



Guidelines for Sompting Big Local Action Fund

Background

Sompting Big Local (SBL) is a resident led group who want to bring about lasting improvements and change in Sompting by pooling local talent, ambitions, skills and energy. SBL have put aside some of a £1million Big Lottery investment into a pot of money called the Action Fund. The Action Fund is available to individuals (conditions apply), groups and organisations wishing to work in the Sompting area.

Process of Applying

If you need help filling in this form or have any questions someone from SBL can have a chat with you and if needed we can help you fill in the form. For help please contact us.

Applications are accepted by email, post or in person. This is a rolling programme with no deadlines. You will receive an acknowledgement within 24 hours. The partnership with then have 2 weeks to either accept or reject your proposal. If the proposal requires further information or discussion it will be deferred to the next full partnership meeting.

Criteria

- Our Big Local funding means that we can only fund activities that can demonstrate a clear and direct benefit to the people in Sompting (please refer to the map included with the notes).
- If your activity also supports people from outside of Sompting we will expect you to fund this element and/or we will only fund a proportion of what you are asking for. We will need you to provide approximate numbers of people taking part in your activity from Sompting/outside of Sompting within your application form.
- The maximum grant awarded will be £400, although is of discretion of the SBL Action Fund
- Individuals, groups and organisations will only be permitted to make one application at a time and only one application in a rolling twelve month period. This period is dated from when the grant was paid to you.
- A second application from the same group or individual will only be accepted if it is received 12 months after the previous grant was transferred and if the applicant met the agreement to provide receipts and evaluation material for their previous application.
- If your application involves young people or vulnerable adults we will require you to include a copy of your Safeguarding Policy with the application.
- Funding can be used for either capital expenditure (e.g equipment, furniture, materials etc) or revenue costs (e.g. venue hire, equipment, utilities etc).
- We cannot fund costs that have already been incurred i.e. equipment that has been bought or room hire that has taken place.
- We discourage repeat applications for the same costs because we want your activity to be sustainable.
- Applications for the costs of activities/services that your organisation is already funded or resourced to deliver are discouraged.
- In most circumstances we would expect medium to large organisations to include some match funding or funding in kind in their application
- We will not fund presentation nights
- We will not fund food or drink
- Successful applicants must provide feedback on the impact of their grant.

Who/what is the Action Fund for?

ALL PROPOSALS MUST:

Show a direct benefit to people living in Sompting. The boundaries of SBL (as defined by the Big Local Fund) are below.



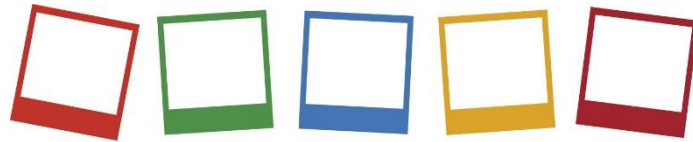
Complement some of the SBL Vision and aims

Sompting Big Local vision is:

Making Sompting a more united community; a better place to work, live and play.

The Aim of the Action Fund are:

- People have increased skills and confidence
- The community will be more united
- People feel that Sompting is an even better place to work, live and play.



Action Fund

Application Form

About You

Your name	
Name of organisations (if relevant)	
Phone no	
Address	
Email Address (if you have one)	

Your Proposal

Please tell us about your proposal, including estimated start and finish date and how the costs you are asking for are needed to help you help you deliver your proposal.

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Details about your proposal

How will your proposal benefit the people of Sompting? Please note that Our Big Local funding means that we can only fund activities that can demonstrate direct benefit to the people of Sompting. If your activity also supports people from outside of Sompting you will be expected to this element or we will only fund a proportion of what you are asking for.

How many people will your proposal benefit? What percentage of these people live and/or work in Sompting?

Can you contribute anything to the Sompting community i.e provide a taster session, an activity for young people in the holidays.

How do you know that your proposal is needed or wanted?

Please provide the relevant details if relevant to your group

Is your group constituted?	Yes / No
Do you have a health and Safety Policy?	Yes / No
Are your group leaders DBS Checked?	Yes / No
Do you have a safeguarding Children and Vulnerable Adult Policy	Yes / No

Please Note that if the grant you are applying for is for young people and/or vulnerable adults you will need to submit a copy of your Safeguarding Policy with this application.

Details about your costs

Please list full costs for the project		
Item	Amount	
Total Cost	£	
How much are you asking for from the Action Fund?		
	£	
Please list any income or match funding of your proposal and state if this money is proposed or guaranteed.		
Items	Amount	Guaranteed (Yes/ No)
Total Income	£	
<p>Notes on Income: have you applied to other funders for this project? If so to who, for what and how much? If not, why not?</p>		

<p>Additional information (please use box below if you want to add any further information about your proposal)</p>

Declaration

- I certify that the information contained in this application is true and correct and that if the information changes in any way I will notify Sompting Big Local immediately.
- I give permission for Sompting Big Local to record the information in this application electronically and on paper for administrative purposes, and to make contact by telephone, post or email to discuss this application.
- I agree to be part of any publicity for Sompting Big Local and understand that this may include photographs or other images for use on websites and in local media.
- I certify that the grant given will only be used for the reason given in this application. If it is used for anything else, Sompting Big Local may ask for it to be repaid and may want to see accounting records.
- I agree to provide a copy of our Safeguarding Policy with my application if the funded activity involves working with young people and vulnerable adults.
- I acknowledge that as a group/individual I will also have to repay any money not spent.
- I understand that the Sompting Big Local's decision is final.
- I understand that I am required to report back on the way the grant has been used; provide any receipts for expenditure and complete an Action Fund evaluation form. I understand that a failure to do so will mean I cannot reapply to the Action Fund.

Signature	
Full name	
Position (if application is from an organisation)	
Date	

Please send your completed application form to Emma Crowter, Administrator, Sompting Big Local, Sompting Big Local Hub, 6 The Parade, Cokeham Road, Sompting BN15 0AH Tel: 01903 905899 or email emmasbl@outlook.com