



North West Ipswich Big Local Trust Grant Award Scheme Guidance Notes



PLEASE READ THESE NOTES IN FULL BEFORE YOU ATTEMPT TO COMPLETE THE APPLICATION FORM

Background

North West Ipswich Big Local Trust (NWI BLT) is part of the Big Local Programme for England which is managed by Local Trust on behalf of the Big Lottery Fund. The NWI BLT covers the geographic area of North West Ipswich, which includes the three wards of Whitton, Whitehouse and part of Castle Hill. A definitive map of the NWI BLT area can be found on our website at: www.nwipswichblt.co.uk or by following this link: <http://www.nwipswichblt.co.uk/resources/map-of-north-west-ipswich.html> .

Two rounds of the Grant Award Scheme is currently planned for 2016. Two levels of funding can be applied for:

- Grants between £501 - £5,000 with no match funding requirement.
- Grants between £5,001 - £10,000 with a 5% match funding requirement.

Please see the Jargon Buster on Page 7 for the definition of terms.

For grants up to £500, please see the information on the NWI BLT Community Chest, which can also be found on our website: www.nwipswichblt.co.uk .

Funding within the Grant Award Scheme can be used for either capital or revenue to support the work of your organisation. However, we are unable to support applications which seek funding to cover your organisation's core running costs. The focus of any proposals must bring about a **direct benefit** to residents of the NWI BLT area, as shown on the map, and complement the aims and objectives set out within the North West Ipswich Big Local Plan. Our Plan can also be found on our website or by following this link: <http://www.nwipswichblt.co.uk/big-local-plan/index.html> .

The current priorities for the NWI BLT Partnership are to support young people (objective 4), older people (objective 5) and inter-generational activities (objective 6). Preference will be given to projects and activities which address these priorities.

We welcome applications which work in partnership with others to deliver the projects / activities and we are keen to support applications which are sustainable and can be continued after the period of grant funding has ended, or which leave a long term legacy for the future.

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 on page 6 of these notes.

Timescale and Process for Decision Making

The Grant Award Scheme is a competitive process with a limited number of grants available at both levels. Each application will be considered by an Appraisal Panel, which will be made up of several Resident and Advisory Members of the wider NWI BLT Partnership. A short list of applications will be drawn up and only those applicants will be invited to give a Presentation to the Appraisal Panel.

The Presentation gives shortlisted applicants an opportunity to explain the projects / activities more fully and for further questions to be asked by the Appraisal Panel, to which shortlisted applicants should be

able to provide responses. Those applicants who have been shortlisted will need to be prepared to attend and make a presentation to the Appraisal Panel.

The Appraisal Panel will then consider those shortlisted applications again and make its decisions, which will then go to the wider BLT Partnership for formal sign off, prior to the decisions being made public. The NWI BLT Partnership is responsible for the governance and funding decisions made by the NWI BLT and their decision will be final.

The closing date for applications for R1 in 2016 is **31st March 2016**.

Successful applications will be decided at the next monthly NWI BLT Partnership meeting.

If your group/organisation would like to apply for a grant, please complete the Application Form and use these Guidance Notes to help you with your responses. Applications will be accepted by e-mail **and a signed** hard copy must also be submitted, together with any supporting information (Constitution or Terms of Reference and last annual accounts). **All details** on the application form must be completed.

If you have any questions or concerns about any aspect of the Grants Award Scheme and would like to talk to someone about making an application, please do contact us – see contact details on page 6 of these notes. We are available to provide 1 to 1 guidance and support, which will help your group or organisation to make an application.

Application Form Questions

SECTION 1 – About Your Group/Organisation

- **Organisation Name:** Please tell us the name of the lead organisation making the application. This will be the organisation to which any grant funding will be paid and who will be responsible for the delivery of the project and provision of any monitoring information. Applications can be made by any community group or voluntary sector organisation (including Social Enterprises and Community Interest Companies). Applications will not be accepted from individuals or statutory bodies. Additionally, only **one** application per group or organisation can be made for each funding round.
- **Main Address:** Please tell us the main address of the lead organisation making the application, together with the postcode. This should be the postal address for any future correspondence.
- **Lead Contact Details:** Please tell us the details of the person who is the main point of contact in respect of the application, together with their telephone numbers – landline and mobile, if possible, as well as an e-mail address. Notification will be made by email, so please ensure this is correct. Please also tell us about the position that they hold within the organisation, such as Chair of Trustees, Secretary, Manager, etc. If the correspondence address is the same as in Q2, please just write 'as above'.
- **Website:** Please provide your organisation's website address, if it has one. If you are affiliated to a larger organisation, for example the Scouts or Girl Guides, please provide their web address. If you do not have a website, please write 'None' in the space provided.
- **Organisation legal status / details:** Please tell us the details of your organisation.
- **Bank/Building Society Address/Account Name/Sort Code and Account Number:** All details relating to these questions are required to be completed as part of your application. This will help the NWI BLT make swift payment to your account, if your application is successful. All information relating to these questions and other information relating to your application are held as confidential material and are kept securely. All members of the BLT Partnership have signed confidentiality agreements, which undertake to keep sensitive information confidential.
Applications received without this information will not be progressed any further.

- **Accounts summary:** A copy of your most recent accounts is required to be submitted as part of your application. However, the information requested here provides us with a snapshot of your accounts for ease of reference.
- **Purpose of Organisation:** Please tell us about your organisation – What it does, its main aims and objectives, when it was formed, who it supports, the type of work that is carried out. Try to give an indication about how big or small the organisation is and whether it has a proven track record of delivering projects similar to the one your group/organisation is applying for. Please ensure that you do not exceed the maximum word count. If filling your application by hand, you may use a separate continuation sheet if necessary, ensuring that your information is referenced to the question you are responding to. Please do not use this space to tell us about your specific project, as this is covered in Section 2.

SECTION 2 – About Your Project

- **Project Title:** Give your project a title which describes your project or by which your project will be known (e.g. The Kidz Club - Out of School Project or Play Equipment at St George's Yard).
- **Project Site Address:** This is where the project or activity being funded by the NWI BLT will be located/delivered and may be different from the main address of your organisation. Remember the BLT covers a specific geographic area and we are looking for applications which are based/to be delivered within the red hatched area indicated on the map. The map is on the website or you can access the map by following this link: <http://www.nwipswichblt.co.uk/resources/map-of-north-west-ipswich.html> .
- **Your Project/Activities:** This is where we need you to tell us all about your proposed project – what it aims to do, how it will be achieved, who will deliver it and who it will help/support, etc. Please provide as much detail as possible in the space provided. If you are working with other groups or organisations to deliver your project, please tell us who they are and what their role will be. Also tell us when your project is likely to start and end if you were to receive funding and whether this timescale is flexible. We are not able to support projects that have already started and you need to leave enough time in your planning for the NWI BLT to make its decision. Please ensure that you do not exceed the maximum word count. If filling your application by hand, you may use a separate continuation sheet if necessary, ensuring that your information is referenced to the question you are responding to.
- **Project dates:** Please give an indication of when you envisage your project will start and end. Is it for a specific time period or can the start date be flexible?
- **Project Costs:** We would like to see what costs will be required to support your project. You will need to give us a breakdown of how much you need in full and how much you are requesting from the NWI BLT. Please also see the supplementary information on pages 7 & 8 of these notes for help with the definition of terms used and our top tips for success. Grant 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). Your costs should not include any VAT costs, as these cannot be paid by the NWI BLT. Some charities may be able to claim these costs back from HM Revenues and Customs.

For projects requesting between £501 - £5,000 there is no match funding requirement and all project costs can be supported in full. Please note that we will not be able to fund the core running costs of your group or organisation, but we can support the direct costs relating to your project.

However, for projects requiring a greater level of funding (between £5,001 - £10,000) from the NWI BLT, there is a 5% match funding requirement. This can be made 'in cash' from your organisation/groups reserves, secured through external fundraising or be committed from a partner organisation you are working with. Alternatively, an 'in-kind' contribution can be committed, but it must be able to clearly

demonstrate a cash value (for example, the free use of a venue provided by a partner organisation or the donation of a new piece of equipment such as a camera, pc or laptop).

Please ensure that you add up your figures correctly and that the total you require from the NWI BLT does not exceed £5,000 (if applying for the lower level grant, where there is no match funding requirement) or £10,000 (if applying for the higher level grant, where there is a match funding requirement of 5%).

- **Project funding already secured:** Please tell us if you have secured any funding already which will help to deliver your project and if so, how much and where the funding has come from. If no other funding has been secured, please indicate by ticking 'None Secured'.
- **Project funding applied for:** Please tell us if you have made any applications for other sources of funding which are currently awaiting a decision. Please advise of how much you have applied for and where you are seeking the funding from. If you have not made any other applications for funding from any other sources, please indicate by ticking 'No'.
- **Project target group:** Please tell us if your project aims to work with a specific group and why you feel this is needed in the area. Please provide additional documentation if necessary.

SECTION 3 – The Difference Your Project Will Make

- **Aspirations/Objectives within the North West Ipswich Big Local Plan:** Please tell us which aspirations or objectives your project aims to address in the Big Local Plan. This year the NWI BLT has set a headline priority of '**Supporting Young People**' and we are keen to hear from groups and organisations which have proposals which help to tackle this priority. However, groups or organisations wishing to make applications which address other aspirations or objectives within the Big Local Plan can also be made.
- *Why your project is needed:* Please tell us why your group or organisation thinks your project is worthwhile and needed in NW Ipswich. This can be based on anecdotal evidence (local stories), or experiences of your group or organisation or of the people you are aiming to support. Please ensure that you do not exceed the maximum word count. If filling your application by hand, you may use a separate continuation sheet if necessary, ensuring that your information is referenced to the question you are responding to.
- *Evidence of need:* Please tell us what statistical evidence or data there is to suggest that your project is needed and where it has come from. Please also tell us about the people you have consulted with during the development of your project and what they have told you. If you have made changes to your proposal following consultation, what are they? If filling your application by hand, you may use a separate continuation sheet if necessary, ensuring that your information is referenced to the question you are responding to.
- **The changes/difference your project will make:** Please tell us about the difference or changes that your group or organisation is hoping to see as a result of the project or activity you are applying for. Tell us how this will affect your local group and the wider community generally. If filling your application by hand, you may use a separate continuation sheet if necessary, ensuring that your information is referenced to the question you are responding to.
- **Target numbers:** Please give us an indication as to how many people your project will benefit in total and if the beneficiary will be from a particular ward within the community or of a specific age group. These numbers should be the *direct* beneficiaries but if you are able to tell us the *indirect* beneficiaries (parent of a child / sister / brother etc.) then please also tick the *other* section and add the details. We are also keen to monitor our impact in our 'pink area' please give us an idea as to how many people from this area you envisage you will engage with. (please see map / road names on our website for details).

- **Publicity and promotion:** Please tell us how you will publicise and promote your project and engage people to take part in your project/activities. If your application for funding is successful, the NWI BLT will require that the NWI BLT logo and the Big Lottery Fund logo be used in all PR and marketing material.
- **Community Involvement / Development:** Please tell us how you plan to engage the community with your project. Will you develop volunteering? Please also indicate how you envisage embedding your project into the North West Ipswich Big Local Trust to ensure your project is fully integrated to the overall plan– please see our project plan on our website for information on sub groups.

SECTION 4 – Reporting / The Future

Sustainability: Please tell us how your group or organisation will ensure that the project continues after the funding has ended? The NWI BLT is keen to support applications that are able to demonstrate long term sustainability in the future without the need for further funding support. You might also like to include any **legacy** that your project will leave behind. This could be a building or equipment or on-going learning and development opportunities. Will new skills or knowledge be passed on and if so, to whom?

SECTION 5 – Declaration

To apply for a grant from the NWI BLT you must be able to tick all of the boxes in this section. Your Governing Body or Board of Directors should be fully aware of this application prior to its submission to the NWI BLT and will have agreed that you can send it to us.

The information contained in your Application Form is taken as being true and correct at the time of submission and you are signing to acknowledge this as the case. Should any of the information change following submission, you are advised to notify the BLT immediately. The grant can only be used for the purposes as described in the Application Form. If this should change for any reason, you must advise the BLT as soon as possible. If the funding is spent on anything other than the purposes it has been awarded for, without our prior written consent, the BLT may ask for the grant to be repaid in full. The BLT also reserves the right to request that any under spend relating to the delivery of your project also be repaid. In accepting a grant award your organisation also acknowledges that it will be required to complete and submit a Grant Award Scheme Monitoring Report, detailing how the grant has been used and the impact of the project/activities.

SECTION 6 – Sending us your Application Form

We prefer to receive applications by e-mail, as well as a signed hard copy to be sent to us by post. We will however, also accept just a hard copy by post if you are not able to provide an electronic version of your application form.

Documentation: Working with Children, Young People and Vulnerable Adults. If your project is likely to work with children, young people or vulnerable adults, the NWI BLT wishes to ensure that your organisation or group has the appropriate policies and procedures in place, prior to making any award for funding. You must be able to evidence that you have all of the documents/policies set out in the bulleted list, if required to do so. You are required to confirm this on the application form itself.

Applicants are also required to provide a copy of their Constitution or Terms of Reference, together with a copy of their last annual accounts.

When your application is complete, please e-mail it to:

faye.smith@communityactionsuffolk.org.uk

Please put the name of your organisation in the subject field of your e-mail. You will receive an acknowledgement to confirm that we have received your application.

Or send your application to:

Faye Smith
Big Local Trust Officer
c/o Community Action Suffolk
Brightspace
160 Hadleigh Road
Ipswich IP2 0HH

If we need more information we will ask you for it during our assessment process.

Please see the supplementary information overleaf:

- Funding Jargon Buster
- Top Tips for Success

Funding Jargon Buster

Jargon	Meaning
Accounts	All operating bodies, including charities, are obliged by law to keep detailed accounts of financial expenditure and income, and to present them annually in a publicly available report. Registered charities earning less than £10,000 annually only have to present simple accounts.
Capital	Expenditure on new buildings, land, improvements to existing property (e.g. new kitchens) and the purchase of all other assets, such as computer hardware, that have an expected working life of more than one year. i.e. the things you can see and touch.
Core Expenditure	Covers your core costs of your project/organisation, such as staffing, travel expenses, rent and rates. Many funders will not cover core expenditure costs.
Grant	Sums of money given to a charity, organisation or individual, usually from some kind of grant making body such as a charitable foundation or government department. A grant is different to a donation in that it is usually applied for alongside strict criteria, drawn up by the grant maker, that the applicant must adhere to in order to receive the money.
Match Funding	Some funding bodies require applications to make a contribution in cash or in kind, which will help to deliver the project that the application relates to. Sometimes match funding levels are specified, i.e. 50% match funding, which means half of the resources required to deliver the activity are pledged by a third party or external source.
Project Expenditure	The total costs involved in the project, for which you require funding.
Revenue	The costs for things that you can't touch or see, such as operational costs, electricity, rent, wages, telephone costs.
Ring-fenced	Funding which is restricted for a specific purpose or use or to a specific geographic area or community of interest (i.e older people, BME community, etc).
Voluntary and Community Sector Organisations	<p>The National Council for Voluntary Organisations (NCVO) identifies the following distinctive characteristics of the Voluntary and Community Sector :</p> <ul style="list-style-type: none"> • self-governing organisations, some being registered charities, some incorporated non-profit organisations and some outside both these classifications • a great range of size and structure of organisations • work delivered for the public benefit, beyond the membership of individual voluntary and community organisations (VCOs) • independence of both formal structures of government and the profit sector • an important reliance on volunteers to carry out its work. <p>This work includes:</p> <ul style="list-style-type: none"> • delivering services • advocating and or lobbying on behalf of community causes • facilitating international, community and economic development • advancing religious faith and practice • raising funds • providing financial support to other VCOs.

Top Tips for Success

1. Make sure that the funding is suitable for your group/organisations purposes – don't shoehorn your project into a funding pot, just because its there. Remember your constitutional objectives.
2. If you feel your project/proposal qualifies for a fund, ask/send for an Application Form and Guidance Notes.
3. If in doubt, ask the funder for advice/clarification either by calling or e-mailing. They won't be surprised, will be expecting calls and will be geared up to answer your questions.
4. Once you have your Application Form, read the accompanying Guidance Notes carefully and **use them** to complete your application. The funder writes the guidance to help you through the application process – it will help you to avoid wasting time, making costly mistakes and help you to remember to include vital information that will help to support your application.
5. Before you begin to fill anything in, copy the blank form at least three times. If writing by hand, fill in your first draft in pencil. If doing your form electronically, save each version with a different document name/number after you have finished each time. This helps to track your amendments and safeguards early information from becoming lost.
6. Share your draft application with several people from your group or organisation to ensure you are asking for exactly what it is your organisation/group wants and to test that what has been written is clear and understandable to the reader.
7. Avoid using acronyms – just because you know what they mean doesn't mean that the funder will. However, if you want to use a shorthand term, in the first instance put the meaning in full and follow by putting the acronym in brackets e.g. Big Local Trust (BLT).
8. When you come to doing the final version of your Application Form, if it says use black ink/print – do as it directs.
9. If there is only space for ten words, write ten. However, if there is space for a paragraph or a statement that says 'no more than 200 words', ensure that you use the space and give a broader answer. The funder wants to know as much about your organisation/proposal as possible, without you going over the 200 word count, so hone your responses to give as much information as you can.
10. Answer ALL the questions on the Application Form, even the ones about bank details. All information held by funders is confidential and your information will be held securely. Be prepared to answer questions in writing, on the telephone, in a one-to-one meeting.
11. Keep a copy of your final application.