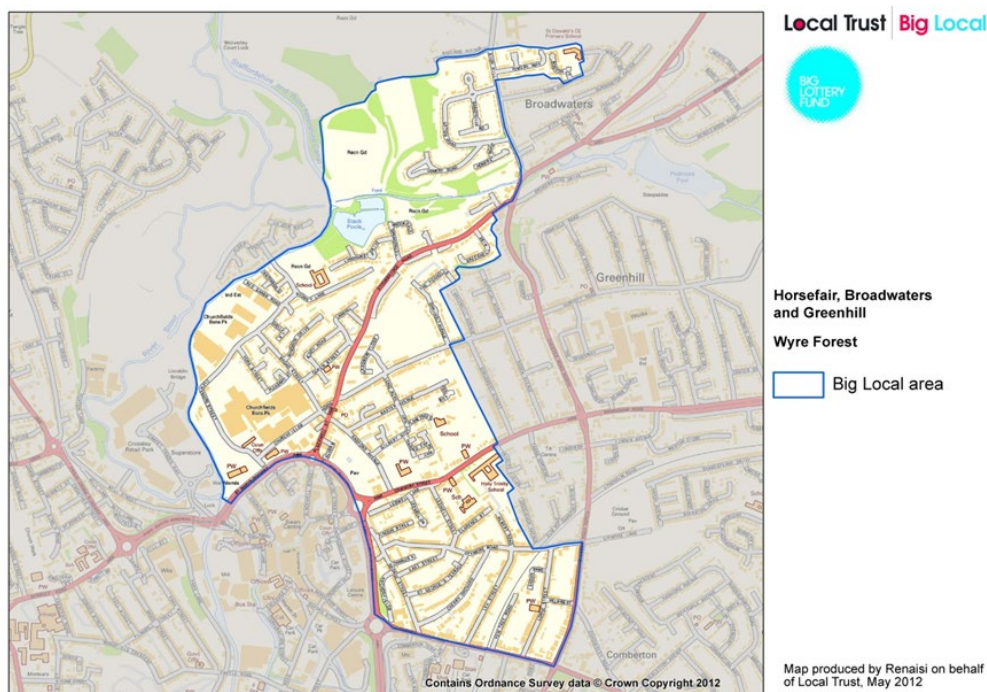


GRANT APPLICATION GUIDANCE NOTES

Projects **MUST** benefit the residents of the Big Local DY10 Area. This is not a postcode area but a specific area as shown on this map (www.biglocaldy10.org/our-area) and covers parts of the Horsefair, Broadwaters and the Greenhill.



1. Where is the funding coming from?

This Small Grants Fund is made available by Big Local DY10, a recipient of Big Lottery money, and is available to individuals and not-for-profit groups for projects based within or benefitting the residents of the Big Local DY10 area as specified on the above map . There is a total of up to £5,000 per quarter available in small grants for projects that contribute to one or more of the Big Local DY10 Themes of:

- **Clean, Safe and Green**
- **Children and Young People**
- **Access to Support**
- **Active and Healthy Community**

2. Who can apply?

a) Local residents, people who live, work, study, or volunteer within the Big Local DY10 area.

Applicants must be able to provide a character reference from someone who is independent from them (non-family member or relation).

Individuals can apply once per quarter and there are age restrictions on amounts that can be requested. See section 3 for more details.

b) Existing Not-for-profit groups

Groups applying have to be able to clearly demonstrate that they have been active in a community over the last 12 months with evidence of activities or services previously delivered. Groups must be constituted with a suitable dissolution Clause to be eligible. The proposed project MUST be beneficial to the Big Local DY10 area and address one or more of the Themes listed in Section 1 above.

c) New Not-for-profit groups

We will consider applications from newly formed Not-for-Profit groups. The proposed project MUST be beneficial to the Big Local DY10 area and address one or more of the Themes listed in Section 1 above.

3. How much is available and for how long?

The Small Grants fund is currently £5,000 per quarter. The quarterly limits for grants are:

- Under 16 years of age up to £100 per quarter
- 16 and above up to £1,000
- Not-for-Profit groups up to £2,000

Amounts above these levels will need to be considered by the full Partnership.

- Individuals have 6 months to spend the grant and deliver activities from the date of the award.
- Not-for-Profit Groups have 1 year to spend the grant and deliver activities from the date of the award. Groups are able to apply in each quarterly funding round and can have up to 4 successful bids in any 12 month period.
- If the award is not spent in the time limits it must be refunded to the Small Grants fund.

4. What can funding be used for?

Projects MUST demonstrate **sustainability or upskilling**. The Committee will only fund one-off events if they are a trial. The Committee will fund new projects and initiatives rather than existing ones. However they will consider funding to progress an existing project to a higher level but generally they will not fund things that are already in existence or the same project twice. Projects cannot be funded retrospectively.

The funding can be used for a range of projects that meet one or more of the Four Themes (see 1) and will provide positive activities to BLDY10 residents, including:

- The purchase of equipment e.g. sports equipment, furniture, gardening equipment, plants.

Note: Equipment purchased with Big Local money will be listed as a Community Asset and the DY10 Partnership will request they are shared with other Groups or residents of the area.

- The costs of putting on a local event or workshop
- Staff costs to enable the employment of individuals
- Employing sessional staff
- Venue hire or rental costs
- Contribution to rent costs (related to activities/service delivery)
- Training for volunteers
- Additional activities to expand an existing funded project
- Activities that support community inclusion
- Activities that meet an identified need in the local community
- Projects that increase community cohesion in the area.

Exclusions

- Projects that will only benefit one individual
- Work or activities that are the responsibility of statutory agencies
- Trips Abroad
- Activities promoting religious beliefs
- Political activities
- Activities that do not benefit residents of the Big Local DY10 area
- Funding cannot be used for activities that have already taken place or projects that have been funded previously
- Fundraising activities

5. How to apply?

For an Individual they should complete and submit the Big Local DY10 'Individual's Grant Application. Email the office if you need a DY10 worker to help you.

Not-for-profit organisations must complete the Big Local DY10 'Organisation Application' form.

These forms can be downloaded through the website (either <http://www.biglocaldy10.org/individual-grant-application.html> or <http://www.biglocaldy10.org/organisation-grant-application.html>). The appropriate form should be printed and completed, then either scanned and emailed as an attachment to grants@biglocaldy10.org, or submitted by post:

Big Local DY10 Grants and Funding
Big Local DY10,
Big Print Shop,
15-17 Coventry Street,
Kidderminster DY10 2BG

The deadlines for applications are March 31st, June 30th, September 30th and December 31st.

6. How will applications be assessed?

A grants committee made up of members of the Big Local DY10 Partnership plus an Independent Chair will initially assess all applications for eligibility. Any Applications for amounts above those listed in 3) will be referred back to the full Partnership. Applicants may be invited to meet with the Committee and should be able to explain their project and how it meets the Big Local DY10 Community Plan.

7. What happens if application is successful?

Should you be awarded funding through BLDY10 you may be required to provide the additional information listed below to enable us to release the funding to you or your group.

If you are unable to provide this information then you should not apply to this programme for funding.

Successful Individual

If your application is approved by the committee you may be required to provide the following:

- Photographic ID – Passport, Driving Licence, Student Card etc. (If under 16, a photo can be verified by your school.)
- Proof of Address – A utility bill. (If living at home this can be in your parent/carers address but must match the address on the application form.
- A Character Reference

Successful Organisations additional requirements:

- Signed Constitution with an acceptable dissolution clause. For an example of an acceptable dissolution clause see the FAQ Organisations at www.biglocaldy10.org/grants
- Copy of your most recent bank statement
- A copy of your safeguarding policy and current D.B.A. if your project is working with Children and young people or vulnerable adults.

8. What to submit and How?

Application Forms can be accessed at www.biglocaldy10.org/grants They should be downloaded and printed for completion, scanned, then emailed to grants@biglocaldy10.org.

If you require a hard copy of this application form please contact us on grants@biglocaldy10.org giving us the address to which the hard copy should be sent.

Applications can be submitted by post to :

Big Local DY10 Grants and Funding
Big Print Shop, 15-17 Coventry Street,
Kidderminster
DY10 2BG