

# **BTAC SMALL GRANT SCHEME**

## **Guidance Notes:**

### **Question 1**

Tell us about you/your organisation, what it is set up to do and any notable achievements.

**Remember we may know nothing about you/your organisation or your project therefore you need to be as clear and concise as possible.**

### **Question 2**

Please tell us the address where your organisation is based.

### **Question 3**

You need to be able to demonstrate that your organisation or the project, activity or event you are seeking funding for, operates in and for the benefit of residents in the BTAC area.

Please identify which wards your current beneficiaries come from and provide numbers. You can also identify number of volunteers, your organisation supports, who come from BTAC wards.

**A map of the BTAC area and postcode listings for each ward are enclosed with these guidance notes to allow you to ascertain whether your organisation, project, activity or event directly benefits the BTAC area and BTAC residents.**

### **Question 4**

You must be a fully constituted 'organisation, charity or CIC to be eligible to apply to the BTAC Small Grant Scheme and you will be required to submit a copy of your constitution or other appropriate governing document with your application.

### **Question 5**

You need to be able to demonstrate that your organisation has its own bank account. We do not need bank details at this stage, you will be asked for these if you are successful. **All we need here is the name of your bank and the name in which the bank account is held.**

### **Question 6**

This is the name and contact details of the person completing the application on behalf of the organisation.

## **Question 7**

This is your opportunity to tell us exactly how your project will directly benefit the Town Centre Ward communities, please use the following points to help answer this question:

- Tell us what you want to do
- Tell us where your project is based (which town centre ward) – please see the ward map provided in the application pack.
- Tell us how many people you envisage will benefit from your project and how you will achieve this.
- Tell us how many of those people come from the town centre wards. E.g. xx number of people come from Witham Ward, x number of people come from Fenside Ward and so on. **You don't need to and should not provide, names and addresses.**
- Tell us what the short-, medium- and long-term benefits, of your project, are, to the town centre wards and their communities.
- Explain how you have proven the need for your project – have you carried out any consultation? are you aware of any other groups delivering the same or similar projects? if you know of similar projects you need to evidence why your project is still needed.
- Explain how you intend to sustain your project once the funding has stopped.
- Tell us, where you are asking for a contribution to a larger project, whether you have applied to other funders.
- Tell us how you intend to measure the impact of your project on the BTAC Wards – numbers engaged with and how they have benefitted.
- Tell us about any contractors you wish to engage as part of your project and if you are able to source locally.

**See Page 10 for our assessment framework.**

## **Question 8**

If you are asking for a contribution towards the cost of a larger project, we need to know how much the total project costs are likely to be. **Please include VAT when providing costs.** It will be useful for you to provide us with an itemised breakdown of the full project costs.

## **Question 9**

Please tell us how much you are applying to BTAC for. **Again all costs need to be inclusive of VAT.** Using the itemised project cost breakdown you have provided at Question 8 to tell us which of these costs, up to a maximum of £1,000 the BTAC Small Grant will contribute towards or cover in full.

## **Question 10**

If you are applying to BTAC for a contribution towards the cost of a larger project, then we will need to know if you have applied to any other funders for match funding, how much you have applied for and when will you know that funding has been secured.

If you are applying to BTAC as the only funder to cover small start-up/revenue/capital/one off costs then please tell us here.

### **Question 11**

This question is only applicable if you are applying to BTAC to contribute towards the cost of a larger project. If you are applying to BTAC to cover small start-up/revenue/capital/ one off costs then please tell us here.

### **Question 12**

You must be able to supply this documentation with your application otherwise it will be incomplete and will not be processed.

### **Declaration**

It is important that within this section the applicant confirms whether or not any party to the application has any relationship, connection or activity with any Member of the Boston Town Area Committee. By signing the declaration, the person completing the application on behalf of the organisation confirms that they have provided true and accurate information and is authorised to apply on behalf of the organisation.

## **Assessment Framework:**

Scoring Criteria your application will be measured against the following:

Your organisation/project/service must:

- Directly benefit people from the BTAC Wards of Boston.
- Must have your own constitution or other appropriate governing document and bank account in the name of the organisation.
- Be able to demonstrate, where necessary, that other funding to support your project/service has been sought and/or obtained.
- Your project/service avoids duplication of existing services/provisions unless you can identify a need to do so.
- Demonstrate that your project/service is viable and sustainable.

**All Applicants should contact the BTAC Grants Administrator, Maddy Eyre, Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR. Tel: 01205 314340 or e-mail [maddy.eyre@boston.gov.uk](mailto:maddy.eyre@boston.gov.uk) to clarify when their application will be considered.**

Applicants will be informed whether their applications will progress to the formal Committee for consideration or whether they have not met the minimum requirements of the Scheme.

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## **BTAC Small Grant Scheme Funding Conditions.**

1. Grant funding will be allocated at the **sole discretion** of the Boston Town Area Committee in line with the **budget available**.
2. Grant funding will only be awarded to projects which can **demonstrably benefit the BTAC area and BTAC** residents and is only available for projects within the Boston Town Area Committee area.
3. Any equipment purchased with grant assistance shall not be sold or otherwise disposed of within the first three years of such grant assistance without prior written consent from the Committee.
4. Boston Town Area Committee expect to be acknowledged in any marketing or publicity material used to promote any project for which it has provided grant assistance. . For accepted logo artwork contact [maddy.eyre@boston.gov.uk](mailto:maddy.eyre@boston.gov.uk) **Groups wishing to use the logo in any printed material should submit drafts to the BTAC Administrator for approval before publishing**
5. Any group/organisation in receipt of grant assistance from the Boston Town Area Committee will be required to provide evidence that the resources allocated have been used for the purpose(s) awarded.
6. It is the sole responsibility of grant recipients to ensure that they have any and all licences, insurance, relevant consents and other permissions in place before commencing with any project.
7. When sourcing quotes for work, where practicable and reasonable to do so, have at least one quote from a local contractor.
8. Provide a copy of the organisation's equal opportunities policy, or equivalent.
9. In order to report back to the Boston Town Area Committee, The BTAC Small Grant Scheme Administrator will contact you/your organisation three months after the award has been given, for monitoring information about your project. You will be asked to supply the following:
  - account/bank statement details showing spend against funds awarded.
  - photographs of before and after your project, where applicable.
  - receipts and invoices for any equipment purchased through the award. When providing copies of receipts and invoices they **must** include the name of the organisation to whom the goods/services have been supplied and only pertain to the goods/services requested in the original grant application.
  - any letters of support or satisfaction from users/clients/residents where applicable.

- evidence that you have met any conditions set as a result of your grant award.
- a case study relevant to your project delivery.