

BOSTON TOWN AREA COMMITTEE SMALL GRANT SCHEME

About the Boston Town Area Committee Grant Scheme

Boston Town Area Committee offers small grants to formally constituted town based community groups and other organisations. The Scheme can contribute towards a wide range of projects that have a demonstrable benefit to the BTAC area and to BTAC residents.

Applications can be made for up to £1,000. Funds can be used for a wide range of purposes, including but not being limited to: start up costs, event costs, small capital costs, production of publicity material and the purchase of a range of other goods and services.

Applications will be scored against the criteria set out in the Guidance Notes to this form, applications that do not meet the funding threshold will not be presented to BTAC for consideration.

Who to contact

For more information or an application pack please contact Maddy Eyre, the scheme administrator Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR Tel: 01205 314340 or e-mail maddy.eyre@boston.gov.uk

Included in this application pack:

- Application Form
- Guidance notes for completing the application form
- Guidance on conditions of award
- Guidance for successful applicants
- Ward Map Booklet
- BTAC Ward Postcode Information

Thank you for your interest.

Councillor Paul Goodale
Chairman of the Boston Town Area Committee

<p>Section 1</p>	
<p>1 – Name of your organisation and what it does</p>	
<p>2 – Address:</p>	
<p>3 – Does your organisation operate in and benefit the residents of the BTAC area?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>4 – Do you have a constitution? If yes please enclose a copy with this application.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 – Name of Bank Account Your organisation must have its own bank account or give the name of the accountable body for your organisation.</p>	
<p>6 – Contact person in the organisation:</p> <p>Name:</p> <p>Address:</p>	

Telephone Number:

Email address:



7 – Please describe your project and tell us why it is important and how it will **demonstrably benefit the BTAC area and BTAC residents**
(continue on a separate sheet if necessary)

A good response to this question answers all of the points raised in the guidelines

<p>8 – Total cost of your project <u>including VAT</u></p>	
<p>9 – How much are you applying to BTAC for? <u>Total amount including any VAT</u> (maximum allowed is £1,000).</p>	
<p>10 – Who else have you approached for funding, how much have you asked for and when will you know if you have secured funding? Please list</p>	
<p>11 – If this grant is successful and you still have money to find, please tell us how you hope to raise the outstanding amount?</p>	
<p>12. We must receive all of these with your application or it will be incomplete</p> <p>Please complete the check list and attach necessary documents</p>	<p>Copy of your constitution <input type="checkbox"/></p> <p>Copy of recent accounts or 3 recent bank statements in the name of your organisation <input type="checkbox"/></p> <p>Copies of any quotations you have received in relation to your project <input type="checkbox"/></p>

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Declaration of Interests:

It is important that anyone associated with this application provides full details of any relationship, connection or other activity they have to or with Members of the Boston Town Area Committee. If there are none then please tick the box provided, otherwise, please provide full details below:

NONE –

Relationship or activity – please set out in full:

<p>Declaration: I, the undersigned, confirm that the information provided is true and accurate and that I am authorised to apply on behalf of the organisation.</p> <p>(The contact detailed at question 5 should sign the declaration).</p> <p>Signature</p> <p>Name (print)</p> <p>Role in organisation</p> <p>Date</p>

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 must be a fully constituted 'organisation' (including being a business) to be eligible to apply to the BTAC Small Grant Scheme and you will be required to submit a copy of your constitution/registration 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.
- 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 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 can you 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 9 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.** Please also state what the funds will contribute towards or pay for 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, 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 and Question 13

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.
- Must have your own constitution and bank account.
- 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 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. 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
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. 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 **account/bank statement details, photographs of before and after your project, receipts and invoices for any equipment purchased through the award** and any **letters of support or satisfaction from users/clients/residents where applicable.**