



# Getting People Involved

# Big Local Trust



## Big Local Trust- Getting People Involved

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### Accessibility

Please contact us to discuss any particular communications needs you may have.

### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

### We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

### Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

### Our values

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence.

You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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# Getting People Involved

**This leaflet provides guidance on the funding available from the Big Lottery Fund to help the first 50 Big Local Trust neighbourhoods prepare for working with the Trust in the future.**

## What is the Big Local Trust?

The Big Lottery Fund has made £200million available to endow a new independent charitable trust. Over 10 years the Trust will distribute the money to local funding schemes in 100–150 neighbourhoods, with the aim:

**“To enable people to make their communities better places to live in, now and in the future, by helping them develop the skills and confidence they need to identify priorities that matter to them and to take action to change things for the better.”**

We are currently assessing proposals from national partnerships that wish to run the Trust and expect to identify a preferred candidate to set up the Trust and transfer the funds to in the summer of 2011. We expect the local funding schemes to start work in the first 50 neighbourhoods by the New Year, 2012.

After the Trust is established, your neighbourhood will receive at least £1 million for local funding schemes, over a period of up to 10 years.

We want to make sure that your neighbourhood is well placed to get the most out of this money. So we are making funding available for community

involvement activities to help put your neighbourhood in a better position to use the Big Local Trust’s money, when it is available. This leaflet explains how much money is available, who can apply and when, and what it can be spent on.

## How much is available and when?

Up to £10,000 is available for each neighbourhood to apply for now, and a further £20,000 will be available in Spring, 2011. So each of the first 50 Big Local Trust neighbourhoods will have £30,000 in total to spend on activities that will help the community get ready, and get the most from the Trust when it begins to operate.

## Don’t use it? You won’t lose it!

If your neighbourhood does not apply for the first £10,000 now, we will add it to the £20,000 available next Spring. And if you don’t use the money next Spring, it will be rolled forward to the overall Big Local Trust allocation of at least £1 million for your neighbourhood. There is no rush to spend the money, so you can spend more time thinking about and planning the best activities to help your neighbourhood prepare for the Trust.

## About Big Lottery Fund

The Big Lottery Fund currently gives out half the money raised by the National Lottery for good causes. Our mission is to bring real improvements to communities and the lives of people most in need.

You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

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## Who can apply?

We want organisations in your neighbourhood to work together, so we want to fund what we call a “lead organisation”. By this we mean an organisation that has the support of a wide range of partners in your neighbourhood to be the lead organisation for this funding. This support should include the main agencies (e.g. local authority, CVS). Without the support of key stakeholders in your neighbourhood, you will not be able to receive a grant from this programme.

We expect that most lead organisations will be from the voluntary and community sector and already working in the neighbourhood. However, if local organisations in the neighbourhood agree otherwise, the lead organisation may come from outside the neighbourhood or be a statutory body, such as a school or council.

So that we can award a grant, the lead organisation must:

- be legally constituted
- have annual accounts
- have a bank account
- require two people to sign any cheques.

We will support each neighbourhood to help local partners identify a lead organisation.

## What can the money be used for?

The £10,000 available now can be spent on any activity that engages people in your neighbourhood and helps them to have informed discussions about how to use the Trust’s money. It is up to you to decide what will work best in your neighbourhood but the activities should:

- **give people in your neighbourhood a better understanding of the opportunities the Trust will offer, and**
- **improve their ability to make decisions together about the priorities they wish the Trust to fund.**

## What kind of activities could this be?

- ▶ Marketing the Trust – making sure as many people in your neighbourhood as possible know what it is and what it can do.
- ▶ Helping people express and communicate their idea of what your neighbourhood needs (e.g. forums, websites, public meetings, door-to-door questions, video-diaries).
- ▶ Helping people think about the best way for the Trust’s money to make a lasting difference to the needs (e.g. specific meetings or forums about the Trust, inspirational visits from other areas).
- ▶ Engaging creatively so everyone has the confidence to make their views known (e.g. vox-pops, oral histories, art projects, social networking).
- ▶ Finding and sharing useful information about the neighbourhood (e.g. summarising and sharing previous consultations, mapping the skills and assets in the community so they can see what there is to build on).
- ▶ Identifying people who want to play a longer-term role and helping them gain the skills, knowledge and confidence to do this.

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## What can't the money be used for?

- the costs of putting together your application
- activities that happen or start before we confirm our grant
- expenses you commit to before we confirm our grant (e.g. deposits)
- day-to-day running costs for your organisation (for example, utility bills, council tax, rent and insurance)
- fundraising activities
- items that mainly benefit individuals (for example, equipment that is not shared)
- land, building, refurbishment, landscaping or property projects (including temporary buildings)
- loans or interest payments
- political or religious activities
- projects or activities that the state has a legal obligation to provide
- purchase of alcohol
- routine repairs and maintenance
- used vehicles
- VAT that you can recover.

## Who should the activities involve?

The activities should help everyone in your neighbourhood play a role. So you should think about, for instance, how to include younger and older people, people with families and caring responsibilities, people of different religion or beliefs and ethnic backgrounds, people with disabilities and people with different wishes about how they want to be involved.

## How will the lead organisation apply?

The lead organisation must request an application form by emailing [blsg@biglotteryfund.org.uk](mailto:blsg@biglotteryfund.org.uk) by 2pm 26 November 2010.

The lead organisation will need to send the following information in their emailed request for an application:

- registered name of organisation
- registered address of organisation
- charity number (if you have one)
- company number (if you have one)
- website address (if you have one)
- name, role and home contact details of main contact
- date of birth of main contact
- any communication needs of main contact
- governing document (not required for statutory bodies)
- latest annual accounts (not required for statutory bodies)
- original copies of three consecutive pages of your most recent bank statements (not required for statutory bodies)
- letters or emails of endorsement from supporting organisations in the neighbourhood.

We ask for your contact date of birth and home address to help us prevent and detect fraud. All information provided will be kept in accordance with our data protection policy. We will make some basic checks on the organisation to see if they meet our criteria for applying. If we are satisfied, we will send the lead organisation a simple application form.

The lead applicant will complete the form, email it to us, and also send us a signed declaration accepting our terms and conditions of grant by post. This means that if we decide to award you a grant, we can pay it as soon as possible.

## When can the lead organisation send an application?

You must send your application to: [blsg@biglotteryfund.org.uk](mailto:blsg@biglotteryfund.org.uk) by 2pm on Monday 31 January 2011.

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## What will BIG do when it receives an application?

We will check that your application is complete and that it is from an eligible organisation and for eligible activities.

If it is missing any information we need, we will email you to request it. Many applications have essential information missing. This causes delays that have sometimes meant we were unable to give our decision in time for project activities to go ahead. We want to reduce these delays and the impact they can have on running activities, so if you have any queries about what to send with your application form, please call us for help before you apply. You will find the contact details of the regional office for your area at [www.biglotteryfund.org.uk/index/about-uk/offices-uk](http://www.biglotteryfund.org.uk/index/about-uk/offices-uk)

Do not send your form to us unless you are sure it is complete.

Once we have all the documents and information we need, we can assess your application.

We will judge your application against three criteria:

- ▶ Are the activities appropriate for the current capacity and involvement of the local community?
- ▶ Will the activities reach all sections of the community?
- ▶ Will the activities help residents engage with the Trust?

We aim to let you know our decision within six weeks of receiving your completed application and expect to have made all decisions by Monday 14 March, 2011.

## What will happen next?

You will get a letter informing you of our decision. If we agree to fund your application, we will send you a letter saying when the grant will be paid into your bank account. You must start your project activities within one month of our decision and complete them within six months.

## How can I get more information or support?

If you have any questions, or need support in completing your application form, please contact the BIG regional team for your area. You will find the contact details of the regional office for your area at [www.biglotteryfund.org.uk/index/about-uk/offices-uk](http://www.biglotteryfund.org.uk/index/about-uk/offices-uk)

You can also read some of the commonly asked questions and our answers at our website [www.biglotteryfund.org.uk/biglocaltrust](http://www.biglotteryfund.org.uk/biglocaltrust)

## What if I change my mind?

If for any reason you need to withdraw your application, you may do so at any time by sending us a letter signed by the main contact for your application. If you withdraw from this stage of activity, your area will not lose any of the money allocated to it.