



Boston Big Local Community Chest (Groups & Residents Form)

APPLICATION GUIDANCE NOTES & APPLICATION PROCESS & PROCEDURES

Application Guidance Notes

Q1 – Applicant information

For Groups: In this section you must provide us with basic contact details about your organisation, the main worker within the organisation and the 2 residents supporting the application.

Both of the residents must reside within the Boston Big Local area (predominately postcodes PE21 6__ and PE21 8__). The area is outlined on Page 4 of the application form and the list of valid postcodes and streets can be found on the Boston Big Local website – www.bostonbiglocal.co.uk/area.

For Residents: If you are applying as a resident, you must live within the BBL area and please fill your basic contact details as 'BBL Resident name 1 supporting application' alongside contact details of a fellow resident living within the BBL area (please see page 4 of the application form) as well as an organisation that operates within the BBL area that will support your application.

Q2 – Group / Projects Aim

For Groups / Residents: Please briefly describe the organisation or project's aim? What activities do you or plan to carry out within the Boston Big Local area? (see page 4 of the application form).

Q3 – Boston Big Local Priorities

For Groups / Residents: Please state in this section, which of the 4 Boston Big Local Priorities (as outlined on page 3 of the application form) your application will meet. Your application must meet at least one of the priorities to be considered. If you feel the application meets more than one of the priorities, please state all the priorities applicable. If you are applying for running costs, please outline your core organisation's objectives and services, how they meet the priorities and how the money will be used to add value to your services. Please outline how your project meets each of the priorities you have stated.

Q4 – Amount of the Funding

The maximum amount that groups or residents can receive through Boston Big Local's Community Chest is £1000.

The funding is split into 2 categories: 1) Funding for groups or residents to undertake projects or 2) Running costs for groups that meet BBL priorities and benefits residents within the BBL area.

1) Funding for groups or residents to undertake projects

- The funding may cover either a whole project or partially fund a larger project within your organisation.

2) Running costs for groups that run within the BBL area that meet BBL priorities

- The Community Chest will fund the following running costs:
 - Volunteer expenses (car parking, mileage up to a maximum of 45p per mile, public transport tickets and child / respite care costs).
 - Publicity materials (this can include leaflets, posters for events, banners and marques but excludes website costs. Publicity materials must be used within the Boston Big Local area and must include the Boston Big Local logo and strap line as outlined within the Standard Agreement. We may require evidence of this.
 - Purchase, hiring or replacement of equipment.
 - Hiring of venues for group meetings, events or training. (If you are applying for running costs, the panel will only consider applications that apply for at least 55% of their yearly annual venue hire.) The panel will however consider any applications for one-off venue hire.
 - Training courses for volunteers that reside within the Boston Big Local area.
 - Insurance costs up to £350.
- The Community Chest will NOT fund the following:
 - Staff Wages
 - Utility Bills that are not part of a specific project.
 - Stationary, Printer Ink or Event Giveaways
 - Building or motor vehicle repairs

Q5 – What do you need the money for? How will you spend the money? And Benefits

Within this section, please outline your project, the dates the project will run from and to, how you are going to use the money.

Q6 – Benefits to Boston Big Local Area

Where possible, please keep within the 500 word limit. Please highlight within this section how the award of the funding would bring benefit to the Boston Big Local area and, most importantly, to its residents. Please take into consideration how the benefits relate to the priorities (see page 3 of the application form) within the Boston Big Local plan, which can be found on the Boston Big Local website – www.bostonbiglocal.co.uk.

Q7 – Publicity

Please state how you intend to publicise your group, activity or project to Boston Big Local residents.

Q8 & 9 – Number of users members and volunteers

In Q8 - Please outline in this section the current number of users, members and volunteers within your organisation and the approximately the number of users,

members and volunteers that reside within the Boston Big Local area (Predominately PE21 6 and PE21 8 postcodes)

In Q9 – Please outline approximately the number of additional Boston Big Local residents that your project will benefit. If you are applying for a Public Realm Project within the BBL area, please state that potentially all BBL residents could benefit from the project.

If you are a resident applying, please outline in Q8 the number of users, members and volunteers from your supporting organisation and in Q9 the number of users, members and volunteers within the Boston Big Local area that YOUR project will hopefully benefit.

Q10 – Monitoring

An end of project report will need to be submitted 1 month after the finalisation of the project or once the monies have been spent outlining the impact on immediate beneficiaries in the Boston Big Local area; how the monies have added value to your organisation and the area and any other relevant information.

For running costs, we will ask for a report 6 months after the award of the monies that demonstrates how the funding has helped sustain or added value to your organisation.

This can be in the form of a DVD, an album of photographs with explanations, testimonials and anecdotal evidence from residents within the Boston Big Local area or a more formal written report based on the above and the number of beneficiaries it has supported from within the Boston Big Local area.

Failure of a report being submitted will result in any future applications being refused.

Q11 – Auditing

In this section, please state how you will keep track of the monies, how it will be approved and how it will be held (i.e. in a ring-fenced account within your organisation or supported organisation). Please explain any ring-fenced monies that you may have within your bank account in this section.

If you are successful, we will ask you to sign an agreement with us that you will use the money as agreed in the application. We expect you to keep receipts and we may need to see these. Please include a Bank statement from your organisation/group or from the supporting organisation.

Q11 – Constitution

Please state whether you are a fully constituted group/organisation or if you are an individual, please state whether your supported organisation is a fully constituted group. Please send your constitution / terms of reference with your application.

Individuals or un-constituted groups may be awarded funding on proviso that they seek assistance from an organisation like Lincolnshire Community & Voluntary Service to establish a constitution, a bank account and possibly insurance etc. the awarded funding will be ring-fenced until the next funding round (approximately 4 months) and will be released to the resident / organisation upon receipt of the relevant documentation.

Q12 – Keeping Track of the Monies

Please state in this section how you intend to keep track of the monies we award you.

Q13 – Breakdown of Costs

Please provide a breakdown of the costs for your group or project and which elements you would like the Community Chest Funding to contribute to.

Q14 - Bank Account

Please state whether the organisation/group has a bank account in its own name or if you are an individual, please state whether your supported organisation has a bank account in its own name. Please fill out your bank account details in the table provided.

Q15 – Any Other Information

Please put in this section any other information that you feel would add support to your application. This could include relevant case studies, testimonials or previous experience.

Please also write within this section, where you found out about this funding scheme which will help towards effective monitoring and evaluation.

Signature Page

The application must be signed by the person completing the application form and who appears as the main contact for this application. 2 residents from the Boston Big Local area must also sign the form indicating their support.

If you are sending an electronic version of the application, we would need to see a scanned version of this page alongside your application. If you are sending your application via post, then you do not need to send us a scanned version of the signature page.

If you are successful in your application, we will ask for both residents to sign a separate agreement confirming their support in the applications. Both signatures should match the signatures on the relevant application.

Community Chest Funding Conditions

- Community Chest funding will be allocated at the sole discretion of a group of residents within the Boston Big Local area.
- Boston Big Local reserve the right to change the way they make decisions on applications following each funding round – this will be outlined within the 'How decisions are made' section of the application form and within the guidance notes.
- Funding will only be awarded to organisations/groups wishing to run a project or run their core services within the Boston Big Local area and where residents are the direct beneficiaries.
- Any equipment purchased with funding assistance shall not be sold or otherwise disposed of within two years of such funding assistance without prior written consent from the Boston Big Local Residents' Panel. However, consideration may be given to allow your group/organisation to offer said

equipment to other groups with a similar aim and purpose, provided they are based/operate within the Boston Big Local area.

- The Boston Big Local area residents group expect to be acknowledged in any marketing or publicity material used to promote any project or running costs for which it has provided funding assistance.
- Any organisation or group in receipt of funding assistance from the Boston Big Local Community Chest will be required to provide evidence that the resources allocated have been used for the purpose(s) awarded.
- It is the sole responsibility of funding recipients to ensure that they have any and all licences, insurances, relevant consents/permissions and full health and safety risk assessments and plan in place.

Successful applicants to the Boston Big Local Community Chest Scheme will be asked to supply the following information before receipt of funding:

- Copies of **all** relevant insurance documents, where possible (if not applying for assistance to cover this cost)
- A copy of your organisation/group's most recent accounts or 3 most recent bank statements. However if you are a new group set up for the purpose of organising an event, proof of a bank account set up in the name of your group.

If you are unsure about any aspect of completing the application the Boston Big Local Community Chest Facilitator is available to offer help and assistance.

Contact details are below:

Mr. Jody Raggo
Boston Big Local Community Chest Facilitator,
Age UK (Boston & South Holland), William Garfit House, 116 High Street, Boston,
Lincolnshire, PE21 8TG

Tel: 07903 857 263

Email: bblocalcommunitychest@gmail.com

Please note: Boston Big Local's Community Chest Facilitator may advise applicants on correctly completing the application form. Any suggestions made by the Community Chest Facilitator to applicants to help strengthen bid are recommendations and does not imply that funding will automatically be granted. The Community Chest Facilitator will attend panel meetings to present each application but does not have voting rights.

Application Process

- 1) Following on from each funding round, details of the Community Chest will be posted on the Boston Big Local website, twitter feed and Facebook page and within the local press and media inviting organisations and residents within the Boston Big Local area to apply.
- 2) Applications will be acknowledged via email within 7 days of being received.
- 3) The Community Chest panel will receive all applications within 7 days of the panel meeting.
- 4) The Community Chest panel will meet to consider applications within 2 weeks of the closing date of each funding round (please check the Boston Big Local website and Application Form for exact dates). Please also see 'How decisions are made' section below.
- 5) The Boston Big Local Community Chest panel will write via post within 14 days of the panel meeting to each applicant outlining the panel's decision and the reasons for this decision. For successful applicants, the Community Chest panel will outline the next stages within the letter.
- 6) Successful Applications:
 - a) Boston Big Local will send out a Standard Agreement along with the award letter. Boston Big Local will ask the successful applicant and the supporting residents to sign the agreement and send it back to Boston Big Local either via post or as a scanned electronic version.
 - b) Once this signed Standard Agreement has been received and the Community Chest Facilitator is satisfied, the Community Chest panel will instruct our Local Trusted Organisation, Age UK Boston & South Holland, to arrange the payment within 28 days of receiving the document.
- 7) Decisions are made and announced publically on the Boston Big Local website within 4 weeks of the end of each funding round.
- 8) Successful applicants will be asked to submit a report at the end of the project or, for running costs, within 6 months of the money being received. The report must show a benefit to the Boston Big Local area and its residents.

Please note that the award of the money will be made on the condition that the Boston Big Local logo and strapline is used on any publicity materials relating to the project and Boston Big Local must be acknowledged within any press release or related media correspondence (i.e. radio interview).

How decisions are made:

- Applications are submitted to a panel of people living locally within the Boston Big Local area.
- The panel will judge applications on an individual basis focusing on whether the application meets Boston Big Local's priorities, aims and principles and whether the project shows a demonstrable benefit to Boston Big Local residents. The panel will also judge applications on its originality and creativity.
- Applications are considered in the order that they are submitted.
- If the panel approves more applications than the amount of funding available, we will approach the main Big Boston Local resident's panel to approve payment from a future funding round. If this scenario happens within the final funding round (February 2019), then the Community Chest panel will approach the Local Trust for additional funding.
- If the panel feel any application has a 'Wow' factor, then they may want to pass on the application to the main Boston Big Local resident's panel for consideration for larger amount of money. This will be done with the agreement of the successful applicant.

- The panel reserve the right to defer the decision of any application to the next funding round on receipt of additional information. Applicants will again be informed of this decision within 2 weeks of the end of each funding round in writing.
- Announcement of those successful will be made within 4 weeks of the end of each funding round.
- Please note that Boston Big Local reserve the right to change the way they make decisions on applications following each funding round – this will be outlined within the ‘How decisions are made’ section of the application form and within the guidance notes

If your application is successful we will ask you for further details about you and or your group/organisation so that we can be satisfied that any Funding is made in the public interest and in the interest of the Boston Big Local area. Our award conditions are set out within the guidance notes to this application form.

Boston Big Local priorities:

Our Boston Big Local themes are:

1. Improving health and wellbeing.
 2. Creating a more attractive environment.
 3. Building community spirit.
 4. Encouraging enterprise.
1. Improving Health and Wellbeing:
 - Provide opportunities to improve residents’ health and wellbeing through music, sport and cultural activities for:
 - Children and families
 - Young people
 - Older residents
 - Residents from across the community
 - Provide Health & Well-Being fun/educational events for all residents
 - Provide innovative fitness opportunities to residents of all ages.
 2. Creating a more attractive environment:
 - Educate and inform residents about their responsibility toward the local environment.
 - Brighten up the Boston Big Local area.
 - Improve local amenities and open spaces in Boston Big Local area.
 - Support local environmental groups.
 3. Building community spirit.
 - Provide new and support existing activities that draw people together from different backgrounds within the Boston Big Local area.
 - Improve facilities for community gatherings and events.
 - Provide small grants through a community chest programme to support local initiatives linked to all four Boston Big Local themes.
 4. Encouraging enterprise:
 - Support residents in financial difficulty.
 - Make more of Boston’s history to promote the town.

Boston Big Local Area

