a particular group please use the space on this page to identify which groups you are aiming to reach. You could also include some brief details here on the barriers that that you are trying to overcome.

QUESTION 11

To qualify for grant aid you will need to supply supporting documentation such as your organisation's constitution, a statement of organisation's most recent audited accounts (or your organisation's bank statement for smaller organisations), a copy of your safeguarding policy, equal opportunities policy and proof of public liability insurance if applicable.

We strongly advise you to supply these documents when returning your application. If you are not able to provide these with your application form please contact Moseley Community Development Trust.

Please ensure that your contact person signs the form and gives details about their role in the organisation. Please date the form.

If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to Moseley Community Development Trust.

WHAT HAPPENS NEXT

Once completed, your form should be submitted to Moseley Community Development Trust, who, along with local community representatives, will check that your application satisfies the information covered in this guidance. If your project meets the priorities of the Moseley CAP, it will be considered in more detail. If it is felt that your project will benefit Moseley it will then progress to the public meeting for further scrutiny by residents. You may be contacted for further information before the public meeting.

The selection panel will use the following criteria during the assessment process:

- The applicant should be formally constituted?
- How many of the U-Decide objectives does the project address?.
- The project must be completed by the 30th June 2014. So is the project effective when street/drinkers and beggars are present?
- Has any necessary match funding been secured?
- Does the project add value to what already has been delivered in year one?
- What evidence has been provided that the project is likely to succeed?
- Does the project duplicate or complement any of the existing Moseley CAP's partners work?
- Can the project become sustainable?

If your project does not receive a successful assessment it will not be taken forward and you will be informed in writing. However, it may be possible that your application could be strengthened by combining with another applicant to develop a project that meets our



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criteria. If this is the case, we may recommend that you apply again within a short timescale.

If your project is successfully assessed it will be taken forward to the public meeting and vote. You will be required to present your proposals at this meeting to local residents.

If you're application is successful you will be informed by Moseley Community Development Trust who will advise you on the best way to take the project forward.

1. A successful application may be taken forward by the issuing of a grant under the Moseley CAP's Conditions of Grant Aid (COGA).
2. Moseley Community Development Trust will send you the COGA for completion by your organisation – by signing this document your organisation will be agreeing to accept the grant on the terms and conditions set out in the COGA.
3. When all required assessments have been completed and all necessary documentation has been received, including a signed COGA, Moseley Community Development Trust will arrange for the release of the funds for your project.
4. You will be required to complete a Project Certification and Claim Form which will confirm that your project has been completed in accordance with your approved application.
 - You will be asked to attach evidence (copies of receipts/invoices) of the total expenditure incurred.
 - You will be required to provide evidence that your project has carried out the activities detailed in your application and that you have achieved the project outcomes you identified.
 - You will certify that all expenditure has been incurred in accordance with the approved project and all project objectives have been achieved.

 - Completion of the Project Certification and Claim Form will enable the payment of any outstanding funding to be released.

 - If sufficient evidence cannot be provided then Moseley CAP reserves the right to demand repayment.
5. You may be called upon at any point during the project's implementation to provide a report covering the project's progress and any other successes or achievements. The report should be preferably supported with any photographs of the project in action.