

## **BRiC FUNDING APPLICATION-GUIDANCE NOTES (Please read fully before completing the application)**

Lancashire User Forum and Red Rose Recovery Lancashire Limited are support organisations for the recovery community across Lancashire, the latter acting as gatekeepers for the BRiC funding initiative.

### **Purpose of BRiC**

The purpose of the Building Recovery in Communities (BRiC) Commissioning Group (BCG) is to raise funds for sustainable community projects which provide services and products to those in recovery, their families/carers. This process can directly make financial provision for Enterprise, Employment, Volunteering, Education, Mentoring, Environmental & Social Opportunities in the Recovery Community. It is anticipated that where the funding is supporting business ventures, that the applicant will promote employment opportunities within the recovery community.

The BRiC fund can assist with the provision of funding up to £4999 for social enterprise initiatives, self-employment start-ups, community groups and networks, to relieve poverty, sickness and distress amongst offenders and those in recovery from addiction and their families by the provision of advice, information, training and support in accessing employment, enterprise and community based opportunities, including volunteering.

This aids the advancement of health by the reduction or prevention of addiction and relapse for those in recovery, reduction of harm and offending. As an outcome, provides for the advancement of education, enterprise and progress of the individual, organisations and the community at large on issues of addiction, supporting sustainable recovery, reduction of harm and offending.

This form enables the consideration of capital and revenue funding proposals for both Lancashire County and for Lancashire Localities (Central, East and North) initiatives delivered through the BRiC Commissioning Group in support of the National Drugs Strategy (2010) and the National Alcohol Strategy (2012). Funding is only available to support projects which benefit the recovery communities in the 12 district authorities of Lancashire.

**Please note that Red Rose Recovery is the supervising organisation for your project and will require evaluation and performance data produced quarterly, which will be used for reporting purposes to their stakeholders. We also reserve the right to evaluate supported projects and request evidence of expenditure and outcomes.**

**Please retain receipts and property identified in the application which has been purchased with the BRiC funds and copies of rental, hire purchase or lease agreements entered into. Property purchased remains the assets of Red Rose Recovery Lancashire Ltd.**

### **Membership of BRiC Commissioning Group (BCG)**

The BRiC Commissioning Group membership comprises a GATE I panel who receive initial applications and a GATE II panel who review applications successful at GATE I.

- Red Rose Recovery Staff & Workers
- Lancashire User Forum (LUF) Representatives
- BRiC Workers

### **Regularity of Meetings**

The GATE I panels meet/consult regularly to discuss applications, please check with your BRiC Worker/RRR Locality Worker. The GATE II panel meet quarterly (see deadline dates for application submission at the end of the application) to consider applications.

## **How to Complete the Form**

Please complete all sections where required, and sign the declaration. Please note that the information disclosed in the application may be shared with colleagues and organisations who have an interest in the BRiC Fund initiative-by signing the declaration you consent to the sharing of this information. A copy of our Data Protection policy is available on request.

Complete the form by expanding the boxes as necessary.

### **Question 1-Name of Organisation**

Please indicate whether you're a sole trader, partnership, limited company, registered charity and the trading name of your business/organisation.

### **Question 2-Lead Contact**

Please indicate the name of the individual responsible for the work you seek to undertake and is properly authorised to sign the declaration at the end of this application form.

### **Question 3-Project Geographical Coverage**

Please indicate the areas in Lancashire your project will cover. Please note we're unable to accept applications from within the Blackpool and Blackburn & Darwen postcode areas, this includes projects whose work covers these areas.

### **Question 4-Description of Project & Duration**

Please outline what your project intends to do and how long the work will last, if applicable.

### **Question 5-Financial Profile**

Provide costings against the headings, and indicate whether they're actual or estimates. Please note that any expenditure will need to be evidenced against these headings if your application is successful.

### **Question 6- Describe how you have identified the need for this project / activity and how involved service users and / or other key individuals have been in this process?**

Has your proposal been discussed with members of the recovery community? If so how was your idea received?

If you're seeking funding to set up a business, how do you know there'll be demand for your services? Do you have past experience of work of that type?

### **Question 7- Intended 5-Ways to Wellbeing Outcomes, Benefits & Goals**

Please describe how your project will enable one or more of the following:

Connection, Being Active, Giving, Taking Notice, Learning:

Some points to consider in your responses (where applicable)-will the project provide employment? Will it create improvements in wellbeing which can be demonstrated? Will it enhance the skills and assets of the community? Will it contribute to the wider community? Will it create opportunities for engagement and contact with the recovery community? Will the outcomes be sustainable and/or create a positive legacy for the recovery community?

### **Question 8-How Will the Project Create Sustainable and Long-lasting Improvements to you and/or your community?**

Will the funding enable beneficiaries to learn skills that they can utilise in the future? Will the project promote improvements in emotional wellbeing? If it's a social enterprise have you created a business plan that demonstrates future profitability?

**Question 9-Outcomes-What Will You Regard as a Successful Outcome to Your Project and How Will You Demonstrate Effectiveness?**

It's essential that you have a clear plan of what you intend to achieve and how you will monitor and record delivery of your services. Your BRiC Worker will be able to help in putting together a simple framework.

For example, how many service users have you engaged with? How often? Have you asked them for feedback on your services? If you're a social enterprise, how many customers have you acquired? Are you generating more income than the costs to you of your services? How are you performing against the objectives set in your business plan?

**Question 10-Banking Details**

Please provide your bank details

**Question 11- What Will Happen to Your Project If Your Application Is Not Successful?**

Please say whether you're project will not proceed if this application isn't successful or would proceed on a restricted basis, if the latter please advise what aspect of your services will be reduced.

**Question 12-If you're not directly involved in the delivery of the project requiring funding please declare any personal interest you have in the application, or any ways in which you are personally involved or related to those applying.**

It is important the panel are aware of any personal interest in the proposal to avoid any conflict of interest.

Please sign & date the declaration confirming your answers are true and accurate.

The completed form should be discussed with your local BRiC worker or RRR Locality Worker who will process it to the GATE I panel. If it's successful at this stage it will be processed through to the GATE II panel. **Please note you will be asked to attend for interview at this stage.**

You will be advised of the outcome of the GATE II panel within 14 days from the date of the presentation and successful applications will be processed within one calendar month from the date of approval.