

Supporting Big Local Grants 2016/2017

Section 1: Tell us about yourself and your group

Name of Project		
Total amount applied for		
Signed		Date

Contact Details of Main applicant

Name		
Address		
Telephone		
E-mail		
How and when is best to contact you?		

Are you part of a community group or organisation? Yes No

If so, please provide details here

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Other people involved in your project

Please give details of any committees, professional advice or support you have received.

Name	Name of Community Group or Organisation if applicable	Contact details

Please attach an extra sheet if necessary.

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Section 2: About your project, activities or event

Please answer the following questions about the project, activities or event for which you are seeking funding.

Please describe your project, activities or event and how it will help our community



I believe this project will support the following priorities in the Birchwood Big Local Plan. (Please tick at least one box.)

- Provide more activities and/or facilities for Children and Young People
- Improve the environment of the area and/or make better use of our Green Spaces
- Contribute to Community Safety by discouraging crime and anti-social behaviour
- Provide more events and/or activities and facilities locally

It is a: One-off event New project or activity Ongoing project or activity

If it is a **one-off event** please give the date, time and venue.

If it is a **new project or activity**, what is the planned start date and when will it be completed?

Start date:

End date:

If it is an **ongoing project or activity** what additional benefits will this money bring to it?

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Area covered by the project

Is it a particular street, estate, catchment area or the whole Big Local area?

We would expect that your project will provide positive publicity for Birchwood Big Local.

Please tick the boxes below to confirm that -

Your advance publicity will promote Birchwood Big Local

You will publicise Birchwood Big Local during your event

How many local people will benefit from the project, activity or event? E.g. How many people belong to your organisation? How many people will participate in the project?

Who will be managing your project, activity or event? Will they be helped by people with sufficient and relevant experience and qualifications for the proposed activities?

How will you know your project, activity or event has been a success? Eg: by evidence of the numbers of people attending, and/or collecting feedback forms from participants?
If you application is successful we will send you our feedback form to return to us afterwards.

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Section 3: Financial details

How much will your project, activity or event cost?

If there are costs which are not being requested from Birchwood Big Local, how are you intending to fund these costs? (E.g. match funding)

Birchwood Big Local will not cover costs for elements of your activity that are funded by other grants or by charging users, but will consider supporting other costs to help make your project, activity or event viable.

If your activity is normally funded by someone else please provide further details below.

How much will each item or activity cost, and will it generate any income? (E.g. are you charging for anything?) How much do you want from Birchwood Big Local for each item?

Item or Activity: Total cost: Estimated income Amount requested

Item or Activity:	Total cost:	Estimated income	Amount requested
Totals:			

Please attach an extra sheet if required to provide adequate information.

Please Note: Receipts are required for all expenditure funded by Birchwood Big Local

Thank you

Please return your project proposal form by e-mail to: info@birchwoodbiglocal.co.uk or send it to: Birchwood Big Local, c/o Moorland Community Centre, Moorland Avenue, Lincoln, LN6 7JJ

Advice and and Guidance:

As advertised, we will consider grants of up to £500 maximum per project. Please bear in mind when applying, however, that any funding is for the costed activities or events specified in your application form. So a one-off event, for instance, will normally cost less than a longer project.

We want you to have the best possible chance of receiving a grant, so if you need any advice and and guidance in completing this form please send us an email at info@birchwoodbiglocal.co.uk or phone 01522 689986, and someone will contact you.

What happens next? When you submit your form a member of the Big Local Partnership will contact you about your project, to confirm whether it is eligible for funding, clarify any points in your application if necessary and discuss publicity materials available if you are successful.

Your application will then be considered by our Communications Sub-Group as soon as possible. It will be considered against the following broad criteria:

1. Whether the activity proposed will contribute to at least one of our four priorities
2. Will it take place in the Birchwood Big Local area and benefit local residents?
3. Whether it will generate positive publicity for Birchwood Big Local.
4. Whether it will have lasting benefits beyond the life of the project, activity or event.
5. Evidence that it will be well organised and managed to provide a high quality experience.
6. How you will evaluate the success of your project and any wider community benefits.
7. The costs and income should be accurate, reasonable and enough to support the project.
8. Whether the funding would replace any previous funding by statutory services.

If successful, you will be asked for details of a bank account to enable us to pay you.