

‘Small Sparks’ Community Grants Scheme’

Local Neighbourhood

Small Grant Application Form (2020)

Name of project:

Locality:

Timeline:
Start date:
End date:

Name of organiser(s) or group	
Name of main contact	
Main Contact details	Address: Mobile Phone number: Email:

Project Details (Please read the guidelines on page 4 before completing the following sections)

- What do you propose to do? What will be the outcome of the project?
- Where will the project take place?
- Who will it benefit? How many people will it benefit?
- How will your project will be maintained or sustained beyond project completion?
- What risks, if any, may be involved in the project?

Partners Involved

- Who will deliver the project? (List the neighbours involved).
- How will UCC staff and student volunteers, or other resources, be involved, if any? Note that UCC will assist with finding student and staff volunteers for your project once you return this form.
- What other people or organisations, if any, are going to volunteer or provide resources?

a) Please detail your funding request in the table below (250 euro max)

Item	Cost	Amount Requested
		TOTAL

Please ensure an itemised list is provided

b) Please detail the amount of matched time and any other resources being volunteered by neighbours.

Number of neighbours involved	
Total time volunteered	
Other resources volunteered	

c) Detail the amount of time or other resources being volunteered by UCC students and staff.

Number of UCC students involved	
Number of UCC staff involved	
Total time volunteered	
Other resources volunteered	

d) Please detail the amount of matched time or other resources being volunteered by other organisations or businesses.

Number of staff involved	
Total time volunteered	
Other resources volunteered	

DECLARATION

I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of my group / neighbours. I understand that if successful, there will be reporting responsibilities to fulfil at the end of the project. I confirm that I have read the guidance notes associated with the completion of this form. I understand it is our responsibility to ensure that neighbours associated with the project are appropriately qualified and hold the relevant Garda vetting if required.

Signed.....

Name (Capital Letters)

Date.....

Bank details

Bank name:

Account Name:

Bank sort code:

Account Number:

PURPOSE

The purpose of the UCC '*Small Sparks Grants*' programme is to provide small seed funding to assist local residents to collaborate together to undertake small neighbourhood projects. Its aim is to contribute to community life, fostering 'neighbourliness' and positive connections between the local community, UCC staff, and students residing in the local community.

GUIDELINES

1. Community Benefit

- To be considered for funding, a project must demonstrate it is providing a clear community benefit to a specific geographic neighbourhood. The project should contribute to community life, 'neighbourliness' and building connections between people in the area.

2. Simplicity

- Projects should be small scale, achievable and sustainable.
- All types of good ideas are encouraged.
- Risks should be minimal.
- Projects must have a clear start date and end point.

3. Resident led

- The idea for the project must come from local residents; not UCC students/staff, an organisation / business.
- We encourage neighbours to reach out to other neighbours and involve them in planning and implementing the project. Spread the word to people in the neighbourhood about what you propose to do.
- Applications should indicate how much voluntary time neighbours will volunteer to the project.
- Awards will not be made to an individual acting without other neighbours, or to a business, or an organisation.

4. Partnership

- We encourage neighbours to involve UCC students and staff in their projects. We will assist with this once this form has been returned and will assist with calculating the voluntary time/resources students/staff volunteer.
- Other organisations may be willing to contribute matching voluntary time/ resources. Please indicate this.

5. Celebration & Communication.

- We encourage you to celebrate what your project achieves.
- Tell others about what you did. e.g. via your local newsletter or website etc.

REPORTING

An end of project email report will be due on project completion. Tell us in an email:

- What did the project achieve?
- What are people saying about the project? Include some quotes.
- Please identify any problems or issues arising.
- How much volunteer time was committed (Neighbours, Students, UCC Staff, Others)?
- Include a few project photographs (attach them in the email to us)
- Attach receipts for expenditure or post them to the Office of Accommodation & Community Life, 6 Carrigside, College Road, Cork

PLEASE email your end of project report before the deadline advised to you. Failure to do this may result in funding being discontinued and/or being refused in future.

At this time, the scheme is a pilot, and only neighbourhoods in the Cork South Central and South West Local Election Districts, that have significant numbers of UCC students residing in the area, are invited to apply.