



The Cars BIG Local Grants Programme

Guidance Notes for Medium and Large grants

1.0 Contact Details

- 1.1 'BIG Local' is supported by Colebridge Trust Ltd as the 'Local Trusted Organisation' on behalf of the BIG Local Partnership. Solihull SUSTAiN 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. Their contact for Big Local is Aimée Mallinson. Aimee is available on 0121 704 7860 or aimee@thecarsarea.co.uk should you wish to contact her.

2.0 What is BIG Local?

- 2.1 'Big Local' 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 'Big Local' 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 Big Local 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 Who can apply for small Big Local grants? *

- Small Constituted Groups
- Not for profit Sports Clubs
- Registered Charities
- Social Enterprises/CIC's

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

4.0 Eligibility

- Funding request must be for activity of benefit to **The Cars Area, Smith's Wood**.
- Priority will be given to smaller organisations with an income of less than £50,000 (based on your most recent accounts).
- You can only hold one Big Local grant award at any one time.
- Priority will be given to applications that evidence elements of sustainability

We are keen for relationships to develop both between The Cars Area residents and providers of activity. For this reason, we request that you support us with our efforts to improve outcomes for residents of The Cars Area by:

Helping out at our community fun days either by providing an activity or generally 'helping out'

Attending an informal quarterly 'get together' with other group providers and residents.

No grants will be made for work/activities already carried out

5.0 Funding Specifications

- Awards are made to a value of - up to £5000 (medium grant)
- up to £10000 (large Grant)
Please note applicants applying for over £5000 will be required to present their project idea to the panel. (We will advise you of dates once we've assessed your application)
- Part of the terms and conditions of the grant will be to publicise that activities were funded by The Cars, Big Local. We can help you with this
- Awards can be made for capital or revenue costs and running costs.
- Payment will be made in two payments. First payment upon panel approval of the project and the second mid-way through. Invoices and project update paper work will be requested prior to payments being made.

6.0 The Cars Big Local's priorities for grant funding

To be eligible for grant funding your group must help us to deliver at least one of the following 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.

(Please 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)

7.0 Grant deadlines and the decision making panels.

| Round | Deadline | Panel date |
|--------------|-------------------------------------|--------------------------------------|
| One | 18th August 2017 | 5th September 2017 |
| Two | 3rd November 2017 | 14th November 2017 |
| Three | 2nd February 2018 | 12th February 2018 |
| Four | 4th May 2018 | 15th May 2018 |

Please note panel meeting dates are subject to change.

- 7.1 All applications will be reviewed by panel made up from members of the Big Local Partnership with a majority of residents.
- 7.2 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.
- 7.3 The Cars, Big Local Funding Panel retain the right to award less than the amount requested.
- 7.4 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.

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

8.1 If you need advice, guidance and support to enable you to complete your application, please contact Aimée Mallinson at Solihull SUSTAiN on 0121 704 7860 or aimee@thecarsarea.co.uk who will make appropriate arrangements for you to receive the help you need.

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

9.1 Once completed, all applications should be sent to Aimée Mallinson, via email aimee@thecarsarea.co.uk or by post to Aimée Mallinson, The Cars, Big Local, Colebridge Trust, Lower Ground Floor, The Core, Homer Road, Solihull, West Midlands, B91 3RG.

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

10.1 Please refer to the dates of the panel meetings above. 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 the panel's decision is final.

11.0 What time frame should the project take place in?

11.1 The project should be delivered within a 12-month period.

12.0 Rules on re-applying

12.1 Organisations whose applications were unsuccessful can re-apply anytime however we would not wish to see the same application re-submitted

13.0 Monitoring evidence required.

13.1 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 midway through your 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 half of the project will be subject to a completion of a satisfactory report

13.2 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.

14.0 Project Publicity

- 14.1 The Big Local project can help in promoting your project to the wider community but please consider marketing costs within your budget. We would welcome the opportunity to look at ways we can celebrate the success of good projects under the Big Local brand.