



# Recovery Community Fund

## Application Guidance Notes

To be read in conjunction with the  
**Recovery Community Application Form**

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## Application Guidance Notes

Please type the application form where possible. If you do not have access to a computer, please ensure that your handwriting is readable and use black ink.

Complete all the questions in full and do not leave any boxes blank as this may delay the assessment of the application. If the answer does not apply to you, please write N/A. You need only supply additional information if we specifically request it.

If you are not sure how to answer any question, we will be happy to help you.

Contact:

[recoverycommunitygrant@turning-point.co.uk](mailto:recoverycommunitygrant@turning-point.co.uk)

We will acknowledge receipt of your application.

### Q1.1 Project name

- What is the name of your recovery community project? Try and keep your project name short and snappy!
- If you are applying from an existing organisation or partner organisation, please tell us your registered project name.
- The people named as contacts on the application and any other form should be fully aware of the application and the project. Please use full legal names as shown on identification documentation (such as passports, immigration documents, driving licences), not alternate names that they may be known by, should be included. Written signatures, if included, should match those on other legal documents.

### Q1.2 Organisation/Personal Address

- Tell us the best address to contact you. If this is a personal/home address, please state this clearly

### Q1.3 Organisation type

- We welcome applications from residents aged 18 or over, not-for-profit groups located within Suffolk.
- If you are a charity and a company, please provide both<sup>1</sup>
- Public Sector and Voluntary/Social Enterprise/Community Sector applicants are required to complete an additional organisational information form which will be sent to you by either email or post.<sup>2</sup>

### Q1.4 Local Connection

- What area(s) will your project impact on? Some projects may benefit a number of areas in Suffolk so please include them all.

### Q1.5 Your Organisation/Project Bank Account

- You must have a UK based bank or building society account in the name of the organisation that submits the application to us and will carry out the project.

- Any bank statements that we ask for should show your organisation's name and address. These must be consistent with the details provided in the application form or information elsewhere in the public domain.
- Your bank statement should show that your account is being managed in line with your own financial procedures and our programme requirements.

### **Q1.6 How much money are you applying for?**

- Please state the amount that you require for the project you are applying for.

### **Q1.7 Are you currently receiving support from a local service?**

- If you are currently accessing support from one of the local services we may at this stage ask to have a brief meeting with you and your keyworker to ensure that you are receiving all of the support that you might need during this process.

### **Q2.1 What does your project involve and who is involved in its development?**

- Summarise what you plan to do, using straightforward language and including timescales where possible (please include any work/steps that you have already taken)
- Funds can be used for:
  - One-off or regular activities that promote social inclusion, such as setting up a weekly shared interest group or organising a one-off event. For example: you are interested in setting up a regular mindfulness group in Suffolk as you've realised nothing currently exists. You need funds to pay for the initial space and promotional material. In exchange you will give five spaces in the group to people from either Turning Point, Icení or Anglia Care Trust who are accessing recovery support.
  - Equipment or resources to aid current provision that supports people in recovery. For example: you currently provide a local not-for-profit voluntary service providing food parcels and a friendly chat to homeless people in the local area. You would like funding to train five new volunteers. In exchange you will give one space on the training to someone from Turning Point, Icení or Anglia Care Trust who are accessing recovery support.
  - To deliver regular activities remotely. For example: to facilitate mindfulness workshops, book clubs or remote learning courses to residents via zoom.
- Funds cannot be used for:
  - Salaries or staffing costs.
  - Costs occurred through application.
  - Items/projects that only benefit an individual rather than a group of people.
  - Loans or interest payments.
  - Political or religious activities.
  - Projects that you cannot maintain because of high on-going costs or the need for specialist skills.
  - Projects that cannot take place within the funding window.
  - Projects that are based outside of the county of Suffolk, England.
  - We will not fund activities or events that promote the use of alcohol or illicit substances.
- Summarise what you plan to do, using straightforward language and including timescales where possible. Include any work/steps that you have already taken.
- Make sure that you include your main project activities (tasks, actions or services through which your project will achieve its outcomes) and describe how you will deliver them.
- What are the individual roles of the people involved, such as volunteers, treasurer, admin etc.?

- Tell us about any other organisations you are working with to deliver your project, what their role will be and what strengths and skills they bring to the project.
- Use the table of steps to set out how you will implement your project. Think about the resources that you will need at each stage and what evidence you will provide to demonstrate your achievements.

**Q2.2 When are you planning to start and finish your project and how will you ensure that your project is sustainable beyond the Innovation fund?**

- Start Date: if you are successfully awarded the funds, when do you envisage that you will be able to start the project delivery?
- End Date: If the project is for a set period, please let us know when you envisage that it will end. If you are applying to funds for a one-off event, please write NA and move onto question 2.3.
- You only need to provide estimated dates currently. We accept that they may be subject to change.
- Please detail any other funds/grants that you have accessed or are planning to apply for.

**Q2.3 Is your project, or part of it, based on an existing piece of work (300 words)**

- What methods are you using to evaluate your existing work?
- How has learning from your work helped to develop this project?
- How will you share your learning with others?

**Q2.4 How will your project contribute to your local community.**

- Be as specific as you can. For example, if you are aiming to involve recently abstinent people in their local community, tell us why the people that you want to engage aren't already involved. This may be due to lack of social activities in a certain area, or due to costs of existing activities.

**Q2.5 How do you know there is a need for your project and is there something similar that already exists locally?**

- Show research you have completed to show that your project does not already exist or that there is a need to enhance an existing service.
- If similar projects exist elsewhere, explain why you think they will work in your local area.

**Q2.6 Who will benefit from your project and how will they be involved in developing and running it?**

- This could be people with similar needs or interests or for a specific cohort (e.g. a women-only space)

**Q2.7 What training needs have you identified to support the development?**

- If you need to complete a specific training course in order to deliver your project (e.g., food hygiene etc.) please provide details including available training dates (where known) as this may impact when you can start your project.

**Q2.8 Where will the project take place?**

- If you have already secured a location for your project, please use this space to let us know. If you are working across different sites, please include all addresses and identify which is your main location.
- If your activity will take place online, please let us know what platform you will be using i.e., Zoom.

**Q2.9 What key outcomes will your project achieve?**

- Please use this space to let us know the main outcomes for your project. Make sure you promote the outcomes which relate to the 5 Ways to Wellbeing and reducing social isolation within the recovery community.
- Write at least two outcomes and a maximum of 4. Use no more than 20 words for each.

**. Q3.1 How much will your project cost and how much would you like from us?**

- Include the individual costs of everything that you will need for your project.
- Distinguish between capital costs (one-off start-up costs such as equipment, training) and recurring costs that will apply for each session (venue hire, volunteers' expenses, food, transport, etc.)
- For support around budget planning and calculating project costs the Big Lottery offers a number of helpful advice guides – see <https://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding>
- If the total costs of the project may exceed the value of the grant, tell us the total cost of each item/activity (A) and how much you want from us (B)

**Q3.2 Are the total costs more than the amount that you would like from us?**

- If your project costs are more than you are requesting and you need to raise funds from other sources, you must be able to show that this will not delay your project.

**Q3.3 How have you worked out your costs?**

- Please be clear whether your costs are based on quotes or estimates and provide details of your sources, such as websites or a shop from which you have a quotation.

**Q3.4 How will you meet the running costs of your project after the period to be funded by the grant has expired?**

- If your application is for an on-going project, please let us know how you will continue to fund it beyond the period to be funded by the recovery community fund.