



NW Ipswich Big Local Trust Community Chest Grant Guidance Notes

Background

NW Ipswich Big Local Trust is sponsored by the Big Lottery Fund and covers the area of North West Ipswich, which includes the three wards of Whitton, Whitehouse and Castle Hill.

The BLT has set aside a budget which is available to small groups and organisations working in or wishing to work in the NW Ipswich area. Funding can be used in any way to support the work of groups or organisations, but the focus of any proposals must bring about a **direct benefit** to the Big Local Trust area and complement the aims and objectives set out within the NW Ipswich Big Local Plan. A copy of the Big Local Plan and a definitive map of the NW Ipswich BLT area can be found on our website: www.nwipswichblt.co.uk.

If you do not have access to the internet and would like a hard copy of the map and/or the plan, please see the contact details, set out overleaf and a copy can be sent to you by post.

Timescale

Applications to the Community Chest have no deadline dates for submission. You can send us your application at any time and it will be considered at the next available BLT Partnership Meeting to be held.

Applications will be accepted by e-mail, but a signed hard copy must also be submitted, together with any supporting information. All details on the application form must be completed. Consideration will be given to all applications received and the BLT Partnership's decision is final. Successful applicants will be notified by post once the decision has been made.

If your group/organisation would like to apply for a grant of up to **£500**, please complete the Application Form.

Funding Criteria

- ⌚ Any community group, voluntary sector organisation, Social Enterprise or Community Interest Company can apply. Applications will **not** be accepted from individuals.
- ⌚ Only **one** application per group or organisation can be made at time.
- ⌚ In normal circumstances, groups and organisations will be permitted to make one application per year.
- ⌚ Groups or organisations whose previous applications were successful may apply, but may not be considered ahead of first time applicants.
- ⌚ Applicants will be required to provide a copy of their Constitution or Terms of Reference, together with a copy of their last annual accounts. If your group has just formed and it does not yet have any accounts, you will be required to submit a forward forecast and a copy of your Bank Statement.

- ⌚ Funding can be used for either capital expenditure (e.g. equipment, furniture, materials, etc) or revenue costs (e.g. staff wages, venue hire costs and utilities costs).
- ⌚ There is no requirement to provide match funding. However, if a match funding element is included, it may enhance your application.
- ⌚ Successful applicants will be required to provide feedback on the impact of the grant award, through the completion of a Grant Monitoring Form and will be required to collect some statistical data relating to their project. However, this will be minimal and the necessary forms will be provided with confirmation of the grant award.
- ⌚ Training Sessions on how to complete the Application Form will be advertised on the BLT website: www.nwipswichblt.co.uk
- ⌚ For further information on Big Local Trust or the application process, please contact:

Faye Smith, Big Local Trust Officer:

- ⌚ By e-mail: faye.smith@communityactionsuffolk.org.uk
- ⌚ By telephone: 01473 345349
- ⌚ By mobile: 07976 565 329

Or visit the Big Local Trust Website: www.nwipswichblt.co.uk

One to one support and guidance can be provided to help you complete your application form. Please contact the BLT Office to arrange an appointment.

Jan 2015