

## BIRCHWOOD BIG LOCAL

### Fund Guidelines

Please read these guidelines carefully **BEFORE** you request or complete an application form. We would encourage applicants to get in touch with us to have a chat about a prospective project, so we can advise and assist at an early stage.

The **Object** of the Fund is to improve the wellbeing of people living in Birchwood, Lincoln and to make life more comfortable, ease distress and isolation for those most in need (see map below for area of benefit).

### Priorities

Projects must align with the aims and objectives of Birchwood Big Local, and demonstrate they improve the wellbeing of residents, help strengthen the community and address one (or more) of the following priorities:

1. Support for the Birchwood community to be cleaner, brighter and safer with more people benefiting from parks and green spaces.
2. Birchwood Big Local area to be where children and young people thrive by creating more opportunities for them.
3. To create 'a great community', where people look out for and support each other and provide more opportunities for interaction.
4. To raise the aspirations of people living in our community and reduce child and family poverty.

### About the Grants

- Small grants up to £500 dealt with on a rolling basis, with decisions notified within 14 days, or as soon as practicably possible.
- Medium sized grants up to £10,000
- Large grants up to £50,000
- Grants can be for capital or revenue (or a mix of both) and should demonstrate longer term impact
- Priority may be given to applicants that can show how they work, or intend to work, with local partners to deliver greater impact
- Closing date for medium and large grants: **26 July 2024** – future closing dates may be announced in the event funding is available.
- Decisions are notified within 6-8 weeks of the closing date
- Payments are usually made in arrears. However, where an applicant does not have the financial resource to cover the project costs, payments may be made in advance or in staged payments.
- All funds should be spent within a year of receipt unless otherwise agreed, but before 30 September 2025
- Groups can only hold one grant at any one time.

## Eligibility/Supporting documentation

Not for profit community groups, registered charities, social enterprises, a School PTA or local Church. All applicants should submit:

- Constitution/Governing document
- A local management board or committee (with minimum of at least two unrelated people)
- A bank or building society account in the organisation's name with at least two signatories who are not related or living in the same household
- Latest Accounts/Income and Expenditure Account (or last three months Bank Statements, if a new group)
- Other relevant policies and procedures (safeguarding policy, equal opportunities etc)
- Evidence of cost with two quotes where specific items of expenditure exceed £10,000
- Evidence the balance of project costs has been secured/pledged (match funding)
- Any additional information (planning permission, building regs or Listed Building Consent for Graded buildings)
- National or Regional organisations are unlikely to receive funding.

If you are running or involved with a group that doesn't have the relevant governance in place, please contact a member of the LCF team to discuss how we can help.

## What can be funded:

Some examples of successful projects may include:

- Replacement of windows and doors for a community centre, making the building warmer and more secure.
- Development of outdoor green space to provide facilities that will enable families and individuals to engage with one another and combat isolation (community gardens, safe spaces, quiet areas for reflection)
- Building refurbishments (community hub, church hall, youth centre etc) to create a welcoming, more inclusive environment and futureproof local assets
- Energy saving projects (solar panels, led lighting, new heating systems etc)
- Activities that bring people together to build strong social links through food, workshops, music, and exercise contributing to community cohesion
- Activities and opportunities for children and young people (inclusive diversionary activities, intergenerational projects, arts & culture, training, equipment, transport etc)
- Events and activities (indoor and outdoor) that bring people together in a fun, safe environment

## What cannot and/or is unlikely to be funded:

- Projects promoting religious or political beliefs
- Grants to replace statutory funding
- Funding for general maintenance of a church or parish building

- Individuals
- General contributions to large appeals
- Grant making bodies applying for funding to redistribute to others
- Retrospective expenditure or unsustainable deficits or loans
- Requests for large capital projects where match funding has not been secured
- Projects that cannot be delivered and report on impact by December 2025
- Projects where the applicant has a limited track record in local delivery
- Activity that duplicates pre-existing private or public sector funding

## **Application process**

Applications can be submitted electronically to [sue@lincolnshirecf.co.uk](mailto:sue@lincolnshirecf.co.uk) along with all supporting documents. If you are unable to send an electronic copy, please send a hard copy to Sue Fortune at Lincolnshire Community Foundation. 4 Mill House, Carre Street, Sleaford, Lincs NG34 7TW.

## **Grant management**

The grant scheme is managed by the Lincolnshire Community Foundation CIO (charity number 1196448). It is funded through Big Local. Big Local is delivered nationally by Local Trust with an investment of over £200m from the Big Lottery Fund. Big Local is happening in 150 communities across England and provides residents in each community with at least £1m and a range of other support and funding to develop ways of making their areas even better places to live.

Lincolnshire Community Foundation will use details submitted internally for administration purposes. As some of the information may be classified as “personal data” it will be processed in accordance with the rights and obligations of the Data Protection Act 2018.

If you are uncertain about your project’s eligibility for Birchwood Big Local or would like to have a chat about a project, please contact Sue Fortune or Cavan Collins at the Foundation on 01529 305825 or [sue@lincolnshirecf.co.uk](mailto:sue@lincolnshirecf.co.uk) for further guidance.

