



Cars Area Together Grants Programme

Guidance Notes for Medium and Large grants

1.0 Contact Details

1.1 Cars Area Together is supported by Colebridge Trust Ltd as the 'Local Trusted Organisation' on behalf of the BIG Local Partnership. Colebridge Infrastructure is one of the operating brands of Colebridge Trust Ltd.

1.2 Colebridge Trust's Head Office is based at Lower Ground Floor, The Core, Homer Road, Solihull, B91 3RG. Their contact for Cars Area Together is Judy Tullett, Project Manager. Judy is available on 0121 730 2095 or judy@thecarsarea.co.uk should you wish to contact her.

2.0 What is Cars Area Together?

2.1 Cars Area Together is an initiative of the Big Lottery Fund and an excellent opportunity for residents to spend £1m over 10 years to make a massive and lasting positive difference to 'The Cars' area of Smiths Wood.

2.3 Cars Area Together is about bringing together the local talent, ambitions, skills and energy of local residents, groups and organisations who want to make the Cars Area an even better place to live, by meeting priority needs which have been identified by local residents.

2.4 The Cars Area Together vision for the Cars is:

'To breathe life back into the Cars by increasing opportunities for the community to come together, creating more community leaders and fostering the development of a more prosperous and sustainable community of which we can all be proud'

3.0 Can my group or organisation apply for funding to help deliver the priorities identified by local people and the Big Lottery?

3.1 We welcome proposals from constituted groups, not for personal profit sports clubs, social enterprises and registered charities that are based in or support the needs of residents of 'The Cars' area, to deliver the priorities set out below.

Please note that applications for activities and services that would normally fall into mainstream Government spending will be automatically rejected.

Cars Area Together priorities

To be eligible for funding your project must deliver against at least 1 of these priorities.

Priority 1 Park, Green Spaces and local environment

Develop activities that improve the local environment or that enable the community to make the best use of existing green space.

Priority 2 - A stronger, more involved community

Develop activities that enable the community to come together, develop new relationships and achieve common goals.

Priority 3 - Young People

Develop positive activities for younger people that will improve their skills, confidence and wellbeing.

Priority 4 - Older people

Develop activities that engage with older people therefore reducing their risk of social isolation.

Priority 5 - Sport

Develop activities to enable people of all ages to engage in sport and that encourages people to use the local facilities.

Priority 6 – Enterprise, Employment and Financial Sustainability

Develop projects that encourage enterprise and improve the employment prospects of local people.

(You may want to consider asking for contributions towards the cost of providing the services you propose as a way of ensuring that they may continue after your grant funding has ended and reference this in your application)

4.0 How much can I apply for and over what time period?

4.1 The maximum value for Medium Grants is £5,000.00
The maximum value for Large grants is £10,000.00

- You will have up to the 12 month period over which to run the project you propose and will be required to show that you have spent all of the resources that have been allocated to you. Any unspent resources should be returned back to Colebridge Trust as the Local Trusted Organisation working on behalf of the BIG Local Partnership.

- 4.2 You should note that the panel retain the right to award less than the amount requested and that part of the terms and conditions of the grant will be to publicise that activities were funded by Cars Area Together.
- 4.3 Awards can be made for capital or revenue costs and running costs
- 4.4 Priority will be given to those applicants that offer 'added value'. This will include items funded separately (as demonstrated in the budget) and through volunteer time spent supporting your project. This is known as 'in kind support'. The Community Development Foundation costs this at £11.09 per hour which is a figure we would be happy for you to use in your calculations.

5.0 Exclusions

5.1 We will not fund:

- Individuals*
- Work that has already been carried out
- Activities and services that do not predominantly benefit residents of 'The Cars'
- Groups already in receipt of a Big Local grant

*NB – If you are an individual with a project idea please come and speak to us.

6.0 My group is eligible for funding so how do I apply?

- 6.1 A Project Proposal Form has been developed for you to complete. Instructions for completion (where required) are detailed in the application.
- 6.2 The Grants process will open from August 2018 – April 2019. The dates will be advertised on our website (www.thecarsarea.co.uk) Facebook page (The Cars Area – Smiths Wood) and the Colebridge website (www.solihull-sustain.org.uk)
- 6.3 All applications will be reviewed by panel made up from members of the Cars Area Together Partnership.
- 6.4 Please note applicants applying for over £5000 will be required to present their project idea to the panel. You will be notified via email of the date and time.
- 6.5 Members of the panel will be required to declare any interest they may have in your group receiving funding. In the spirit of fairness, where such interest/s are declared, member/s will be asked to refrain from the decision making process.
- 6.6 Applicants will be informed in writing of the panel's decision and feedback will be provided. Please note there is no right of appeal for unsuccessful applicants. Unsuccessful applicants may re-apply but will be expected to have addressed the items raised in their feedback.
- 6.7 Priority will be given to groups based in The Cars area or with a track record of working in the area.

7.0 Where can I go to if I need help and support with completing my application?

- 7.1 If you need advice, guidance and support to enable you to complete your application, please contact Lizzie Powell at Colebridge Trust Ltd on 0121 704 7860 or lizziep@colebridge.org

Please do not submit hand-written application forms

8.0 Where should I send my application once I have completed it?

- 8.1 Once completed, applications should be emailed to Judy Tullett on judy@thecarsarea.co.uk or sent to Aimée Mallinson, Community Development Worker by post to Aimée Mallinson, Cars Area Together, Auckland Hall, 25 Sunbeam Close, Smiths Wood, Solihull, West Midlands, B36 9JR.

9.0 When will I hear whether my application has been approved?

- 9.1 We anticipate that you will be informed of the panel's decision within a week of the panel meeting. We do however reserve the right to extend the approval period if required. You should note that panel's decision is final.

10.0 Monitoring evidence requirements and additional support

- 10.1 Successful applicants will be asked to complete a Grant Acceptance Form before receiving their grant. We will also ask you to submit an Interim Project Report half way through the project and a Project Closure Form at the end of the project term. All reports should be accompanied by evidence of spend (receipts/invoices etc). Non-submission of reports may result in us reclaiming the grant. Any under spend must be returned back to Colebridge Trust Ltd. Continuation funding for the remaining time of the project will be subject to a completion of a satisfactory report.

- 10.2 Each successful applicant will be allocated a 'Project Champion' who will visit your project and provide support to help resolve any issues (should they arise) and offer general guidance.

11.0 What happens if I am unsuccessful?

- 11.1 We aim to give written feedback to unsuccessful applicants to enable you to update your application for submission in the following round should you so wish. You should note however that where possible, priority will be given to new applications.

12.0 Project Publicity

- 12.1 Cars Area Together can help in promoting your project to the wider community. We would welcome the opportunity to look at ways we can celebrate the success of good projects under the Cars Area Together brand.