**Blackbird Leys Parish Council  
Guidance for Large Grant Applications**

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| **Introduction** |

Blackbird Leys Parish Council recognises the valuable contribution community and voluntary groups make to our community, and an important way we can support local groups in this work is through grant funding.

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| **Key Strategic Aims** |

The parish council has key strategic aims and we welcome applications from groups and organisations that contribute to -

1. Representing the local community.
2. Delivering services that meet local need.
3. Improving the quality of life in the community.
4. To contribute toward community wellbeing.

Via the grants programme we can widen the scope and ability to meet local needs, and achieve these aims. We want impact to continue to include:

* Developing and expanding volunteer delivery of a wide range of key community services, such as support for isolated older people, children’s activities, youth provision and support for others who may be marginalised in our community.
* Making a real difference to our community and improving the quality of people’s lives and their life chances.
* Funding organisations who are helping vulnerable members of our community to make life changing choices, learning new skills and supporting them getting into employment.

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| **How we award large grants** |

We operate a two-system grant awarding scheme, guidance for our ‘Small Grant Awards’ for funding requests between £100 - £500 is available on our website –

[www.blackbirdleysparishcouncil.gov.uk](http://www.blackbirdleysparishcouncil.gov.uk)

**Large Grant Awards**

**By 31st January**

You can apply for a grant between £501 - £2,500 by completing our ‘Large Grant Award’ application form. The criteria will be accessed using our key strategic aims.

**February/March**

The parish council may invite you to our meeting in either February or March to talk about your idea and for the Councillors to ask any questions.

The parish council use a scoring system to evaluate, and a decision will be finalised at our meeting in April.

**April**

Successful applications will have 70% of the grant award paid.

All groups that are successful and awarded a grant will be able to use our logo

**September**

A ‘monitoring form’ will be sent to you at the beginning of the month, and this will need to be completed and returned by the 30th September.

This will need to be completed to release the remaining award, and also for you to be able to reapply.

**October**

On receipt of a satisfactory monitoring form the remaining 30% of the award will be paid.

**By 31st January**

An evaluation report will need to be submitted at the end of the year of how the project went in order to be able to reapply.

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| **What we will consider funding** |

* Projects that aim to meet the needs of The Leys and contribute to the wellbeing of our community.
* Projects that meet the basic requirements outlined below;
  + Demonstrate financial sustainability.
  + Eligible costs can include volunteer training, room hire, volunteer expenses, material costs.

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| **What we will NOT consider funding** |

* Anything political (including promotion or activities).
* Retrospective funding.
* Individuals, funds cannot be paid to individuals.
* Projects where there is a commercial gain.
* Projects that do not primarily benefit The Leys residents.

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| **Basic requirements and standards** |

To safeguard Blackbird Leys Parish Council’s investment in your project, it is essential to ensure that all funded organisations are well managed and provide good quality services.

To be eligible to apply for funding, organisations must achieve the following baseline standards:

**Legal structure:** A structure that is appropriate to the size and nature of the organisation and is set out in a constitution or memorandum and articles of association that clearly outlines the aims and rules governing the organisation.

**Accounts:** All applicants must prepare and maintain accounting records appropriate to the size and nature of the organisation. Monitoring income and expenditure on a regular basis.

**Equal Opportunities:** Adoption and implementation of an equal opportunities statement or policy that reflects current legislation and provide appropriate training for staff, trustees and volunteers.

**Insurance:** Ensure that appropriate insurance certification and licences are in place, for example, Public Liability, Professional Indemnity (where appropriate) and Employer’s Liability.

**Confidentiality:** All organisations are expected to comply with Data Protection legislation and where personal records are kept, organisations will be expected to have a written policy of confidentiality.

**Monitoring and Evaluation:** A commitment from organisations to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating funded organisations performance and impact.

**Management Committee:** Ensure that management committee members are aware of and are capable of carrying out their legal responsibilities. To try to ensure that trustees or committee members reflect all sections of the community.

**Health and Safety:** Organisations must meet legal requirements under current Health and Safety regulations. For example, carrying our risk assessments and having fire certificates where appropriate.

**Child Protection:** Organisations providing services that involve access to, or have contact with, children up to the age of 18, meet the statutory requirements under the Protection of Children Act 1978 and 1990. Also ensure that it has in place protection and prevention of abuse and child protection policies consistent with Oxfordshire Safeguarding Children Board procedure manual and will ensure compliance with these policies. Where applicable, staff and volunteers are recruited in line with Safer Recruitment Practices and receive appropriate training in safeguarding, including allegation management, in line with Oxfordshire Safeguarding Children Board guidance (see [www.osbc.org.uk](http://www.osbc.org.uk) – guidance under professionals’ section for advice).

**Vulnerable Adults:** Organisations are to be aware of their responsibilities towards vulnerable adults within their service provision and have a policy and guidelines for the protection of vulnerable adults.

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| **How to apply** |

To apply for a large grant, you will need to complete an application form and submit to the parish clerk by the deadline 31st January at 7pm.

The application form can be obtained by

* Downloading from our website [www.blackbirdleysparishcouncil.gov.uk](http://www.blackbirdleysparishcouncil.gov.uk)
* Contacting the Parish Clerk at [clerk@blackbirdleysparishcouncil.gov.uk](mailto:clerk@blackbirdleysparishcouncil.gov.uk)

or on mobile number 0778 304 3481.

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| **Evaluation of applications** |

Applications will be submitted to an evaluation process by the grants working group and recommendations with be made to the full parish council.

The applications will be scored in line with our key strategic aims, once the scores are collated the grant working group will make recommendations on the grant award amount.

The outcome will be agreed at the April full parish council meeting, and applicants will be contacted shortly after.

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| **Notes on completing your application form** |

**Section 1. Your details**

Please provide the name of your organisation, your contact details, and the name of someone who can act as an independent referee and knows about the work of your organisation. The referee must not be one of your management committee members or a parish councillor. It is recommended your referee reads your application in full before you submit your application for consideration.

**Section 2. Organisation details**

Please provide details about your organisation.

**Section 3. About the project or activities you are planning**

This section asks you to describe in detail what you want to do with the grant. Be as specific as possible about what it is you are hoping to achieve or change with this grant. General terms such as ‘to pay running costs’ are not to be used.

To help us understand how your project has developed please tell us how you established that there is a local need for this work with details of evidence collected which identifies that need.

Tell us how many people will benefit from your project, are you targeting any particular group of residents such as older people or the unemployed.

**Section 4. Meeting the strategic aims of the Parish Council**

This section asks you to describe how your project or actions will match up with the parish council’s key strategic aims.

You are asked to choose one of the themes listed and tell us how your project or activity contributes to this theme. Tell us about the things that are going to happen as a result of your project to achieve all or part of the theme you have chosen, and how it offers something different from any existing provision.

**5. Monitoring and evaluation**

This section asks you to explain how you will monitor the success of your project.

A monitoring form will be sent to you by the clerk in early September, this will need to be completed and returned by the end of September.

An evaluation report is required by 31st January this needs to show exactly what has been achieved with the funding, and how this relates to the original aim and estimated costs of the project.

You are asked to provide information and evidence of how the money was spent and how this compares with the original cost breakdown. Additionally, you can show how many people benefit from the project and how this compares with your original proposal.

The evaluation report should be completed and submitted to the parish council in order to be eligible to re-apply, and this must be submitted by 31st January and can be included with your new application.

**6. Financial details of your organisation**

This section asks you to provide information about your finances. All sections need to be completed and please do not just write a statement referring to your accounts.

If you have answered ‘yes’ to the question that you have previously received funding from the parish council, please tell us how through your monitoring of this project, it has helped and what progress or changes have occurred as a result.

**7. Financial details of the project**

This section asks you to provide information about the costs of your project or activity. Firstly, tell us how much you are requesting from the Parish Council.

Please confirm if you have match funding towards the cost of your project, and that you are not applying for 100% of your project costs.

Please list all sources of income your organisation is seeking including funding bodies you have applied to and when you expect a decision for the other bids for funding.

When telling us what the costs of your project or activity will be, please do not lump it all into one figure. Please provide a detailed breakdown of the anticipated expenditure, for example, what will the individual cost be for materials, volunteer training or promotion. The costs of your project should total the same amount as for the income sources you have already provided above.

**8. Declaration and additional documents to enclose**

* Please complete the declaration by ticking the box and by providing your name, position in the organisation and date.

**9. Permissions**

* From time-to-time, we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.

**10. Contact details**

If you have any queries about the application form or grants process, please contact the Parish Clerk via [clerk@blackbirdleysparishcouncil.gov.uk](mailto:clerk@blackbirdleysparishcouncil.gov.uk) or telephone 0778 304 3481.

**11. Supporting documents**

Make sure that you have the following documents to send with your application:

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| 1. **Constitution or Aim and Objectives** |
| 1. **Equal Opportunities Statement or Policy** |
| 1. **Confidentiality or Data Protection Policy**   *If you are working with children, young people or vulnerable adults.* |
| 1. **Safeguarding Policy**   *If you are working with children, young people or vulnerable adults.* |
| 1. **Latest audited account/annual accounts or most recent**   *If you do not have any accounts, please submit a business plan explaining your project finances and its aims.* |
| 1. **3 month’s bank statements**   *No more than two months old.* |