



Boston Big Local in partnership with Lincolnshire Community & Voluntary Service

Community Events Grant Scheme

APPLICATION GUIDANCE NOTES

Section 1 – Applicant information

In this section you must provide us with basic details about you and your group/organisation.

- 1.1 Name of the person who is completing the application form
- 1.2 Contact email address
- 1.3 Contact telephone number
- 1.4 Organisation or group who you are applying on behalf of
- 1.5 Please briefly describe the organisation/group
- 1.6 Please state whether you are a fully constituted group/organisation
- 1.7 Please state whether the organisation/group has a bank account in its own name
- 1.8 If you have had to answer 'no' to either 1.6 or 1.7 then please explain here

Section 2 – Your event

- 2.1 Please state the name your event will go by for publicity and promotional purposes
- 2.2 Tell us whether you will be organising a small event or a one off large event as this will determine the maximum amount of grant for which you can apply.

If you are putting on a small event you can apply for up to a maximum of £1,500 and you must be able to deliver your event between 01st April 2017 and 31st March 2019.

If you are putting on a large event, this is divided to provide £4,500 for 2017/18 and £4,500 for 2018/19 should two independent applications be submitted and accepted to deliver a large event within the allocated budget and timeframe.

- 2.3 Please state exactly how much you are applying for.

- 2.4 Please state the date of your event
- 2.5 This is your opportunity to tell us about your event, its main aims and how it will meet the Boston Big Local criteria, where possible you must try to keep within the 500 word limit given.

Reminder of the Boston Big Local criteria:

Your event must enable:

- Residents from the Boston Big Local area to feel there is greater community spirit and civic pride.
- Residents to feel there is more appreciation of the diversity of culture and backgrounds within the Boston Big Local area.
- Residents and local organisations to say there is greater participation in community life.

Please also include information about how you plan to deliver your event including information about number of volunteers, partner organisations who will be assisting (where applicable), where you will be holding your event and the number of people from the Boston Big Local area that will benefit from your event. (A map of the Boston Big Local area can be found at the end of these guidance notes).

Section 3 – Financial details

- 3.1 Please show a complete breakdown of costs to deliver your event stating which items are to be covered by the community event grant. The total amount in the 'yes' column must match the amount stated in section 2.3.
- 3.2 Please provide the bank details of your organisation/group and state whether you would prefer to receive your payment by cheque or by BACS.

Section 4 – Signature

The application must be signed by the person completing the application form and who appears as the main contact for this application.

Section 5 – Further information

In this section we would like to know how you found out about this grant scheme which will help towards effectively monitoring and evaluating it.

Community Events Grant Scheme Funding Conditions.

- 1.** Grant funding will be allocated at the sole discretion of a small independent panel with at least the majority being representative from the larger Boston Big Local area residents group.
- 2.** Grant funding will only be awarded to organisations/groups wishing to hold an event within the Boston Big Local area and where residents are the direct beneficiaries.
- 3.** Any equipment purchased with grant assistance shall not be sold or otherwise disposed of within the two years of such grant assistance without prior written consent from Lincolnshire Community & Voluntary Service. However, consideration may be given to allow your group/organisation to offer said equipment to other groups with a similar aim and purpose.
- 4.** Boston Big Local area residents group expect to be acknowledged in any marketing or publicity material used to promote any project for which it has provided grant assistance.
- 5.** Any organisation or group in receipt of grant assistance from the Boston Big Local Community Events Grant Scheme will be required to provide evidence that the resources allocated have been used for the purpose(s) awarded.
- 6.** It is the sole responsibility of grant 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 Events Grant 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 full health and safety plan and risk assessments for the event
- 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.

Monitoring requirements:

Small Event

There is a responsibility for the group/organisation organising a small event to provide brief regular updates on progress to Lincolnshire Community and Voluntary Service to ensure that the Boston Big Local Resident Group are kept informed. This

can be in the form of a brief email or letter detailing how you are getting on with the organisation of your event.

Receipts of all expenditure should be kept in order to accompany your final accounts showing the expenditure of the grant awarded, following delivery of the actual event.

An end of event report will need to be submitted 1 month after the event has taken place outlining the success of the event, impact on immediate beneficiaries in the Boston Big Local area and any other relevant information.

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. Should you choose to develop an evaluation form which residents can complete during or after your event this can form the basis of your end of event report.

Large Event

There is a responsibility for the group/organisation organising a large event to provide quarterly updates on progress to Lincolnshire Community and Voluntary Service to ensure that the Boston Big Local Resident Group are kept informed.

Receipts of all expenditure should be kept in order to accompany your final accounts showing the expenditure of the grant awarded, following delivery of the actual event.

An end of event report will need to be submitted 2 months after the event has taken place outlining the success of the event, impact on immediate beneficiaries in the Boston Big Local area and any other relevant information.

This again 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. Should you choose to develop an evaluation form which residents can complete during or after your event this can form the basis of your end of event report.

If you are unsure about any aspect of completing the application the Boston Big Local Community Events Grant Scheme Administrator is available to offer help and assistance. Contact details are below:

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Boston Big Local Area

