



Big Local Trust: Getting People Involved

Questions and Answers on the first phase of small grants funding. Please note, that these Q and As add further detail to the information in the guidance notes. We strongly recommend that you read the guidance notes before reading these Q and As.

Q1: What are the timescales for this?

A: We launch the programme on 18 October 2010 with an announcement on our website (biglotteryfund.org.uk/biglocaltrust). Organisations will have until 2pm on 26 November to request an application form and then until 2pm on 31 January to submit the completed application (although applications can be submitted before this). We'll aim to give a decision within 6 weeks of getting a complete application. Applicants will have 6 months to spend the grant.

Q2: Who is eligible to apply?

A: We expect the majority of applications we receive to be from voluntary and community organisations but we will accept applications from public and private sector organisations too. To be eligible for an award, the applying organisation must evidence the support of a wide spectrum of local stakeholders, including key groups such as LA, LSP, CVS, local development trust etc.

Q3: Could a town or parish council or the police be the lead applicant?

A: If this has support from a wide spectrum of local stakeholders, including the local authority, local strategic partnership, CVS and local community groups, yes.

Q4: Can an area change its mind about who the lead applicant should be after an organisation has requested the application materials?

A: It is possible, but would add to the administrative burden both for the applicant and us. When an organisation requests a form, We will run initial checks on that organisation, to ensure that we can then process applications as quickly as possible. We would require a new applicant to request the form before the 26 November so that we could re-do these initial checks for the new organisation.

Q5: What if we receive interest from a number of organisations?

A: Our regional staff in your area will facilitate conversations between local stakeholders to help groups reach consensus on their lead organisation. Our Big Local Trust: Getting People Involved programme is not intended to benefit the organisations that receive the grant. It really is the activities that take place in the neighbourhood, not the lead applicant, that matters. If we receive a bid that does not evidence support of relevant local stakeholders, we will reject it.

Q6: Can the £10,000 be spent on the overheads and running costs of the organisation who receives the grant?

A: No. Grants from this programme can pay for specific activities that will increase the capacity of the neighbourhood to work with the Big Local Trust once it is set up and to help inform the community of what the Trust aims to do. General overheads



and running costs are not eligible costs under this programme. However, if there are specific extra costs as a result of managing a grant under this programme, you may ask for the costs of these as specific activities, not as general overheads.

Q7: Will a formal partnership agreement be needed?

A: No.. But we will require emails or letters of endorsement for the lead partner when you request an application form, to help us assess how strong the support for an application from you is in your neighbourhood. We may contact groups who you submit letters of endorsement from and ask them why they are supporting your application.

Q8: What will be the role of BIG during and after these planning activities?

A: We will want to keep up to speed with what is happening in each area, and will also use the information the activities create to inform a research paper that we plan to provide the Trust once set up. The research paper will help the Trust understand the current views, priorities and needs in each neighbourhood. It will also help identify any quick wins that come out of the engagement/planning activities that could be funded through the remaining £20,000, to start spending and build positivity before the trust is in place.

Q9: What activities can the money be used for?

A: The money can be used for any activities that help meet the aim of our Big Local Trust: Getting People Involved programme: to engage people in your neighbourhood and help them to have informed discussions about how to use the Trust's money. Please read the guidance notes available on our website for more details of eligible and ineligible costs.

Q10. If you decide to fund our application, how and when will we get the money?

A. We will pay the grant into the bank account of the lead organisation. We aim to do this within two weeks of our decision.

Q11. Is there any help for filling in this form?

A. Your local regional office can talk to you about your proposed activities and help you to identify what might work best for you in your neighbourhood. Big Lottery Fund's regional staff can also check your application prior to it being submitted for assessment to ensure you have included all the documentation we will need and answered all the questions. However, Big Lottery Fund gives out public money and must ensure that our processes are fair. For that reason your application will be assessed by a member of our grants staff who will not have had any contact with you prior to submission of your application.

Q12. To get the full £30k do we have to apply for the first tranche now and then a second £20k, or can we get all of it in one go?

A: You can apply to either or both rounds, but only up to £10k is available in the first round. If you do not apply to the first round or do not get an award, there will be up to £30k available for your neighbourhood in the second round.



Q13. What happens if what we want to do costs more than £10k?

A. You do not have to use this money now. There will be a second phase of funding with more money. If you do not use the first £10k now, you can roll it into the second phase.

Q14. When will the second phase be available?

A. We do not have a set date for this yet, but it will be in the New Year. There is no rush, however, for either bit of funding. Even if you don't use the second phase, you will not lose this money, as it will be added to the allocation from the Trust.

Q15. Can you pay salary costs under this programme?

A. This programme will pay for the costs of providing the engagement and capacity building activities that you think are needed. It will not pay for parts of, or the whole of, a salary. You should cost the activities that you will provide, including in that cost the cost of the time of those providing the activities, unless that time is already paid for from another source.

Q16: Can the lead applicant to apply to A4A for their project instead/as a back up or do they need to decide which programme to apply to in advance?

If you apply to two programmes for the same project, it will be a duplicate application and you will have to withdraw from one of the programmes.

Q17: Is there any flexibility about the length of time there is to spend the grant?

A: If you think you will need longer than six months to spend the grant once you get one, you can ask for a variation to our terms and conditions.