



Boston Big Local Community Chest Application Form

Welcome to the Boston Big Local Community Chest application form. Boston Big Local is a £1m ten-year resident led programme to make Boston an even better place to live. The Community Chest is a small pot of money, which local community groups, charities and residents with an innovative idea within the Boston Big Local area can apply for.

The aims of the Community Chest are to:

- Help make Boston central an even better place
- Support residents to take action on the 4 key areas of Boston Big Local priorities

Residents of any age within the Boston Big Local area can apply.

What and how much can be applied for:

What	Who	How much
1. Grants for groups or residents to undertake projects	Application made by a group with at least two resident signatures, supported or in partnership with a local organisation if required.	Up to £1,500
2. Running costs for groups that meet BBL's priorities i.e. Volunteer Expenses	Application made by a group with at least two resident signatures, supported or in partnership with a local organisation.	Up to £1,500

How to apply:

- You can download the form from our website – www.bostonbiglocal.co.uk - or request a copy from our Locally Trusted Organisation – Age UK (Lincoln & South Lincolnshire), William Garfit House, 116 High Street, Boston, Lincolnshire, PE21 8TG or you can contact our Community Chest Facilitator, Rachel Lauberts on 07835 403558 or via email bblcommunitychest@gmail.com.
- To request help for your application, please contact: Rachel Lauberts on 07835 403558 or via email bblcommunitychest@gmail.com.
- 2 residents must sign and support the application.

The Community Chest Application Process:

- 1) Following on from each funding round, details of the Community Chest will be posted on the Boston Big Local website and within the local press 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 funding panel will receive any applications within 2 days of the funding round deadline for consideration.
- 4) The funding panel will meet to consider applications within 2 weeks of the closing date of each funding round (please check the Boston Big Local website for exact dates). Please also see 'How decisions are made' section below.
- 5) The Boston Big Local Community Chest panel will write via post or email within 14 days of the panel meeting to each application 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.
 - a) Boston Big Local will contact the 2 residents and / or the supporting organisation to confirm their support in the project.
 - b) Boston Big Local will ask the successful applicants to provide copies of all relevant insurance documents, where possible (if not applying for assistance to cover this cost) and a copy of your organisation/group's most recent accounts or 3 most recent bank statements. However if your group have been set up for less than 3 months, proof of a bank account will be suffice.
 - c) Once these documents have been received, the Community Chest panel will instruct our Local Trusted Organisation, Age UK Lincoln & South Lincolnshire, to arrange the payment within 28 days of receiving the documents.
- 6) Decisions are made and announced publically on the Boston Big Local website within 4 weeks of the end of each funding round.
- 7) 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.

Funding Rounds

- There are currently 3 funding rounds throughout 2018 and 2019. The closing date for each funding round is 7th July, 10th November and 9th February 2019.
- The panel reserves the right not to spend the full amount of funding within each round and are able to carry over any underspend to the next round. This will be publically announced on the Boston Big Local website within 2 weeks of the announcements of the bids.
- Applications can be made at any time and will be considered at the close of each funding round.
- Applicants, whether successful or not in a previous round, may submit an application within a future round.

How decisions are made:

- Applications are submitted to a panel of people living and working locally.
- The panel will judge applications on an individual basis focusing on whether the application meets Boston Big Local's priorities and whether the project shows a demonstrable benefit to Boston Big Local residents. The panel will also judge applications on its originality and creativeness.
- Applications are considered in the order 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 a

larger amount of money. This will be done on 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 via 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 grant 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.

Please read the accompanying Guidance Notes before applying.

Boston Big Local Community Chest Application Form

1. Names of those applying and contact details from 2 residents from the Boston Big Local area that will support the application, with email and phone if possible.

Organisation name: Name of main contact Address:	Email: Phone:
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Resident name: Address:	Email: Phone:
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Resident name: Address:	Email: Phone:
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2. What is your group's or project's aim? What activities do you currently / will do within the Boston Big Local area (predominately postcodes PE21 6 and PE21 8 – please check map on page 10)

3. Which of Boston Big Local's priorities does your application respond to? Please state below those areas that apply from the list on page 9 and how your group / project meet each of these priorities.

4. How much of the £1,500 grant will you be applying for and which grant do you want to apply for – projects or running costs?

5. What do you need the money for? What will you be spending the money on? How will it benefit residents within the Boston Big Local area?

Tell us in no more than 500 words what you need the money for and how it will be beneficial to residents living and working within the Boston Big Local area (predominately postcodes PE21 6 and PE21 8)

6. Approximately, how many current users, members and volunteers do you have using your service? Of these how many users, members and volunteers reside within the Boston Big Local area (PE21 6 and PE21 8) (Boston Big Local may ask for evidence to back up your figures)

Total Number of Service Users:	
Number of Service Users within Boston Big Local area:	
Total Number of Members:	
Number of Members within Boston Big Local area:	
Total Number of Volunteers:	
Number of Volunteers within Boston Big Local area:	

7. If you were to receive the monies, approximately how many additional Boston Big Local residents do you envision will be able to benefit from your project / organisation?

Number of Service Users benefitting within Boston Big Local area:	
Number of Members benefitting within Boston Big Local area:	
Number of New Volunteers within Boston Big Local area:	

8. How will we know you have made a difference? Some examples can include a short written story, a short presentation at an event or meeting or a short film, video clip or photos showing visually what's changed. Whatever approach you choose, we would expect to hear directly from those who have benefited from the grant.

Your plans to let us know how the grant has made a difference. Please choose at least two of the above methods, (written, visual, and verbal). It is a condition of the award that you report to us on what has been achieved. N.B. if you are applying for on-going running costs, we will ask you to report after 6 months of the award highlighting how it has helped sustain or added value to your organisation.

9. How will you keep track of the money? Who will hold the money and how will expenditure be approved and kept track of? 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.** Please also outline any 'ring-fenced' or committed money within your bank account.

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10. Are you a fully constituted organisation/group? (please circle or highlight either yes or no)

Yes	No
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11. Do you have a bank account in the name of organisation/group (please circle or highlight either yes or no)

Yes	No
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12. Anything else you would like to add to support your application?

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Date of application:

Signed By:

Resident:

Resident:

Main worker of supporting organisation:

Financial Details				
Please provide a breakdown of costs and which elements you would like this grant to contribute to (please tick yes or no as appropriate)				
		This grant to contribute towards		
Item	Cost	Yes	No	In-Kind Contribution
Total Amount:				

Bank Details	
Name of Bank Account	
Bank Name	
Account number	
Sort Code	
Payment by BACS or Cheque (please state preference)	

Please return completed applications

By email to bblcommunitychest@gmail.com or a hard copy to Boston Big Local, C/O Age UK (Lincoln & South Lincolnshire, William Garfit House, 116 High Street, Boston, Lincolnshire, PE21 8TG

Admin use only:	
Date received:	
Received by:	
Acknowledged on:	
If approved signed and dated by grant recipient agreeing to terms	

Boston Big Local priorities:**Our four 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:

- Ensure there is accessible information relating to residents' health and wellbeing.
- Provide opportunities to improve residents' health and wellbeing through music, sport and cultural activities for:
 - Children and families
 - Young people
 - Residents from across the community
 - Older residents

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.

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.
- Promote small businesses start-up.



The Boston Big Local Area

Residents Leading Change

