**Stoke North Big Local - Community Chest**

 **Application Guidance**

**What is the ‘Stoke North Big Local’?**

Big Local is a once-in-a-lifetime opportunity for residents in Stoke North to have a say on where at least £1,000,000 is spent to make a massive and lasting positive difference to the community. It’s about bringing together all the local talent, ambitions, passions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live. The SNBL Partnership Board has identified the following four themes on which it will base the spending of the million pounds over the next ten years:

* People.

* Environment.
* Jobs & Skills
* Communication

**What is the ‘Stoke North Big Local Community Chest’?**

As part of this year’s grant of £100,000, the SNBL Partnership will spend up to £10,000 on projects which will benefit Stoke North residents, will fit in with one or more of the above themes and which will help in one or more of the above aspirations. Because the funding is limited, a target of £2,500 will be allocated in each quarter of the year and a timetable for applications and decisions will be published on our website.

**Who can apply?**

Individuals or community groups can bid for a grant to help them run a **new** local project and the Partnership Board will make the final decision on which projects will be funded. Community groups must be not-for-profit and hold a bank account requiring at least two signatories.

**How much can I apply for?**

Applications may be made for between **£100- £500**.

**(Funding must be spent within 12 months of the grant being awarded)**

**Important points to consider when making an application**

* Ensure your project benefits the residents of Stoke North Big Local area.
* Applications should be for new activities or projects.
* If your application involves contact with children or vulnerable adults you will need to satisfy us that all the required DBS\* checks have been carried out.
* Remember, you can apply for a grant between £100- £500.
* If applying towards a larger project all other funding must be in place.
* If your application is successful you will be required to have spent the funding and complete a monitoring and evaluation form at least twelve months after the funding has been received. This form will include a spend breakdown, and we reserve the right to also ask for receipts/invoices.
* Successful applicants will also be expected to display the Stoke North Big Local logo on all publicity relating to the funded project.
* All applications should include estimates of the costs involved (including VAT), evidence/receipts will be required as part of the monitoring and evaluation at the end of the project.
* Funding will not be provided on a retrospective basis and organisations should not commit themselves to the project before any final decision is made.
* If your application is successful you will receive 2 copies of an offer letter which will specify any conditions regarding your project. You will need to return a signed copy before any funds are released.
* Decisions made by the Partnership Board are final.

 **The Stoke North Big Local Community Chest will not grant a fund for**:

* Projects which relate solely to religious purposes,
* Projects which exclude certain members of the community,
* Projects which will only benefit one individual,
* Political activities,
* Projects that do not benefit residents living in Stoke North Big Local area.

**You will be required to demonstrate the effectiveness of your Project.**

This may take the form of a questionnaire completed by participants, a survey carried out online, a video film or other form of report. In your application tell us how you plan to demonstrate how effective your project has been.

\*DBS Disclosure and Barring Service <http://www.ddc.uk.net/>

**Stoke North Big Local Community Chest**

**Application Form**

Stoke North Big Local (SNBL) is a 10 year project covering the ‘Chell, Chell Heath and Fegg Hayes,’ areas. Funds of one million pounds have been allocated to improve the lives of local residents. The project is managed by a team of local residents with the support of the YMCA North Staffs. As part of our work we have created a Community Chest fund whereby local organisations can apply for **£100 - £500** for projects to be carried out in the local area, or to benefit people from the Stoke North Big Local area.

To be eligible for a community chest grant, proposed projects must meet one of our four project targets: People, Environment, Jobs & Skills and Communication. For more information on The Stoke North Big local visit:

Click here to view the [Stoke North Big Local Area](http://localtrust.org.uk/our-work/big-local/big-local-areas/stoke-north)

Preference will be given to organisations that are able to contribute to the work of the SNBL (i.e. delivering leaflets, helping at public events).

|  |  |
| --- | --- |
| Name of organisation: |  |
| Contact person: |  |
| Position/Job Role |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Registered charity (Y/N) |  | Charity No: |
| Bank details | Name on Account: Sort Code: Account No |
| Except in exceptional circumstances, funding will be paid 75% in advance, and 25% upon completion of project and receipt of evaluation form and receipts. |

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

By signing this form, I confirm that I have read the guidelines and will be able to complete my project and return the monitoring and evaluation forms as required. I understand that if my project is not completed to the satisfaction of Stoke North Big Local, then I may have to return all or part of the funding.

Name :…………………………………………………………

Date :………………………………………………..

Email :

Address :

By signing this form, you agree that, if successful, the funds will be spent on the project proposed and that you will provide feedback and evaluation of the project

Signature……………………………………………

Print Name …………………………………………

|  |
| --- |
| **Stoke North Big Local Community Chest Application** |
| No | Question | Answers |
| 1 | Which of the SNBL priorities does this project meet? |  |
| 2 | Please describe your project |  |
| 3 | Please provide a breakdown of your funding needs, indicating if funds have been secured from additional sources, such as the Local Authority, charitable trusts, MP, or local councilor).  |  |
| 4 | If this is an ongoing project, what measures are you taking to ensure ongoing funding after the Community Chest grant period?  |  |
| 5 | Has a risk assessment been carried out for this project? (Please provide copy if appropriate). |  |
| 6 | How many people from the SNBL area will benefit? |  |
| 7 | How will they benefit? |  |
| 8 | How can you show there is a need for this project? |  |
| 9 | How will you show that the project has made a difference?(You will be required to provide evidence for evaluation and feedback purposes). |  |
| 10 | Any additional information: |  |