

Guidance notes for completing the Big Society Fund Application Form

These guidance notes are to help you complete the Application Form for the Big Society Fund. The Grants Panel will make its decision based on the information provided in the application. It is important that you provide all relevant information. Only applications that are fully completed accompanied by all supporting documentation will be accepted.

Prior to submitting an application please contact Sonia Shuter on 01263 516173 to discuss your proposed project or email supporting.communities@north-norfolk.gov.uk

Section One – Contact details

1. The organisation name should be the same name as appears on your governing document and bank statements.

The address of the organisation should be where it operates from.

2. The main contact person should be someone who can answer questions about the organisation and the grant application. They should also have the authority to make the application on behalf of the organisation and sign the declaration on the application form, ideally a bank account signatory.

The second contact should be someone who can answer questions about the organisation and the grant application. This person should have different contact details in case the main contact is unavailable.

3. The named independent referee; the person providing an independent reference, should not be directly connected to the organisation applying for funding but should have a good knowledge of the organisation and the project. They must not be a North Norfolk District Council Officer, but can be a North Norfolk District Council elected member.

Section Two – Organisation

1. Please let us know how you heard about the Big Society Fund.
2. This information is needed to ensure that the organisation is eligible to apply for a grant. Please refer to the “Who would be eligible to apply?” section in the Prospectus. A copy of the organisation’s governing document must be included with the application form. If the organisation is part of a larger regional or national charity please tell us which one and whether the local organisation has independent control of its finances and is able to make decisions locally. Regional and national charities may still be eligible to apply if the application is to deliver a specific project in North Norfolk.
3. In no more than 100 words please provide a sentence about the main aim and purpose of the organisation e.g.. “we manage the village hall to provide a facility that is available to the local community”.

4. This may not only be the geographical location where the organisation is based but where it delivers or provides services in North Norfolk.
5. Please provide details of how the organisation is run e.g. Management Committee, Trustees, Board and how many people run the organisation, either as members volunteers or in some other capacity.
6. Please say approximately how many people are directly involved with the organisation.

Section Three - About the project applying for funding

1. Please provide us with the name of the project for which you are making the application.
2. In no more than 500 words clearly describe the overall purpose of the project and the new or improved activities or services to be provided and please tell us if the project is to be completed in phases,
3. In no more than 300 words please give details of the specific activities / services (outputs) that the grant would be used for. This is particularly important if the total cost of the project is greater than the amount of grant being applied for from the Fund.
4. Please provide an approximate start and end date for the project i.e. month and year. Funding cannot be given retrospectively for goods or services that have already taken place. Grants would normally be expected to be spent on a project within one year of the date of the award.
5. Please provide details of all the locations in North Norfolk where the project will take place. N.B. 'Locality' means the road/street within the parish the project can be located.
6. Please provide the details of all other organisations that will be involved in delivering the project, who they are, how they will be involved, what they will do etc.
7. In no more than 400 words please identify how the project will meet the purpose of the Fund as identified in the Prospectus. How will the project improve or support the wellbeing of the community?
8. In no more than 300 words please explain how the organisation knows that this project is wanted or needed by the community? Have people been consulted? This could be in the form of questionnaires, Parish Plans, surveys, public meetings etc.
9. In no more than 300 words please explain what changes (outcomes) will the project achieve e.g. if the project is to improve a village hall, what difference will that make e.g. increased hire of venue, attract new community activities and services, increased numbers of volunteers refer to the prospectus.
10. Please tell us how many people you expect to benefit from the project and in no more than 100 words please say how you expect them to benefit.
11. Please tell us if the project is aimed at specific groups of people (e.g. children), tell us the age ranges and how many in each specific group you expect to benefit. If the project will benefit the whole community how many people is that likely to be?
12. In no more than 300 words please briefly outline
 - a. the way the project will increase opportunities for people to get involved in or feel more a part of their community and
 - b. how the project will increase volunteer numbers or create employment opportunities.
13. In no more than 200 words please tell us how you will measure and monitor the outcomes (difference) the project will make? This could be for example that more people benefit from or use a service that wasn't available before, that more people are volunteering and getting involved in their community, that specific issues or needs identified by communities could be addressed, or, that the project could increase or help generate income and / or reduce running costs to make a facility more sustainable.

14. In no more than 200 words explain how people will know about the project, particularly those not currently involved in it? Guidance and support will be available to successful projects to help them promote and publicise their projects.
15. Projects must acknowledge the North Norfolk Big Society Fund in publicity and at any launch or publicity event. The Prospectus provides information on branding; the Grant Terms and Conditions will provide specific details in respect of each individual project.
16. Please tell us what will happen to the project when the funding ends.
17. Please tell us how the benefits gained from the project will be maintained. If the project is to provide equipment or repairs/alterations to a building, please explain how any maintenance, repair or replacement costs will be met?
18. Please tell us if the project will require more funding or continued volunteer input to make it sustainable? Where will this come from or how this will happen?

Section Four – Project Costs

1. The maximum funding available for a project is £15,000. The fund is likely to be heavily oversubscribed so be realistic about what you need, consider where else funding could come from (e.g. other grant sources, the organisation's reserves, fund raising etc.)
2. Please provide us with a full breakdown cost for the project (not just what you would like the fund to cover). The 2 written quotes you supply for work, goods or services you are requesting funding for MUST be on company headed paper; email quotes will NOT be accepted. Please tell us if you are able to recover VAT. Do NOT include any contingency funding.
3. Please tell us what funds have already been raised for the whole project, how this was achieved (e.g. fund raising, another grant, donations etc.) and, if there were any conditions or restrictions made on an award e.g. funding time limit, match funding condition, planning or contractual permissions secured.
4. Please explain what would happen if you were awarded less than you requested, would the project be delayed whilst you applied elsewhere; would the scale of the project be reduced; would the project be split into stages; would you contribute more of your own funds?
5. Please tell us how you would make up any funding shortfall, i.e. other possible funding options.
6. Please tell us details of any other applications you have made to other funding organisations for this project. Please provide the name of the Fund, the amount requested, if you are waiting to hear the outcome the date a decision will be known, if the application was unsuccessful; this will not necessarily affect the outcomes of this application.
7. If you need any additional help or advice with funding please say so. If possible, please identify the kind of support you need.