

Welcome

We have written these guidelines to help you fill in the application form for a grant from our community chest. We want to make this process as easy as possible, and don't want you to miss out, so please read this through before putting pen to paper.

Please note we expect all funded projects to take part in or be linked to Wargrave Community Hub

What is Wargrave Big Local?



The community of Wargrave has been awarded £1m to spend over a 10-year period by the Big Lottery Fund. A Partnership of local residents has come together to look at what is needed in Wargrave. Based at The Wargrave Community Hub we look at local priorities that need tackling and opportunities to improve the area. This map shows what we mean by the Wargrave area.

Wargrave Big Local Partnership has been talking to local people and local services about their views and ideas over the past few years and has put our plan together – you can find more information about this on our website at www.wargravebiglocal.co.uk. Wargrave Big Local is run by volunteers – any resident in Wargrave can get involved so please let us know if you'd like to volunteer your time too. We are not part of the Council or any housing association. We have no political or religious connections.

What is the Wargrave Big Local Community Chest?

We have put our plan together based on the conversations we have had with local people and local services – these are our ideas for tackling the problems and opportunities that you have told us are important.

Stronger - supporting families bringing opportunities to Wargrave, connect residents with employment opportunities, support residents to maximise household income, keep Wargrave a safe place to live and work.

Healthier – Access health care provision locally, offer a safe and supportive environment, a place to foster friendships, a space for local support groups to develop.

Greener- encourage recycling and deal with litter issues, initiatives to help reduce our carbon footprint training opportunities for groups and individuals.

But we know that there are lots of people and organisations who have their own great ideas for making life better for Wargrave residents – the Community Chest fund is your chance to make these happen. We are looking for applications of up to £500 each – if you have bigger plans please get in touch as your idea might be something we can include in our delivery plan.

We want to hear from local community groups. If you are an established group with your own bank account, and we like your idea, then we will probably give you a grant to run your project on your own. **If you are a local resident but don't have a group behind you we can help you develop your idea – ask about our Bright Ideas scheme**

We can't fund activities or events that have already happened. We will also not fund any organisation or activity that discriminates – Wargrave Big Local wants to involve everyone from our community. We want to make changes that affect Wargrave and we can only fund work that directly involves and impacts people who live in Wargrave.

We can't fund applicants who have already received Wargrave funding from us within the last 12 months.

We cannot fund religious or political activity.

We can't fund activities that don't involve Wargrave Community Hub

How will the fund be awarded?

We have put together a grant panel that will meet to discuss the applications that we receive and make decisions on which to support.

We want to consider all your ideas but priority for the Community Chest will be given to:

- Small organisations with limited funds but that have not run out of money
- Local charities and social organisations that use their funds on community projects
- Organisations that haven't applied to us before
- New ideas rather than continuing to fund existing projects
- Projects that have a future after our grant has run out

If we feel that your application is ineligible under the rules for the fund we will let you know. If your application is unsuccessful because you haven't given us all the information we need to make a decision, we will discuss this with you. If we can't fund your project because we have run out of money in our Community Chest fund we will let you know and keep your application on file in case we run another Community Chest fund in the future.

What do we need from you?

All the information we ask for on our application form will help us decide whether we can support you so please fill this in as fully as you can. The Community Chest form asks if you have policies and insurances in place to protect the public – don't worry, we will only require these if they are relevant to your project, but we do need to know if you have them. We may ask to see copies.

We will require quotes from you these **must** be provided when an application is submitted, failure to provide quotes will result in our response in your application delayed.

We will also agree some information we will need from you after you have completed your project – we will ask you to sign the application form agreeing to provide this information.

We need to be able to provide evidence of what has happened. This will include a short monitoring form, also receipts for the items/ services you may have purchased as a result of the funding we have provided. Failure to provide this information following your project will result in future applications being turned down.

Filling in the application form

We've tried to keep our application form simple and easy to complete but here are some points to think about –

- The contact name you choose should be someone within your organisation who knows most about your project and who is authorised to agree the details with us
- We've asked for details about your organisation so that we can tell who we have been working with and because it will be useful information for Wargrave Big Local to have as the project moves forward
- Please give us as much detail as you can to help us understand what you would like to do and why you are the right organisation to do it. We don't need lots of pages but we would like enough information to be able to choose the right groups to work with. If you are filling the form in on a computer please make the boxes as big as they need to be. If you are working with a paper copy, and run out of space, you can use extra sheets but please make sure we know which question you are answering.

If you have any questions about the Community Chest fund, or need help in completing the forms please contact us at wgbiglocal@outlook.com or ring Graham on 01925 (**Hub number**)