



## **Boston Big Local Community Chest**

### APPLICATION GUIDANCE NOTES

#### **Q1 – Applicant information**

In this section you must provide us with basic details about the 2 residents supporting the application and your group/organisation or supporting organisation if you are applying as a resident.

Both of the residents must reside within the Boston Big Local area (outlined on Page 8 of the application form) and the group/organisation must conduct their services within the area.

Please note that Boston Big Local will contact either of the 2 residents and / or the supporting organisation to confirm their support in the project.

#### **Q2 – Group Information**

Please briefly describe the organisation/group that are putting in the application or supporting your application (if you are a resident). What activities do you do within the Boston Big Local area (see page 10 of the application form).

#### **Q3 – Boston Big Local Priorities**

Please state in this section, which of the 4 Boston Big Local Priorities (as outlined on page 9 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 you feel it meets. 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 Grant**

The maximum amount that groups or residents can receive through Boston Big Local's Community Chest is £1500.

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

Groups can apply for either grant. Residents can only apply for the first grant to undertake projects.

*1) Grants for groups or residents to undertake projects*

- The grant may fund 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 travel expenses (car parking, fuel costs or public transport tickets).
    - Publicity materials (this can include leaflets, posters for events, banners and marques but excludes website costs and give-aways). Publicity materials must be used within the Boston Big Local area. We may require evidence of this.
    - Purchase of equipment to enable volunteers to carry out their role.
    - Replacement of equipment.
    - Hiring of venues for group meetings, events or training. (If you are only 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.
    - Hiring of equipment or vehicles.
    - Training courses for volunteers.
    - 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
    - Projects already running and funded through another grant scheme.
    - Rent

### **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 and how you are going to use the money and how it meets the Boston Big Local's priorities. Where possible, please keep within the 500 word limit. Please highlight within this section what you intend to spend the money on and 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 within the Boston Big Local plan.

### **Q6 & 7 – Number of users members and volunteers**

In Q6 - 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)

In Q7 – Please outline approximately the number of additional Boston Big Local residents that your project will benefit.

If you are a resident applying, please outline in Q6 the number of users, members and volunteers from your supporting organisation and in Q7 the number of users,

members and volunteers within the Boston Big Local area that YOUR project will hopefully benefit.

### **Q8 – Monitoring**

An end of project report will need to be submitted 1 month after the finalisation of the project or once the monies has been spent outlining the impact on immediate beneficiaries in the Boston Big Local area, how the monies has 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 grant 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.

### **Q9 – 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.

### **Q10 – 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.

### **Q11 – 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 on page 8 of the application form.

### **Q12 – 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 grant scheme which will help towards effectively monitoring and evaluating it.

### **Financial details**

Please show a complete breakdown of costs to deliver your project stating which items are to be covered by the community chest grant.

The total amount in the 'yes' column must match the amount stated in question 4.

Please provide the bank details of your organisation/group and state whether you would prefer to receive your payment by cheque or by BACS.

### **Signature**

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 showing their support.

### **Community Chest Funding Conditions.**

- Grant funding will be allocated at the sole discretion of a small 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.
- Grant 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 grant assistance shall not be sold or otherwise disposed of within two years of such grant 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 grant assistance.
- Any organisation or group in receipt of grant 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 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 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:

Rachel Lauberts  
 Boston Big Local Community Chest Coordinator,  
 Age UK (Lincoln & South Lincolnshire), William Garfit House, 116 High Street,  
 Boston, Lincolnshire, PE21 8TG

Tel: 07835 403558

Email: [bblcommunitychest@gmail.com](mailto:bblcommunitychest@gmail.com)

**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*

