

General Guidance Notes For Those Applying For Funding 2010-2011

Please read these guidance notes carefully before considering making an application to this improving health and well being funding programme.

Introduction

The Public Health Agency (PHA) is making available some money to support voluntary, community and statutory organisations in developing and providing initiatives aimed at improving health and well being and which address activities set out in the Western Drugs and Alcohol Co-ordination Teams Action Plan 2009-2011. Please note these awards will be made on a non-recurrent basis. Applications will only be accepted from statutory organisations that demonstrate clear partnership working with the community or voluntary sector.

The Western Drugs and Alcohol Co-ordination Team (WDACT) is a local interagency partnership with lead responsibility for the local implementation of the New Strategic Direction for Alcohol and Drugs (NSDAD) 2006-2011. The Team is charged with helping to co-ordinate strategies and services throughout the statutory, voluntary and community sectors in the Western Health and Social Care Trust (WHSCT) geographic area.

The WDACT is committed to keeping alcohol and drug users, their families and carers and the wider community informed about issues in the alcohol and drug field. The Team endeavours to encourage input, promote collaboration and co-ordination between individuals, groups and agencies and the community at large in addressing alcohol and drug related issues.

Types of Award

Proposals are up to a maximum value of £5,000 (minimum amount £500)

NB. For all types of funding offered under these themes through this programme, money received must be spent before the 31 March 2011.

You can apply for a grant if:

- You are a non-profit making group from the Community / Voluntary sector.
- You have adopted a constitution and or articles and memorandum of association.
- You have a bank or building society account in the name of your group.
- You enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). These must be signed as approved by an office-holder.
- You can spend the funding before the end of the financial year (31 03 11).
- Your proposal addresses outcomes identified in the WDACT Action Plan 2009/11 and/or regional "Addressing Young People's Drinking in Northern Ireland Action Plan".
- Your proposal demonstrates local community involvement.
- Your project is delivered within the WHSCT geographic area.

Priorities

As advised in the advertisement, while the programmes are open to all relevant groups throughout the western area, priority will be given to groups and proposals targeting the top 25% most disadvantaged ward areas in the WDACT area.

What we won't fund:

Examples of what we do not fund include:

- Building costs
- Retrospective applications.
- Work carried out prior to the approval of the funding.
- Loan repayments.
- Activities that do not fit within the advised themes.
- Unreasonable costs.
- Capital Expenditure.

Making an Application

Applications must be completed using the PHA/WDACT Application Form.

No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form.

All required accompanying documentation (including your constitution, your signed recent annual accounts) as advised must be supplied in order for the application to be considered complete. Without this the application will be deemed ineligible and will not be considered for funding.

Additional Information

It is anticipated that the assessment of applications will be completed and decisions issued by week commencing 26 April 2010. The Letters of Offer to successful applicants will include a number of binding conditions, which will effectively operate as a contract, under which the project / initiative should be operated.

Authorised Signatures

Please ensure two duly recognised officers in your organisation sign the application form. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful.

Closing date

Applications must be received in hard copy only on or before 4pm on Friday 12th March 2010.

Forward completed applications to the:

Western Drug and Alcohol Co-ordination Team

Public Health Agency

Anderson House

2nd Floor

Market Street

Omagh

County Tyrone

BT78 1EE

A local workshop will be held for potential applicants to advise and to explain the application process. To register and/to gain further information on the workshop please contact Colleen on 028 8225 3950.