



## Small Grants Scheme – Information for Applicants

The Big Local Eastern Sheppey Partnership invites applications from local clubs, constituted groups, charities and social enterprises for grants of up to £500 to hold events, activities or purchase items of benefit to people in the Eastchurch, Leydown & Warden Big Local area.

A map of the area and information about the Big Local Eastern Sheppey can be found on our website – [www.biglocaleasternsheppey.com](http://www.biglocaleasternsheppey.com)

If you have any questions or would like more information please contact [sandy@biglocaleasternsheppey.com](mailto:sandy@biglocaleasternsheppey.com) or 01795 880627

There is a maximum budget of £500 per application.

Funding will not be provided as a retrospective basis and organisations should not commit themselves to the project before any final decision is made.

Please note that if you have had funding from us, you can only apply on this round if you have already sent back your completed monitoring form for previous funding rounds.

Applications will be considered by a panel of local people with the support of Swale Community and Voluntary Services (SCVS) and the Big Local representative.

Applications will be assessed on their ability to contribute to achieving the overall outcomes of Big Local. The four outcomes are:

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence so that they can continue to identify and respond to local needs in the future.
- The community will make a difference to the needs it prioritises.
- People feeling that their area is an even better place to live.

We have tried to make the application form as simple as possible. However, we reserve the right to ask for more information about your organisation/group and your proposed activity or project.

If your application is successful the grant will be issued via BACS. A cheque by Swale CVS (Big Local's Local Trusted Organisation) can only be sent if previously agreed in writing. You will be required to complete a short report at the end of the project or activity which will include a simple breakdown of actual expenditure and we will ask for copies of invoices or receipts. Wherever possible, we would also like organisations to provide copies of any publicity their activity has generated (newspaper cuttings, flyers, posters) and photo evidence which we may use for Big Local purposes.



Organisations may be asked to return any unspent funds, money not used for the purposes outlined in the application or if not spent within one year of receipt.

Successful applicants must acknowledge Big Local Eastern Sheppey funding in any publicity and help to promote Big Local in Eastern Sheppey.

Big Local Eastern Sheppey small grants can be used for:

- Expanding existing activities that enhance the quality of residents' lives in the Eastern Sheppey Big Local area
- New projects or activities that will increase residents' skills and confidence or make the area better including one-off pilots to test new or innovative ideas
- Small capital items, e.g. equipment that will be available to and of use to residents' on a continuing basis.

We are **NOT** able to fund:

- Applications from individuals; political or religious activities
- Activities that do not benefit any residents of the Big Local Eastern Sheppey area
- Salaries of existing staff for activities they undertake as part of their normal employment that cannot be connected to Big Local
- Projects or activities which the state has a legal obligation to provide
- VAT you can recover
- Activities that happen or start before the grant is confirmed
- Expenses you commit to before Big Local Eastern Sheppey confirms the grant

The Big Local Eastern Sheppey Partnership's decision is final.