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## **Dying Matters Leeds Community Grant Funding Guidance Notes**

Every year in May, Dying Matters Leeds host an Awareness Week, which gives an unparalleled opportunity to place the importance of talking about dying, death and bereavement firmly on the local agenda. This year's theme is 'What Can You Do?'

### **Dates**

Dying Matters Week will run from **14 - 20 May 2018**

### **Dying Matters Leeds Partnership**

The Dying Matters Leeds Partnership is a co-ordinated citywide campaign to open the conversation with local communities in Leeds about death, dying and loss and to enable people to plan for the last years of their life.

During Dying Matters Week, we will be encouraging the public to discuss what they want for the end of their lives with those close to them. We will also be encouraging people to take five simple steps to make their end of life experience better, both for them and for their loved ones. These are:

1. Write your will
2. Record your funeral wishes
3. Plan your future care and support
4. Consider registering as an organ donor
5. Tell your loved ones your wishes

Organisations are invited to apply for a Dying Matters Leeds Community Grant of up to £200 to deliver an event in their local community. There is no minimum level of grant.

### **Possible events**

We are inviting organisations and groups to apply for funding to run an event, which may link to or be inspired by the above themes. A Dying Matters Leeds Awareness Week event can be large, small or anywhere in-between. To give you inspiration, below is a small selection of possible events.

- A coffee morning, with Dying Matters Leeds resources on display
- A display featuring a tree of life graphic on which members of the public could post notes about improving services relating to death and dying
- A series of Death Cafes

- An afternoon of activities, including the screening of Dying Matters films and talks from local bereavement associations and funeral directors
- A Dying Matters photography competition
- A reminiscence session using memory boxes provided by the local museum

### **What you can apply for:**

We recognise that applications are likely to be varied, and encourage creative and innovative ideas that are appropriate to local groups and communities to tie in with the theme of 'What Can You Do?'

Organisations can apply for anything up to £200 for events held between 14 - 20 May 2018. The audience can be the public, your service users, staff or volunteers. In the spirit of diversity, we would encourage the community events to be open to all, but there could be exceptions made in certain circumstances (size and accessibility of venue minibus/staff capacity if it was a trip out for example). Funding can include:

- Transport to attend an event or activity
- Costs for booking a venue to host an event
- Food and refreshments for delegates attending an event (the purchase of alcohol with the grant funding is not permitted)
- Printing costs for materials (leaflets, posters etc.)
- Other equipment that might be needed as part of a project or event. Please note that any equipment purchased must remain the property of the organisation and must not be transferred to an individual
- Training costs or volunteer expenses
- Publicity costs involved in promoting your event

We are more likely to fund your proposal if we can see that it has been well thought out and properly costed. There is no minimum level of grant. We are keen to fund a range of different events and welcome applications from all communities in the city.

### **What we won't fund**

- Activities that have happened before your grant is received
- Costs associated with making your application for funding
- Day to day running costs of your organisation
- Projects with particular religious or political aims
- Projects that take place outside Leeds

## Who can apply?

Voluntary and Statutory Sector organisations in Leeds who:

- Have appropriate management arrangements and finance controls in place
- Have relevant policies to comply with legislation and best practice e.g. equal opportunities, child and adult protection
- Demonstrate it has the experience and/or ability to undertake the project.

We particularly welcome applications from small and medium sized groups and organisations. We encourage organisations to apply who want to expand their service/activities to talking about death, dying and loss

## Application process

This year Leeds Bereavement Forum is administrating the grants on behalf of the Dying Matters Leeds Partnership.

- The deadline for submitting applications is **5pm, Wednesday 28 February 2018**
- Applicants will be notified of the decision by **Friday 16 March 2018**
- Evaluations from successful participants need to be received by **Wednesday 20 June 2018**

Applications will be assessed by a panel of representatives from the Dying Matters Leeds Partnership. Unfortunately, we have a limited budget so will be unable to fund all applications.

**If you have any queries, please contact Leeds Bereavement Forum on 0113 225 3975 or email [info@lbforum.org.uk](mailto:info@lbforum.org.uk)**

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