

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.

A map of the BTAC area is 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 need to be able to demonstrate that your project, activity or event contributes to at least one of the aims of the Empowering Healthy Communities Programme:

- Build strong links in the community
- Increase information and guidance to the community from Government and official sources
- Build stronger relationships and engagement between communities
- Supporting pride in place agenda and strengthening community spirit i.e. supporting community events
- Build Trust in the community
- Increase access to guidance and awareness of local support services
- Activities that reduce social isolation and tackle loneliness

Question 5

You must be a fully constituted 'organisation' 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 6

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 7

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

Question 8

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 whilst making links to the aims and objectives of the Empowering Healthy Community Programme
- 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.
- 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.
- 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 can you evidence why your project is still needed?
- 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.
- Tell us how your project, activity or event, contributes to the aims of the Empowering Healthy Communities Programme.

See Page10 for our assessment framework

Question 9

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 10

Please tell us how much you are applying to BTAC for. **Again all costs need to be inclusive of VAT.** Please also state what the funds will contribute towards or pay for in full.

Question 11

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, 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 12

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 13

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

Declaration and Question 14

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 project/service must:

- Directly benefit people from the BTAC Wards of Boston.
- Demonstrate how it meets the theme/s of the Empowering Healthy Communities Programme
- Be able to demonstrate, if applicable, that other funding to support your project/service has been sought and/or obtained.

All Applicants should contact the Empowering Health Communities BTAC Grants Scheme Administrator, Maddy Eyre, Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR. Tel: 01205 314269 or e-mail 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.

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. Grant funding will only be awarded to projects which support the delivery of the **aims and objectives of the Empowering Healthy Communities programme**
4. 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.
1. Boston Town Area Committee and Empowering Healthy Communities 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 **Groups wishing to use the logos in any printed material should submit drafts to the BTAC Administrator for approval before publishing.**
2. Any group/organisation in receipt of grant assistance from the Boston Town Area Committee and Empowering Healthy Communities will be required to provide evidence that the resources allocated have been used for the purpose(s) awarded.
3. 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.
4. When sourcing quotes for work, where practicable and reasonable to do so, have at least one quote from a local contractor.
5. 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. This should be in the form of highlight report. You may be asked to submit **account/bank statement details, photographs of before and after your project, receipts and invoices for any equipment purchased through the award, any letters of support or satisfaction from users/clients/residents where applicable, narrative explanation as to how the project has met the aims of the Empowering Healthy Communities Grant Scheme highlighted in your original application and a case study highlighting impact of your project on your beneficiaries.**