**Ref:**



**Building Recovery in the Community**

**Funding Proposal Form**

**Guidance**

The Building Recovery in the Community Fund is a fund managed by Changing Lives on behalf of North Yorkshire Horizons. The fund provides small grants, up to £500, for activities which help develop and support ‘Recovery in the Community’ in North Yorkshire

**Criteria**

* You can apply for up to £500
* The project must benefit citizens of North Yorkshire who are affected by or recovering from substance addictions.
* Activities must build the recovery community, which means they should be open to anyone in recovery (and their support network if appropriate) and be intended to develop a group or community which helps sustain recovery.
* Individuals or groups can apply
* For un-constituted groups and individuals, the grant will be paid on receipt of invoices for the activities (direct from the supplier if necessary) and/or expense claims with receipts. We will discuss this with you if successful.
* For constituted groups with a bank account in the group’s name, the grant will be paid into the bank account and groups will be expected to keep a detailed record of all expenditure. If successful we will ask you to invoice us for the amount agreed.
* You must answer all of the questions on the application form. You can type into the boxes or complete it by hand.
* Organisation’s, individuals or groups with an annual income of more than £5000 can not apply for the community fund.

Decisions will be made by a panel made up of members the NYH action group within 4 weeks of your application. There are no deadlines, but the fund is limited and no further grants will be made once the fund is spent. SECTION HEADING

Please submit this form by email to **communityfunding@nyhorizons.org.uk**

If you have any questions about the fund, please contact: **Steve Flood; 07923 214808 or Stephen.flood@nyhorizons.org.uk**

**APPLICATION FORM**

**Applicant details**

description BEGIN GROUPED QUESTION page\_no=1 grouped\_question\_no\_id=21BEGIN GROUPED QUESTION page\_no=1 grouped\_question\_no\_id=22

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| **QUESTION HEADINGContact details** | |
| QUESTION\_ELEMENT\_TR 003MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=10175 presentation\_type=label abstract\_data\_type=LABEL**BEGINPersonal or group name END**ELEMENT END page\_no=1 Question ID=10175MAIN\_ELEMENT\_TD\_END |  |
| QUESTION\_ELEMENT\_TR 007MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=55 presentation\_type=label abstract\_data\_type=LABEL**BEGINMain address END**ELEMENT END page\_no=1 Question ID=55MAIN\_ELEMENT\_TD\_END |  |
| QUESTION\_ELEMENT\_TR 008MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=57 presentation\_type=label abstract\_data\_type=LABEL**BEGINMain telephone number (landline if possible) END**ELEMENT END page\_no=1 Question ID=57MAIN\_ELEMENT\_TD\_END |  |
| QUESTION\_ELEMENT\_TR 0010MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=61 presentation\_type=label abstract\_data\_type=LABEL**BEGINMain email address END**ELEMENT END page\_no=1 Question ID=61MAIN\_ELEMENT\_TD\_END |  |
| What type of applicant are you i.e.:  Individual  Informal group / community of interest  Group with a constitution & bank account in group name  Registered charity (include charity number if you have one)  Other (please state) |  |

BEGIN GROUPED QUESTION page\_no=1 grouped\_question\_no\_id=155BEGIN GROUPED QUESTION page\_no=1 grouped\_question\_no\_id=118SECTION PAGEBREAKSECTION HEADING**Proposal details**description BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=601

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| --- |
| **QUESTION HEADINGProposal title** |
| QUESTION\_ELEMENT\_TR 001MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9771 presentation\_type=label abstract\_data\_type=LABEL**BEGINPlease provide a brief title for your proposal. (10 words max) END**ELEMENT END page\_no=2 Question ID=9771MAIN\_ELEMENT\_TD\_END |
| QUESTION\_ELEMENT\_TR 002MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=3723 presentation\_type=textbox abstract\_data\_type=shorttexttextbox large belowBEGINENDELEMENT END page\_no=2 Question ID=3723MAIN\_ELEMENT\_TD\_END |

BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=32

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| **QUESTION HEADINGPlease tell us where the work will take place** | |
| QUESTION\_ELEMENT\_TR 001MAIN\_ELEMENT\_TD SPAN: WIDTH:33ELEMENT BEGIN Section=2 Question ID=7024 presentation\_type=label abstract\_data\_type=LABEL**BEGINLocation (where will your project take place)END**ELEMENT END page\_no=2 Question ID=7024MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN:4 WIDTH:ELEMENT BEGIN Section=2 Question ID=9177 presentation\_type=category\_tree abstract\_data\_type=category\_treecategory\_tree BEGINEND category\_treeELEMENT END page\_no=2 Question ID=9177MAIN\_ELEMENT\_TD\_END |

BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=502BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=503BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=1242BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=504

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| **QUESTION HEADINGActivities** | |
| QUESTION\_ELEMENT\_TR 002MAIN\_ELEMENT\_TD SPAN:2 WIDTH:ELEMENT BEGIN Section=2 Question ID=10993 presentation\_type=label abstract\_data\_type=LABEL**BEGINWhat activities do you plan to undertake? (200 words max.)END**ELEMENT END page\_no=2 Question ID=10993MAIN\_ELEMENT\_TD\_END | |
| QUESTION\_ELEMENT\_TR 003MAIN\_ELEMENT\_TD SPAN:2 WIDTH:ELEMENT BEGIN Section=2 Question ID=3129 presentation\_type=textarea abstract\_data\_type=shorttexttextarea belowBEGINENDELEMENT END page\_no=2 Question ID=3129MAIN\_ELEMENT\_TD\_END | |
| **Please describe the partners you plan to work with and what their respective roles will be. (You will need to add details for each key partner in the partners section)ENDELEMENT END page\_no=2 Question ID=3132MAIN\_ELEMENT\_TD\_END** | |
| QUESTION\_ELEMENT\_TR 005MAIN\_ELEMENT\_TD SPAN:2 WIDTH:ELEMENT BEGIN Section=2 Question ID=11105 presentation\_type=textarea abstract\_data\_type=shorttexttextarea belowBEGIN  ENDELEMENT END page\_no=2 Question ID=11105MAIN\_ELEMENT\_TD\_END | |
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BEGIN GROUPED QUESTION page\_no=2 grouped\_question\_no\_id=505

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| **QUESTION HEADINGPeople in recovery** |
| **Please tell us how people in recovery have contributed to the planning of this project (150 words max.)ENDELEMENT END page\_no=2 Question ID=9774MAIN\_ELEMENT\_TD\_END** |
| QUESTION\_ELEMENT\_TR 002MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=3136 presentation\_type=textarea abstract\_data\_type=shorttexttextarea belowBEGIN  ENDELEMENT END page\_no=2 Question ID=3136MAIN\_ELEMENT\_TD\_END |
| **How can people in the recovery community become involved in the project?** |
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| **QUESTION HEADINGAimsnote link** | | |
| **The overall aim of this fund is to build recovery communities that help people to maintain abstinence. All work we fund will need to meet this overall aim.**  **How will your project meet these aims?ENDELEMENT END page\_no=2 Question ID=9210MAIN\_ELEMENT\_TD\_END** | | |
| QUESTION\_ELEMENT\_TR 005MAIN\_ELEMENT\_TD SPAN:4 WIDTH:ELEMENT BEGIN Section=2 Question ID=9739 presentation\_type=label abstract\_data\_type=LABEL**BEGIN Aim of the project: END**ELEMENT END page\_no=2 Question ID=9739MAIN\_ELEMENT\_TD\_END | | |
| MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9740 presentation\_type=label abstract\_data\_type=LABEL**BEGINObjectiveEND**ELEMENT END page\_no=2 Question ID=9740MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9214 presentation\_type=label abstract\_data\_type=LABEL**BEGINDescription END**ELEMENT END page\_no=2 Question ID=9214MAIN\_ELEMENT\_TD\_END | **Projected** MAIN\_ELEMENT\_TD SPAN:1 WIDTH:ELEMENT BEGIN Section=2 Question ID=9215 presentation\_type=label abstract\_data\_type=LABEL**BEGINOutcomeEND**ELEMENT END page\_no=2 Question ID=9215MAIN\_ELEMENT\_TD\_END |
| MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9741 presentation\_type=label abstract\_data\_type=LABEL**BEGINEND**ELEMENT END page\_no=2 Question ID=9741MAIN\_ELEMENT\_TD\_END |  |  |
| MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9742 presentation\_type=label abstract\_data\_type=LABEL**BEGINEND**ELEMENT END page\_no=2 Question ID=9742MAIN\_ELEMENT\_TD\_END |  |  |
| MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=2 Question ID=9743 presentation\_type=label abstract\_data\_type=LABEL**BEGINEND**ELEMENT END page\_no=2 Question ID=9743MAIN\_ELEMENT\_TD\_END |  |  |

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| **QUESTION HEADINGPeople benefitingnote link BR CONVERT2** | |
| **QUESTION\_ELEMENT\_TR 002MAIN\_ELEMENT\_TD SPAN:3 WIDTH:ELEMENT BEGIN Section=2 Question ID=11308 presentation\_type=label abstract\_data\_type=LABELBEGINHow many people do you think will benefit from your project?ENDELEMENT END page\_no=2 Question ID=11308MAIN\_ELEMENT\_TD\_END** |  |

**Partners**

Please provide details of the key partners that you have already agreed to work with. If you are working with more than one partner, please copy and paste the following table as appropriate or add attached documents.

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| **QUESTION HEADINGPartner detailsnote link** | | |
| QUESTION\_ELEMENT\_TR 003MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=3144 presentation\_type=label abstract\_data\_type=LABEL**BEGINOrganisation or group nameEND**ELEMENT END page\_no=1 Question ID=3144MAIN\_ELEMENT\_TD\_END |  | |
| QUESTION\_ELEMENT\_TR 007MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=9362 presentation\_type=label abstract\_data\_type=LABEL**BEGINHow will this organisation/group contribute to the proposed project?END**ELEMENT END page\_no=1 Question ID=9362MAIN\_ELEMENT\_TD\_END | | |
| QUESTION\_ELEMENT\_TR 008MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=9364 presentation\_type=label abstract\_data\_type=LABEL**BEGINEND**ELEMENT END page\_no=1 Question ID=9364MAIN\_ELEMENT\_TD\_END | | |
| QUESTION\_ELEMENT\_TR 009MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=9366 presentation\_type=label abstract\_data\_type=LABEL**BEGINIs this organisation/group making a financial contribution to the proposed project and if so how much?END**ELEMENT END page\_no=1 Question ID=9366MAIN\_ELEMENT\_TD\_END | |  |
| QUESTION\_ELEMENT\_TR 0011MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=2169 presentation\_type=label abstract\_data\_type=LABEL**BEGINName of lead person from this organisation/group who is working with you on this projectEND**ELEMENT END page\_no=1 Question ID=2169MAIN\_ELEMENT\_TD\_END | |  |
| QUESTION\_ELEMENT\_TR 0012MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=2171 presentation\_type=label abstract\_data\_type=LABEL**BEGINJob title END**ELEMENT END page\_no=1 Question ID=2171MAIN\_ELEMENT\_TD\_END | |  |
| QUESTION\_ELEMENT\_TR 0013MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=1 Question ID=2173 presentation\_type=label abstract\_data\_type=LABEL**BEGINEmail address END**ELEMENT END page\_no=1 Question ID=2173MAIN\_ELEMENT\_TD\_END | |  |

**Finances**description BEGIN GROUPED QUESTION page\_no=3 grouped\_question\_no\_id=1123

|  |  |
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| **QUESTION HEADINGFinances** | |
| QUESTION\_ELEMENT\_TR 003MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7787 presentation\_type=label abstract\_data\_type=LABEL**BEGIN END**ELEMENT END page\_no=3 Question ID=7787MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7788 presentation\_type=label abstract\_data\_type=LABEL**BEGINAmount (£) END**ELEMENT END page\_no=3 Question ID=7788MAIN\_ELEMENT\_TD\_END**END**ELEMENT END page\_no=3 Question ID=7791MAIN\_ELEMENT\_TD\_END |
| **QUESTION\_ELEMENT\_TR 006MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7797 presentation\_type=label abstract\_data\_type=LABELBEGITotal cost of the workENDELEMENT END page\_no=3 Question ID=7797MAIN\_ELEMENT\_TD\_END** | £MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7798 presentation\_type=textbox abstract\_data\_type=currencytextbox small besideBEGINENDELEMENT END page\_no=3 Question ID=7798MAIN\_ELEMENT\_TD\_ENDMAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7799 presentation\_type=textbox abstract\_data\_type=currencytextbox small besideBEGINENDELEMENT END page\_no=3 Question ID=7799MAIN\_ELEMENT\_TD\_ENDMAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7800 presentation\_type=textbox abstract\_data\_type=currencytextbox small besideBEGINENDELEMENT END page\_no=3 Question ID=7800MAIN\_ELEMENT\_TD\_ENDMAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=10982 presentation\_type=calc\_cell abstract\_data\_type=currencytextbox besideBEGINENDELEMENT END page\_no=3 Question ID=10982MAIN\_ELEMENT\_TD\_END |
| **How much are you applying for from the NYH community fund?** | £ |
| QUESTION\_ELEMENT\_TR 008MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7801 presentation\_type=label abstract\_data\_type=LABEL**BEGINAre you seeking funding from other sources, and if so, how much? END**ELEMENT END page\_no=3 Question ID=7801MAIN\_ELEMENT\_TD\_END | £MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7804 presentation\_type=textbox abstract\_data\_type=currencytextbox small besideBEGINENDELEMENT END page\_no=3 Question ID=7804MAIN\_ELEMENT\_TD\_ENDMAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=7808 presentation\_type=calc\_cell abstract\_data\_type=currencytextbox besideBEGINENDELEMENT END page\_no=3 Question ID=7808MAIN\_ELEMENT\_TD\_END |
| **Have you raised any money so far for this work and if so how much?** | £ |

BEGIN GROUPED QUESTION page\_no=3 grouped\_question\_no\_id=89

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| **QUESTION HEADINGExpenditurenote link** | | | | | | |
| **QUESTION\_ELEMENT\_TR 009MAIN\_ELEMENT\_TD SPAN:7 WIDTH:ELEMENT BEGIN Section=3 Question ID=421 presentation\_type=label abstract\_data\_type=LABELBEGINItem description ENDELEMENT END page\_no=3 Question ID=421MAIN\_ELEMENT\_TD\_END** | | | | | | **Cost** | QUESTION\_ELEMENT\_TR\_END 009 |
| **QUESTION\_ELEMENT\_TR 0010MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=426 presentation\_type=label abstract\_data\_type=LABELBEGIN1**  **ENDELEMENT END page\_no=3 Question ID=426MAIN\_ELEMENT\_TD\_END** |  |  |  |  |  | **£** | **QUESTION\_ELEMENT\_TR\_END 0010** |
| **QUESTION\_ELEMENT\_TR 0011MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=432 presentation\_type=label abstract\_data\_type=LABELBEGIN2**  **ENDELEMENT END page\_no=3 Question ID=432MAIN\_ELEMENT\_TD\_END** |  |  |  |  |  | **£** | **QUESTION\_ELEMENT\_TR\_END 0011** |
| **QUESTION\_ELEMENT\_TR 0012MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=438 presentation\_type=label abstract\_data\_type=LABELBEGIN3**  **ENDELEMENT END page\_no=3 Question ID=438MAIN\_ELEMENT\_TD\_END** |  |  |  |  |  | **£** | **QUESTION\_ELEMENT\_TR\_END 0012** |
| **QUESTION\_ELEMENT\_TR 0013MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=444 presentation\_type=label abstract\_data\_type=LABELBEGIN4**  **ENDELEMENT END page\_no=3 Question ID=444MAIN\_ELEMENT\_TD\_END** |  |  |  |  |  | **£** | **QUESTION\_ELEMENT\_TR\_END 0013** |
| **QUESTION\_ELEMENT\_TR 0014MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=3 Question ID=450 presentation\_type=label abstract\_data\_type=LABELBEGIN555**  **ENDELEMENT END page\_no=3 Question ID=450MAIN\_ELEMENT\_TD\_END** |  |  |  |  |  | **£** | **QUESTION\_ELEMENT\_TR\_END 0014** |
| **6** |  |  |  |  |  | **£** |  |
| **77** |  |  |  |  |  | **£** |  |
| **8** |  |  |  |  |  | **£** |  |

**SECTION PAGEBREAKSECTION HEADING**BEGIN GROUPED QUESTION page\_no=4 grouped\_question\_no\_id=47SECTION PAGEBREAKSECTION HEADING

**Declaration**description   
BEGIN GROUPED QUESTION page\_no=5 grouped\_question\_no\_id=48

|  |  |  |
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| **QUESTION HEADINGDeclaration** | | |
| **Terms and Conditions of submitting a proposal to North Yorkshire Horizons**  By submitting this proposal form, you agree to the following:  1. The grant requested from Changing Lives will not be used to pay for activities which have taken place before a grant offer from Changing Lives has been made.  2. I have the time and resources to deliver the named proposal.  3. Any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my proposal is not valid, in which case Changing Lives will stop assessing the proposal or withdraw any grant you may have been offered.  4. Changing Lives cannot be held responsible for any loss, damage or costs arising directly or indirectly from this proposal.  5. Changing Lives will use this proposal form and the other information you give us, including any personal information, for the following purposes:   * To decide whether to give you a grant * To provide copies to other individuals or organisations who are helping us assess and monitor grants, including other funding organisations that award grants. After we reach a decision, we may also tell them the outcome of your proposal and, if appropriate, why we did not offer you a grant. * To hold in our database and use for statistical purposes. * If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications   6. The decision of Changing Lives is final and is not subject to challenge.  7. Changing Lives does not make available the information contained in its assessment reports on submitted proposals, or the minutes of panels.  8. Changing Lives is unable to provide further feedback on unsuccessful proposals other than the feedback provided in the letter notifying the decision.  9. If offered, I have the power to accept a grant under your terms, and the power to pay back the grant if the terms are not met. | | |
| **I confirm that I have read and accepted the above Terms & Conditions of making a grant proposal to Changing Lives** (see above) Yes/No | | Yes/No |
| QUESTION\_ELEMENT\_TR 003MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=5 Question ID=195 presentation\_type=label abstract\_data\_type=LABEL**BEGINSignature END**ELEMENT END page\_no=5 Question ID=195MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN:1 WIDTH:ELEMENT BEGIN Section=5 Question ID=196 presentation\_type=textbox abstract\_data\_type=shorttexttextbox medium besideBEGINENDELEMENT END page\_no=5 Question ID=196MAIN\_ELEMENT\_TD\_END | |
| QUESTION\_ELEMENT\_TR 004MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=5 Question ID=9859 presentation\_type=label abstract\_data\_type=LABEL**BEGINPrint name END**ELEMENT END page\_no=5 Question ID=9859MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=5 Question ID=9860 presentation\_type=textbox abstract\_data\_type=shorttexttextbox medium besideBEGINENDELEMENT END page\_no=5 Question ID=9860MAIN\_ELEMENT\_TD\_END | |
| QUESTION\_ELEMENT\_TR 005MAIN\_ELEMENT\_TD SPAN: WIDTH:ELEMENT BEGIN Section=5 Question ID=9331 presentation\_type=label abstract\_data\_type=LABEL**BEGINDateEND**ELEMENT END page\_no=5 Question ID=9331MAIN\_ELEMENT\_TD\_END | MAIN\_ELEMENT\_TD SPAN:1 WIDTH:ELEMENT BEGIN Section=5 Question ID=9332 presentation\_type=textbox abstract\_data\_type=shorttexttextbox medium besideBEGINENDELEMENT END page\_no=5 Question ID=9332MAIN\_ELEMENT\_TD\_END | |
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**Community Development Process**

Application submitted to **communityfunding@nyhorizons.org.uk**

Applicant/s made aware of decision.

Applicant/s to provide receipts/ invoices to community funding

Receipts reimbursed

Review of activity/ project after 3 and 6 months

Applicant/s made aware of decision and offered support to further develop idea / meet criteria

**Application meets criteria**

**Application does not meet criteria**

Application reviewed at the local NYH Action group meeting within 4 weeks

Application received.

Further information gathered from applicant/s if necessary

**NYH Action group** = This is a local group created by Changing lives with consists of 2 or more individuals from NYH, including service user and or external partners.