

## Physical Activity Grants: Application Form Guidance

### Notes

Before completing the application form please read the Guide for Applicants carefully and make sure you understand the terms and conditions of the grants programme.

In particular, make sure that you understand the award criteria and purpose of the programme. The notes below will help you answer the questions on the application form. If you have any questions or need help completing the form, or if you need the application form in a different format please contact us at [physicalactivity@parkinsons.org.uk](mailto:physicalactivity@parkinsons.org.uk)

### Notes to Help You Complete the Form

Please make sure that you answer all the questions on the form and provide any supporting evidence requested.

#### Section 1: Organisation / Business Information

Please provide details of your organisation or business and two contacts. If you have your own website please include the address. We will use this information if we need to contact you about your application and also to let you know if your application has been successful. Please be aware that our main method of contact is email, so please check your inbox as we may send requests for further information; please also check your spam folder in case anything slips into there in error. Please ensure your primary and secondary contacts have separate contact details.

#### Section 2: Tell us about you

2.1 Please tell us about your organisation or business and your experience of working with people with long term health conditions.

2.2. Briefly tell us about activities you have planned and delivered in the past and what they have achieved. Tell us about the type of event or activity, and why and how it supported people to be active. *Note: We appreciate the impact Coronavirus may have had*

*on your ability to deliver activities, this will be taken into account when reviewing your application.*

## Section 3: Tell us about the activity you wish to deliver

3.1 In this section, please give us a clear explanation of what you want to use the grant money for, and any partners you will be working with. Make sure you read the Guide for Applicants so you are clear about the criteria for awards. Wherever you can, please try to explain why you think your application meets those criteria and how the project will achieve impact.

3.2 Explain how you know there is a need for your project e.g. focus groups with potential participants or surveys. You **must** have consulted with a local staff member of Parkinson's UK, and you **must** enter their name in the application form.

3.3 A list of Parkinson's UK Area Development Managers and their contact details is available on the grants webpage.

3.4 Explain how you intend to reach and engage with your target community or audience, and how you will promote your project. How will you continue to attract people to your activity to sustain and increase numbers of participants?

3.5 You may know the exact date you would like to start the activity, or this might be 'within two weeks of receiving funding' for example.

3.6 We have a minimum delivery timeframe of three months for awards to ensure your project is running long enough to have impact. Please let us know how often you will deliver and the duration, for example two hour long sessions a week for six months etc.

## Section 4: Project Delivery

4.1 Please state the town and county where your project will take place. We do not require specific addresses of where you will be delivering but this information will ensure the correct local staff are informed about potential new activities in their area.

4.2 We would like activities we support to continue beyond the term of the funding. Please explain to us how you plan to be able to continue the activities and ensure their longevity and continuing impact.

4.3 Understanding if a project has been successful is really important in terms of learning what works and what might be possible in the future. Please tell us how you will know if your project has been successful and what you will do to measure (or show) this.

## Section 5: Costs

5.1 Please provide details of the amount of funding (*up to £3000*) you are applying for.

5.2 Please provide a detailed list of all the products and services you wish to buy with this grant. Please be clear about how you have worked out costs and achieved value for money (*for example, quotes from a range of providers*).

5.3 Please provide details of the total cost of this project; this might be the same value as you stated in 5.1, or it might be a higher value.

5.4 If the grant application will not cover the total cost of the project, please tell us what the full overall cost will be and provide details of any other grants received or applications made to cover the rest of the project. Please note that you will not qualify to apply for funding for any items which you have already received a grant for, or applied to another organisation for.

Please tell us how you learned about the Parkinson's UK physical activity grants programme.

## Section 6: Declarations

### **Relationship Declaration**

Please let us know if you or anyone involved in the application are related to a Parkinson's UK member of Staff, anyone connected to Sport Parkinson's, Boost Charitable Trust or the Grants Programme Panel Members, and provide details of the relationship.

### **Signatures authorising this application from your group**

The completed form must be signed by two people (we will accept digital and typed signatures) involved in your submission to authorise the submission of the application,

agree to the Terms and Conditions of the grant and give approval for information to be shared under the Data Protection Act.

### **Data Protection**

Parkinson's UK will store your data securely according to the terms of our data protection statement, and your application will be anonymised before being reviewed by the grants panel.

If your application is unsuccessful it will be securely stored for 2 years before being destroyed.

More information about our Privacy Policy can be found on our website at [parkinsons.org.uk/privacy](https://parkinsons.org.uk/privacy).

We may ask you to be involved in the evaluation of your project, which will be carried out by our appointed evaluation partner. In this case we will ask your permission for them to contact you, and they will adhere to ours and their data security protocols. Any information gathered for evaluation purposes will be anonymised unless otherwise agreed with all parties.

By submitting this application you agree to Parkinson's UK collecting and storing information about you and this project.