



## GUIDANCE FOR APPLICATIONS FOR FUNDING - GENERAL GRANTS POT

### General Points

#### (i) Opening Statement

Your grant application must meet the criteria as established by the Big Local and the Ramsey Million Community Plan. (see Section 3)

Big Local's main criteria are that they want people to feel that their area is an even better place to live. They ask that we achieve this by having the community of Ramsey Parish make that difference by prioritising the themes in the local plan. They consider that communities will be better able to identify their own local needs and take action in response to them. As a result, Big Local requires that the people of Ramsey Parish will have developed and increased their skills and confidence, so that they are enabled to continue to identify and respond to their own needs in the future.

#### (ii) About Ramsey Million Partnership

It was established in 2012 in order to decide how the £1 million awarded to Ramsey by Big Local to the people of the Parish of Ramsey is spent. It is made up from people who live and or work in Ramsey Parish and have volunteered their time and skills to become the Ramsey Million Partnership.

#### (iii) Eligibility – refers to section 1 on application form.

You must be a group, charity or organisation based within, or whose activities or clients are located within, the Parish of Ramsey (including Ramsey Town, Ramsey Heights, Ramsey St Mary's, Ramsey Mereside, Ramsey Forty Foot, Ramsey Hollow). Groups may submit a joint bid but, for the application process, you must choose a lead organisation to be the named applicant. Your purpose for requesting a grant from the Ramsey Million Partnership must be to directly benefit the people of the Parish of Ramsey. Preference will be given to groups who have not previously received a Ramsey Million Grant (subject to it being a good bid). All applicants must be over the age of 18 but in exceptional circumstances we will be able to consider an application if there is a counter signature by a guarantor. Please be aware that this will need to be discussed with the Ramsey Million Partnership prior to the application being made.

**Please note that individuals may not apply and you must be part of a local group, charity or organisation which has a bank account - we cannot pay into personal accounts.**

#### (iv) Meeting the Big Local Outcomes & Ramsey Million Themes – refers to sections (3a) on application form

The Ramsey Million Community Plan is the result of an extensive consultation of the people in Ramsey Parish and four clear themes for action have been identified. These are:

- **Young People**
- **Transport and Access**
- **Families and Young Children**
- **Business, Heritage and Tourism**

For further details see enclosed plan or read the plan online at:

<http://www.ramseymillion.org>.



For this grant round, projects need to address issues around disability refers to sections (2a) This theme has been prioritised as it is an area which was raised in our consultations but has not received much funding to date. We are looking to you to for new ideas to help in these areas. For each theme we could fund one large project or several smaller projects depending on the quality of the applications received.

Under the general theme of disability we would include:

- Projects which benefit people of any age (children, young people, adults, older people or groups which benefit people in more than one age category;
- Physical disabilities
- A particular illness
- Visual or hearing impairments
- People with mental health issues
- People with a learning disability
- People with additional needs.

Big Local has some specific outcomes that it expects all projects to be able to fulfil in some way. You need to clearly identify what results your group/project/activity expects from the use of the grant you have requested so you need to ask yourself ...

- **Will the people involved in this activity increase their skills and/or confidence to enable them to carry on identifying and responding to the needs of their community?**
- **Will this activity make the community feel that their area is an even better place to live and how can you show that this is the case?**

Your application must fit **at least one** of the outcomes above. There must be a clear benefit to the community or to a specified part of it.

These criteria are part of the evaluation process and **failure to meet the Big Local Outcomes or the Ramsey Million Partnership's Criteria will result in an immediate rejection of the application**. However, you will be given full information and feedback as to why the application failed. Advice will be given to either re-apply to a later funding round with extra or more appropriate information or you will be advised how the Partnership thinks you may obtain funding from elsewhere.

(v) What we will not fund

- ❖ Registered charities whose submissions to the Charity Commission are not up to date
- ❖ Statutory responsibilities (i.e. projects which should be funded by a statutory body)
- ❖ Sponsored or fundraising events
- ❖ Projects promoting political activities
- ❖ Faith groups promoting religious, non-community based activities
- ❖ Retrospective funding (i.e. **grants for activities which have already taken place or resources already purchased**)
- ❖ No grant applications will be accepted for amounts over **£15,000** but applications for **part funding** larger projects will be considered providing you have the capacity to fund the rest of the project.

#### (vi) Paying the Grant

All requests for payment must be accompanied by receipts to enable the Partnership to release the funds to you, as proof of purchase is required. However, if your group does not hold sufficient funds to do this then the Partnership would be happy to discuss this with you. A grant may be made available in staged payments depending upon the level of award and the nature of the project to be supported.

The money must be spent within one year of the grant offer and receipt of monies, unless there is a good reason for the delay and it has been agreed with Ramsey Million Partnership prior to the delay occurring.

**Please note that funding must be returned if it is not spent in the agreed timescale, is not spent as agreed or that RMP finds that purchased equipment is not being used.**

### Completing the Application Form

If you fill this in on a computer, the boxes will expand as you write in them.

**1a-d** Fill in details of your organisation, as appropriate.

**2a** Give a short title to your project which gives an indication of what it covers and whether the project/activity addresses the subject of disability.

**2b** Give a more detailed explanation of what the grant money will be used for. Make sure it is clear what the project will achieve and who will use it or benefit from it. **Please explain in a maximum of 300 words.**

**2c** Give the total amount of money you are requesting.

**2d** Give a breakdown of the budget so it is clear where the money will be spent. Include salary costs if relevant. Make sure you think through your project carefully and include all the costs you might incur such as administrative costs, stationery, telephone etc. as well as any equipment you might be purchasing. All purchases that are made between £250.00 and £1,999.99 will need **two** competitive quotes as a requirement of funding by Big Local. Applications for £2,000 or more will require **three** competitive quotes. These must be supplied with the application form. *Where possible, at least one quote should be from a local business.* **However, if the grant is for a specific service or equipment that can only be supplied by one specialist provider please indicate this on your application.**

**2e** State what difference this grant will make to your group and your members / users. Tell us about who will benefit either because they will be directly involved or because they will be able to enjoy the benefits of your project.

For example, will it make your group more financially sustainable, will it help members build stronger relationships with each other or with other groups, will your members gain new skills, will it enable members to undertake activities they might otherwise not be able to do?

**2f** Describe what difference this grant might make to the community? For example, will it help members build stronger relationships with other groups, will it provide a new service for the people of Ramsey Parish, will it enable your members to pass on skills to the community more widely?

**2g** Outline the timeline for the project including the time frame for the main milestones. If you do not know the start date, this can be presented as start, then x weeks for each milestone after the beginning. Some projects may just involve purchasing an item in which case the timeline will be very simple.

**2h** Indicate how you will ensure that the project keeps to the timescale outlined and how you will deal with any changes.

**2i** It is very important that projects funded through Big Local record achieve their objectives (\*outputs) and record the impact they have (\*\*outcomes). You therefore need to consider what information you need to keep to be able to measure this.

*\*Outputs are things that actually happen, for example numbers of people attending an event, activity or training course, what type of people (age, gender etc.), what qualifications are gained, what skills are learned.*

*\*\*Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. These could be very wide ranging depending on the nature of your project. One example could be gaining in confidence from attending a playscheme or having the opportunity to meet others people.*

The amount of information required to measure the impact of your project will depend on the level of funding awarded and will be outlined in the offer letter. This can take many forms and can be drawn from the following:

- A short written report
- Photographs / pictures
- A video
- A recording
- A personal interview with a beneficiary highlighting what changes the project has made for them
- A questionnaire/survey
- A presentation to the Partnership

Successful applicants will receive an evaluation form along with the offer letter. Ramsey Million partners or staff would be happy to talk this through in more detail with successful applicants.

**2j** What risks or problems do you think you might encounter. Please indicate what you plan to do to minimise these risks. It can be helpful to use a traffic light system where you highlight risks as serious (red), moderate (orange) and minor (green). For example, you might think attracting users could be a risk, then you might wish to address how you promote and advertise the project.

**2l** Please outline whether you are committing any of your own resources to this project in addition the grant funding. This can include volunteer time. Indicate the types of resources you will be allocating such as other grant funding, your own financial resources, staff time funded through other sources, volunteer time.

**PLEASE NOTE:** If you need any advice or help with completing this application, we can recommend an independent organisation (a non-profit making registered charity) that has experience supporting local community groups.

HUNTS FORUM, Maple Centre, 6 Oak Drive, HUNTINGDON, PE29 7XN  
01480 420601  
[www.huntsforum.org.uk](http://www.huntsforum.org.uk)

Alternatively, you can ask Ramsey Million partners or staff for advice. Contact [ramseymillion@gmail.com](mailto:ramseymillion@gmail.com) or [chair.ramseymillion@gmail.com](mailto:chair.ramseymillion@gmail.com)

**The deadline for applications is 5pm Wednesday 31<sup>st</sup> January 2018**

**Please ensure you have completed the checklist in section (4) and signed and dated the application form (5) – applications not fully completed or forms submitted without the appropriate supporting documents will NOT be considered.**

We wish every success with your application.