**Minster Community Chest**

**Application Form**

**2023 – 2025**

Section 1: About your Group/Organisation

|  |  |
| --- | --- |
| **Name of Group/**  **Organisation** |  |
| **Main contact** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |
| --- |
| **Please provide a short summary of the aims of your organisation:** |
|  |

Section 2: About the project

|  |
| --- |
| **Project Title:** |
|  |

|  |
| --- |
| **Project Summary:** |
| Main Aim:  What will this Achieve: |

|  |
| --- |
| **How does your proposed project support the following Ward priorities and benefit your community?**  **Minster Ward priorities:**   * *Bringing Shops back Into Use* * *Improving Health & Equality* * *Improving Life Opportunities* * *More Connected Community* * *Improving Open Spaces*   *Please list which ward priorities your project will address* |
|  |

|  |
| --- |
| **Area covered by the project?** (Is it a particular street, estate, catchment area or the whole area) |
|  |

|  |  |
| --- | --- |
| **What is the start date for the project and when will it be completed?**  Must be delivered by March 2025 | |
| **Start Date:** | **End Date:** |

|  |
| --- |
| **Do you need statutory permission (usually Planning or Landowners Permission) for your project? If so, who will make the application and how long will it take to obtain permission?** |
|  |

Section 3: The Local Community

|  |
| --- |
| **How have you reached out to the community to demonstrate a need for this project?** |
|  |

|  |
| --- |
| **How many people will be involved with organising and running the project?** |
|  |

|  |  |
| --- | --- |
| **What will their role be?** (Tick all that apply) | |
| Development roles (e.g. coaching and training) |  |
| Manual roles (e.g. gardening, clean-ups, maintenance) |  |
| Marketing and promotion |  |
| Coordination and planning (e.g. event organising) |  |
| Creative roles (e.g. script writing, performing, directing) |  |
| Fundraising |  |
| Social support, advocacy and advice (e.g. befriending) |  |
| Other (please specify) |  |

|  |  |
| --- | --- |
| **How will the Neighbourhood benefit?** (Tick all that apply) | |
| An improved physical environment |  |
| An improved arts and cultural scene |  |
| Better health and wellbeing of residents |  |
| A safer community |  |
| A more connected, cohesive and proud community |  |
| More skilled and confident residents |  |
| Improved community facilities |  |
| A better local economy |  |
| Reduced unemployment or underemployment |  |
| More things to do and places to go |  |
| Other (please specify) |  |

Section 4: Project budget

|  |  |
| --- | --- |
| **Does your group/project have a bank account?** (please circle)  **(This is a requirement of the grant)** | |
| **Yes** | **No** |

|  |  |
| --- | --- |
| **Total project budget? (for this phase)** | £ |
| **How much are you applying for?** | £ |
| **Breakdown Activity Description** | Cost £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

|  |  |
| --- | --- |
| **What is the volunteer contribution to the project?** | |
| 1. Number of volunteers expected to be involved in the project? |  |
| 1. Number of hours each volunteer is expected to contribute to the project? |  |
| 1. Total number of volunteer hours expected to be contributed the project? = **(a) x (b)** |  |
| Total volunteer contribution = (c) x volunteer rate of £13.70ph |  |

|  |  |  |
| --- | --- | --- |
| **Please select below what items or resources are being offered in kind/for free?** (Please select all that apply) | | |
| **DESCRIPTION** | **UNIT** | **COST** |
| Training and development |  |  |
| Staff, workers or volunteers |  |  |
| Equipment e.g. computers, sports kit, gardening tools |  |  |
| Providing management at no cost |  |  |
| Marketing and publicity materials |  |  |
| Room or venue hire |  |  |
| Other (please specify) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

|  |
| --- |
| **How does your project represent good value for money?**   * Who benefits from your project? * Thinking of a problem in your area how does this make a difference in people’s lives? * If possible, show different quotes to prove value for money. * List in kind services and materials |
|  |

|  |
| --- |
| **How will you know if your project, activity or event has been successful?**  (If your application is successful would you be willing to produce a report or present to the Neighbourhood Board) |
|  |

**Board Approval:**

**……………………………………….**

**Name:……………………………….**

**Date: ………………………………..**

**Signature:………………………….**

**Signed : ……………………………….**

**Name: ………………………………..**

**Designation: ………………………..**

**On behalf of: ………………………**

**Date: …………………………………**

|  |
| --- |
| **OFFICE USE ONLY** |

|  |
| --- |
| **How does the project help meet the outputs/objectives of the UKSPF (See Appendix 1)** |
|  |

**Appendix 1 – UKSPF Outputs/Outcomes Definitions**

|  |  |  |
| --- | --- | --- |
| **Output Name** | **Definition** | **Notes** |
| Amount of public realm created or improved | The total square meterage of public realm that is created or improved. - Public realm means the spaces between and around buildings that are publicly accessible, including squares, courtyards and streets. - Created means new public realm, 'improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. - Improved means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. - This indicator should not include parks and green/blue space, for which there is a distinct and separate indicator. | Places should maintain an understanding of the individual contribution of 'realm improved' vs. 'realm created' where relevant, so that the indicator can be disaggregated if required. |
| Amount of low or zero carbon energy infrastructure completed | The total square meterage of space containing low or zero carbon infrastructure completed. This may be within existing residential units, non-domestic buildings or other buildings. - A residential unit means a home to a ‘household’, defined in the 2011 Census as being: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’. This includes houses, bungalows, flats, and maisonettes.  - A non-residential building means any building that is not used as permanent or semi-permanent accommodation. This includes, but is not limited to: hospitals, universities, hostels, hotels, retail, and offices.  - Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy. - Completed means physical completion of the low or zero carbon infrastructure and the space is ready for occupancy immediately. | Places should maintain an understanding of the individual contribution of 'residential units' vs. 'non-domestic buildings' vs. 'other' where relevant, so that the indicator can be disaggregated if required. |
| Number of low or zero carbon energy infrastructure installed | Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other. - A residential unit means a home to a ‘household’, defined in the 2011 Census as being: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’. This includes houses, bungalows, flats, and maisonettes.  - A non-residential building means any building that is not used permanent or semi-permanent accommodation. This includes, but is not limited to, hospitals, universities, hostels, hotels, retail, and offices.  - Low or zero carbon energy infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy.  - Completed means physical completion of the low or zero carbon energy infrastructure and the space is ready for occupancy immediately. | Places should maintain an understanding of the individual contribution of 'residential units' vs. 'non-domestic buildings' vs. 'other' where relevant, so that the indicator can be disaggregated if required. |
| Number of decarbonisation plans developed as a result of support | An organisation as a result of support produces a decarbonisation plan, or enhances an existing decarbonisation plan. | NA |
| Amount of land made wheelchair accessible/step-free | The total square meterage of public space made wheelchair accessible/step free as part of UKSPF interventions. - Wheelchair accessible/step-free means land having facilities required for wheelchair users to be able to navigate without the use of stairs or escalators. These include, but are not limited to: provision of dropped kerbs, ramps lifts, etc. | NA |
| Number of organisations receiving grants | Number of organisations receiving grants.  Organisations here will either be: - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid. | NA |
| Number of households receiving support | Number of households receiving support to reduce the cost of living. - A ‘household’, as defined in the 2011 Census is: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’, includes houses, bungalows, flats, and maisonettes.  - Support is provision that helps reduce the burden of the cost of living. | NA |
| Number of households supported to take up energy efficiency measures | Number of households that have received support to take up energy efficiency measures. - A ‘household’ as defined in the 2011 Census is: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’, includes houses, bungalows, flats, and maisonettes. - Energy efficiency means any measures which could improve a household Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. | NA |
| Number of neighbourhood improvements undertaken | Number of neighbourhood improvements undertaken. Neighbourhood improvements mean:  - Improvements to existing, community and neighbourhood infrastructure projects. - Improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces, e.g. improvements to a canal towpath, improving access to existing parks.  - Improvements to the design and management of the built and landscaped environment to ‘design out crime’, e.g. improvements to streetlighting and installation of new CCTV.  - Other improvements to active travel infrastructure.   If an output is already recorded through another indicator using the same unit of measurement it should not be counted here as well. For example, the number of footpaths improved should not also be recorded here. However, it is fine to count the number of improvements to green space in this indicator as only its square meterage was recorded in another indicator. | NA |
| Number of amenities/facilities created or improved | The number of new amenities/facilities created or improved. - Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets.  - Created means the amenity/facility did not previously exist. - 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.  If amenities/facilities are counted as being improved or created in another output indicator (e.g. number of cultural assets supported/created) they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition. | Places should maintain an understanding of the individual contribution of amenities/facilities 'improved' vs. 'created' where relevant, so that the indicator can be disaggregated if required. |
| Number of local events or activities supported | Number of local events or activities supported. An event refers to planned activities. These should fall into the below categories: - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.  - Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action. | NA |
| Amount of green or blue space created or improved | The total square meterage of green or blue space completed or improved. - Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children’s play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm". - Created means physical creation of a green or blue space that did not exist previously and the space is open to the public.  - Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning. | Places should maintain an understanding of the individual contribution of 'space created' vs. 'space improved' where relevant, so that the indicator can be disaggregated if required. |
| Number of trees planted | Number of new trees planted by project.  - Other than a nursery site, this does not include established trees being replanted from other sites. | NA |
| Number of Tourism, Culture or Heritage assets created or improved | Number of new tourism, cultural or heritage assets completed or improved. - Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities. - Heritage assets mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE). - Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location. - Created means the tourism, cultural or heritage asset did not previously exist. - Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities.  If assets are counted as being improved or created in another output indicator (e.g. number of facilities supported/created) they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition. | Places should maintain an understanding of the individual contribution of 'cultural', 'heritage' and 'tourism' spaces or assets 'created' vs 'improved', where relevant, so that the indicator can be disaggregated if required. |
| Number of volunteering opportunities supported | Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. | NA |
| Number of projects successfully completed | The number of individual projects completed in the last 6 month period. - Completed means that all project activities have been completed and all further contractual obligations have been met. | NA |
| Number of people reached | Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.: - Energy efficiency improvements - those living or working within the treated premise. - Engagement schemes - those directly engaging (e.g. reading, viewing, attending). - Direct impact should only be recorded where it can be done so robustly. | NA |
| Number of people attending training sessions | Number of people attending training sessions.  -Training sessions include, but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills. | NA |
| Number of feasibility studies developed as a result of support | An organisation as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. | NA |

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome Name** | **Definition** | **Notes** | |
| Jobs created as a result of support | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.  - New means it should not have existed with that employer before the intervention. - Created jobs exclude those created solely to deliver the intervention (e.g. construction).  - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek | | NA |
| Increased footfall | Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month).  Reporting will also facilitate the option to report a decrease metric. | | NA |
| Increased visitor numbers | The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.  Reporting will also facilitate the option to report a decrease metric. | | NA |
| Number of vacant units filled | The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.  - Residential unit means a dwelling unit for residential use and occupancy, and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household. - Vacant means that the unit is not occupied and is empty. The geography that the measurement relates to should remain the same over time. The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible. | | Places should aim to record, where possible, the total number of residential or commercial units within the measurement area and the total number of vacant properties |
| Estimated Carbon dioxide equivalent reductions as a result of support | Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.  The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.  Reporting will also facilitate the option to report an increase metric. | | NA |
| Improved perceived/experienced accessibility | The number of individuals who report perceived/experienced accessibility as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the perceived/experienced accessibility previously existed and isn't new). Measurement should directly relate to the change perceived/experienced through the UKSPF project (e.g., the building impacted). Accessibility refers to public space having facilities required for disabled pedestrians. These include, but are not limited to: the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts. Reporting will also facilitate the option to report a decrease metric. | | If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size. |
| Improved perception of facilities/amenities | The number of individuals who report their perception of facilities/amenities as good or very good. As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e. the perception of facilities/amenities existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities/amenities impacted). Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric. | | If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size. |
| Increased users of facilities/amenities (numerical value) | Number of users | | The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric. |
| Improved perception of facility/infrastructure project | The number of people who report their perception of the facility/infrastructure project(s) as good or very good. This means projects aiming at improving or creating facilities and infrastructure. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new).  Reporting will also facilitate the option to report a decrease metric. | | If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size. |
| Improved perception of safety | The number of individuals who report their perception of feeling safe as being either safe or very safe. Perception of safety means the condition of feeling protected from danger, risk, or injury. Reporting will also facilitate the option to report a decrease metric. | | If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size. |
| Neighbourhood crimes | Decrease in number of neighbourhood crimes reported within a specified area. - Neighbourhood crime include domestic burglary, theft from the person, robbery and vehicle crime.  The geography over which a neighbourhood is measured, and hence data is collected, should remain consistent throughout.  Reporting will also facilitate the option to report an increase metric. | | NA |
| Improved engagement numbers (numerical value) | Number of people | | The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.  What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns. Reporting will also facilitate the option to report a decrease metric. |
| Number of community-led arts, cultural, heritage and creative programmes as a result of support | Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage. | | NA |
| Improved perception of events | The number of individuals who report their perception of the event(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the event existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the event impacted). Events mean activities enabling people to gather, undertake an activity and share knowledge. They include, but are not limited to: conferences, sports tournaments, and educational courses. Reporting will also facilitate the option to report a decrease metric. | | If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size. |
| Number of volunteering opportunities created as a result of support | The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. | | NA |
| Increased take up of energy efficiency measures | The increase in number of households taking up energy efficient measures following support. - A ‘household’, as defined in the 2011 Census is: ‘one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area’, includes houses, bungalows, flats, and maisonettes. - Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this.  Reporting will also facilitate the option to report a decrease metric. | | NA |
| The number of projects arising from funded feasibility studies | The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. | | NA |
| Premises with improved digital connectivity as a result of support | The number of supported premises where the broadband speed accessible is increased. - Premises means a house or building, together with its land and outbuildings. | | NA |