

## 'Lease of Life' Small Grants Fund – Guidelines for applicants

**How do we know if we are eligible?** In order to qualify for an award, you must be sure that:

- The majority of those who will benefit from an award are aged 55+.
- You have a commitment to improving the lives of older people through greater participation in physical activity.
- You are located within Wiltshire.
- You have a responsible management structure that involves older people.
- You have a bank account.
- You do not discriminate against anyone on grounds of race, ethnicity, gender, marital status, religion or sexual orientation.
- Your main objectives and activities are **not** aimed at increasing the membership of a particular political party or religion.
- You are willing to complete any monitoring process requested.

N.B. Awards will **not** be made to individuals, or for work usually undertaken by statutory agencies (e.g. the local council or health authority).

### Can you give us an idea of what sort of things we can apply for?

Applications are open to any group that meets the criteria above **and** is actively engaged in promoting/increasing physical activity levels among the older population of Wiltshire.

- Transport
- To cover travel costs, providing it is helping to access services/activities which contribute to increasing physical activity levels among older people and which are not accessible by (or with people who cannot use) public transport.

- Trainers / tutors - To pay for sessions or courses which enable older people to participate activities that increase their physical activity levels such as EXTEND classes, chair-based exercise classes or T'ai Chi sessions.
- Equipment / items - To purchase equipment for activities that help to increase physical activity levels among older people. (N.B. If the bid is for a lot of smaller items, you should include a list providing a breakdown of the costs. For equipment costing over £200 you need to obtain and enclose at least two quotations). This could include equipment for an activity such as short mat bowls or for an exercise class.

**Can you give us an idea of what we cannot apply for?**

- Membership fees for clubs or individuals
- Trips
- Running costs such as heating, lighting and rent

**What is the largest amount we can apply for?** The maximum award is £300 per group in any one fund year.

(N.B. Advice about accessing other sources of funding will be provided where appropriate, and in exceptional cases a higher award may be made providing sufficient funding is available).

**Who decides whether we are to get a grant or not?** An Awarding Panel, made up of local statutory and voluntary organisations and older Wiltshire residents.

N.B. Applications are assessed on their own merits and the decision of the Awarding Panel on any application is final.

**How often does this Panel meet?** The remaining dates for 2008 meetings are: **September 25<sup>th</sup>**

**N.B. Your application form must be received on the Friday before the panel meeting. Late applications will be acknowledged and taken to the next panel meeting.**

**How will we know what the decision is?** We will write to inform you whether or not you have been successful, if appropriate confirming the amount you have been awarded, within **30 days** of the decision being made by the Awarding Panel.

**How are grants paid?** Help the Aged sends a cheque, normally within **14 days** of you receiving your letter informing you of your successful application.

(N.B. You will also be sent a monitoring and evaluation form, with a deadline for completion, which will show us how you have spent the money. The grant you are given must be spent on what it was awarded for. Failure to do so may result in the group being asked to repay the grant in full).

**When can we apply again?** You can apply as often as you like as long as the total amount you are awarded in any one year does not exceed £300.

**What do we do next if we want to apply?** Please complete the enclosed application form and return it to:

Jayne Funnell  
Age Concern Wiltshire  
13 Market Place  
Devizes  
Wilts  
SN10 1HT

*'Fit Together' is a project funded by Sport England which aims to encourage greater participation in physical activity across all generations in Wiltshire.*