

Local Trust | Big Local



Growing Together



Mottingham Big Local Refocused

Large Grants Scheme Guidance Notes

Please read these **Guidance Notes** carefully before completing your Application, including:

Appendix A: Process Flowchart

Appendix B: Assessment Criteria Checklist

Appendix C: Documents needed in support of Applications

1. Focus and Themes

1.1 MBLR is seeking creative, innovative solutions to issues in the MBLR area. Projects which offer a lasting legacy for the area are welcomed.

1.2 The following themes should be addressed in applications to this Fund, as these have been partially or not yet delivered against the current 2017-2020 MBLR Plan:

- Health and wellbeing
- Cultural events and activities
- Intergenerational events
- Education, business, and vocational skills

1.3 Adaptable project plans are needed because of the Covid-19 situation. You should cover this aspect in your application.

1.4 If your organisation currently delivers activities to the community, we want to know how you plan to improve the quality and reach of new and existing activities to benefit residents.

1.5 Projects involving volunteers should seek to increase the volunteer base in the area and deepen the skills of participants.

1.6 The criteria against which applications will be assessed can be found in **Appendix B.**

2. Eligible items/costs

2.1 Political, religious, or statutory funded items or activities are ineligible under the Big Local Lottery funded programme which includes the Mottingham Big Local Refocused (MBLR) scheme.

2.2 This round of Large Grants will be restricted to **revenue**. For example, salaries, running costs, overheads, licenses and insurance.

2.3 All proposals must provide added value through an 'in kind' contribution to the project. This could be in the form of part funding, matched funding, volunteer time, in-kind resources or generated income.

2.4 We cannot fund retrospective costs.

3. Eligible organisations

3.1 Organisations must be able to deliver in the MBLR area but can be geographically located outside the area. 75% of project beneficiaries must be resident within the MBLR boundary. See map in Grants Pack.

3.2 Small businesses may be eligible, providing the project delivers against the MBLR Guidance and Assessment Criteria.

3.3 References may be needed for organisations new to MBLR.

4. Two-tier scheme

4.1 A £500k total pot of funding is available for applications as follows:

Tier 1 funding: up to £10,000 each year over a period of 3 years, meaning total funding of £30,000 from MBLR.

Tier 2 funding: up to £50,000 each year over 3 years, meaning total funding of £150,000 from MBLR.

Please make it clear in your application which Tier you are applying under.

5. Monitoring and Evaluation

5.1 All organisations awarded funding will need to meet the requirements set out in the Funding Agreement for the project.

5.2 Quarterly and final evaluation reports will be required, setting out progress against the approved project. Grant payments will be tied to the receipt of satisfactory reports. There may be additional reporting requirements and a tailored Payment Plan depending on the nature and size of the project.

5.3 MBLR Partnership Board members and workers may wish to visit projects as part of the monitoring process.

6. Funding acknowledgement and publicity

6.1 As a condition of grant MBLR funding will need to be acknowledged by using the MBLR and Big Local logos on any publicity and project materials. MBLR will provide electronic versions of these logos.

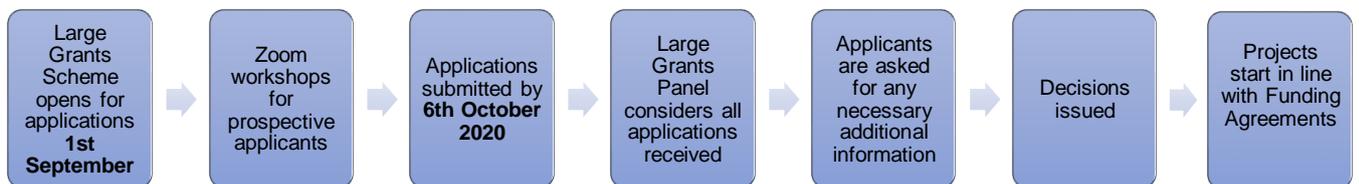
6.2 MBLR or an MBLR approved photographer may wish to visit projects to take photos for use in MBLR publicity. Permission will be obtained from participants to use these images.

7. How to apply

7.1 Applications to be submitted on the Community Links Bromley Awards Platform **by midnight 6th October 2020.**

7.2 A link to the Platform will be made available when **the application window opens on 1st September 2020.** This will be circulated to people and organisations on our mailing list. You can save your online application and go back to it during the application period up until the deadline. Please send an email to info@mottinghamblr.com to be added to our mailing list.

Appendix A: Process Flowchart



Appendix B: Assessment Criteria Checklist

All applications will be judged by the MBLR Large Grants Panel using the criteria below.

Note: the answer to each criterion will be scored between 1 and 10, unless otherwise indicated:

10 = exceptional

0 = does not meet the criterion

Project proposal

- Will 75% of project beneficiaries be resident within the MBLR boundary?
 - **If YES, the application proceeds to the next question**
 - Will the project deliver under one of the themes listed in 1.2 of the Guidance Notes? If so, which theme/s.
 - **If YES, the application proceeds to the next question**
1. Does the proposal offer a creative and/or innovative solution to problems in the area?
 2. Will it provide a lasting legacy for the area? i.e., is it sustainable - will it be able to continue once MBLR funding ends?
 3. Is the Project Plan adaptable in the context of Covid-19?
 4. Will the project improve the quality and reach of existing activities delivered by the organisation and deliver new ones? **Not scored: Judges asked to comment**
 5. Will it increase the volunteer base in the area and deepen the skillsets of participants? **Not scored: Judges asked to comment**

6. Will equality of opportunity be promoted through the project? The answer could cover: encouraging cultural diversity and/or inclusive communities; reducing disadvantage and exclusion.

Outputs and outcomes

7. Have forecast outputs been provided and do these look reasonable and achievable?
8. Have forecast outcomes been provided and do these seem reasonable? How does the Applicant plan to capture these?

Costs

9. Do costs look reasonable and provide value for money?
10. Has an 'in kind' contribution been included?

Delivery

11. Capacity: is there evidence of a similar type/level of delivery by the applicant in the local area? If not, have they demonstrated they will be able to step up to a higher level of delivery? If the applicant is a small business, can they demonstrate a track record of delivering to a community? If not, how do they intend to adapt?
12. Has a practical delivery schedule been provided by the applicant?
13. Have key milestones been provided in order to track progress?

Tier 2 applications

14. Is the Project Plan sound?
15. Do the cashflow projections make sense for delivering the project?

Appendix C:

Documents needed in support of Applications

- Note: please upload your supporting documents to the Awards Platform (see 7.1).
- You can save your online application and go back to it during the application period up until the deadline. If you experience problems uploading documents, please contact us at: info@mottinghambl.com

All applications

- Project Plan
- Previous years' accounts, if yours is an existing organisation in operation for more than two years
- Finance Policy
- Bank statement to verify bank account for receiving grant payments
- Staff job descriptions where applying for funding for posts, if available at this stage
- Copy of Safeguarding and any other relevant policies

For Tier 2 applications additional documentation is required:

- Separate project budget including cashflow projections for duration of proposed project