



## Brinnington Big Local Community Grant Scheme

### Guidance for Applicants



#### Introduction:

The Brinnington Big Local Partnership Board is pleased to announce that it has allocated £10,000 to Community Grant funding between June 2017 and March 2018.

The funding is to be made available in two rounds. The round one will open in June 2017, with a closing date of 5pm on Friday 29th July 2017. Projects will commence from August 2017 and must be completed before the end of July 2018.

***Please note that if your project is due to start in early August, you should seek advice from the Neighbourhood Management Team at First House, as a decision may not be made in time to support your project.***

The funding made available will to be awarded to groups of local people (either from constituted groups, or working with the support of a local partner, such as Stockport Homes or Stockport Council, to act as an accountable body) to help contribute towards the 5 outcomes in the Brinnington Big Local Plan:

We want to make Brinnington:

- A fun and enjoyable place to live
- A place where the quality of life is high
- A place where people care for and respect each other
- A place where people feel safe and secure
- A place with a strong, stable and resilient community

#### How much is available?

Grants of up to £500 are available in each round.

Groups may submit one application in each round but, as long as the grant agreement is adhered to in round one, groups may be allocated funding in both rounds, although for different projects.

#### What we cannot fund:

The Brinnington Big Local Community Grant Assessment Panel cannot consider grant applications which are for/from:

- Political activities
- Religious activities (although secular projects by faith groups are welcomed where there is wider community benefit)
- Activities which are already being funded from elsewhere
- The sole benefit of individuals
- A private, profit making or commercial organisation
- Recurring revenue or running costs e.g. rent, utilities
- Retrospective funding of activities which have already started
- Events where the primary aim is to raise funds for another organisation, other than the applicant
- Applications from groups who have unresolved financial reporting from previous activities with Big Local.

### **Making an Application:**

Applications must be made on the form provided. The form must be completed in full and received by the deadline.

Applicants are encouraged to discuss their application with one of the Partnership Board Members mentioned below, under 'support for applicants'.

Applicants are encouraged to ask someone to read through their application to make sure it is clear and provides all the information requested. Your application is more likely to be successful if you answer the questions as fully as you can, as each question will carry a score.

*We would expect to see an element of fundraising* as part of your project, either through match funding from elsewhere, or by raising funds during the project to help sustain your group or activities. This is because the Panel are keen to encourage sustainability, rather than a reliance on grant funding.

If your project requires planning permission, building regulations or any other form of licence or approval, this must be sought before submitting your application. Any grant funding awarded will be withheld without these being in place by the closing date.

### **Support for Applicants:**

Applicants can seek support to complete their application form from a local partner, or can contact one of the following members of the Brinnington Big Local Partnership Board:

- Rebecca Knowles (Groundwork, Grant Administrator from the Locally Trusted Organisation) – 07850310775, [rebecca.knowles@groundwork.org.uk](mailto:rebecca.knowles@groundwork.org.uk)
- Anne Sheriff [anne.sherriff@gmail.com](mailto:anne.sherriff@gmail.com)

### **Assessment of your application:**

An Assessment Panel will meet early August 2017 to assess round one applications. A scoring system will be used to assess each application fairly. ONLY information used in the application form will be used to make the assessment.

The Assessment Panel will rank the projects by the total score they achieve and make recommendations to a) fully fund, b) part-fund c) request further information d) reject the application.

### **What happens after we submit an application?**

As soon as possible after the Assessment Panel make their decision, you will be sent a standard letter with the result of your application and guidance on what to do next.

If you are successful you will be invited to a short meeting with the Grant Administrator to sign the Grant Agreement form, discuss your project and provide sight of any evidence needed.

Your funding will be paid to your nominated bank account by BACS once your grant agreement form has been signed.

Once you have signed a grant agreement, you can start your project, which (for round two) must be completed by the end of July 2018.

Make sure you keep all receipts or invoices as the funding is spent, as these will need to be submitted at the end of the project.

You should also make sure you keep evidence of your project's successes so that you can complete the monitoring form.

If anything happens or there are any changes which affect your delivery of the project, you must contact the Grant Administrator immediately, who will discuss the situation with you help you to adjust the project if this is needed.

You are also encouraged to speak to the Grant Administrator during your project for any advice and support you might need.

### **Closing the Project:**

Within 6 weeks of completing your project, you must provide the Grant Administrator with:

- Receipts / invoices
- Evidence of your project's achievements (e.g. photos, surveys, evaluation forms, questionnaires, quotes, registers or sign in sheets)
- The completed Monitoring Form, which will be explained to you when you have your meeting

### **Publicity**

You must acknowledge the financial support of Brinnington Big Local in any publicity associated with your project.

The Grant Administrator may refer to your project, use a photograph or a quote you provide in wider publicity about Brinnington Big Local. Please make sure you inform anyone who is featured in any photograph you provide as evidence that this is the case.

### **IF YOU HAVE ANY QUESTIONS, OR NEED ANY HELP TO MAKE AN APPLICATION, PLEASE CONTACT:**

- Rebecca Knowles (Groundwork, Grant Administrator from the Locally Trusted Organisation) – 0161 2201083, [rebecca.knowles@groundwork.org.uk](mailto:rebecca.knowles@groundwork.org.uk)
- Anne Sheriff