



# Mottingham Big Local Refocussed

## Small Grants Programme - Criteria and Guidance

Mottingham Big Local Refocused is part of the national Big Local programme and is a resident-led programme to invest £1million of National Lottery money in the area up until 2026.

Our aims through the Big Local programme are that:

- 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 continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

### **The Partnership and how Mottingham Big Local Refocused works**

We are a Partnership Board of residents together with local organisations who work in the Mottingham Area. The Mottingham Big Local Refocused Partnership Board makes decisions around using the Big Local funding for the benefit of local people based on the feedback we receive. We oversee the development and delivery of all aspects of the Big Local Plan and, we monitor and promote Big Local and its activities across the Mottingham community and to local organisations.

### **Small Grants Programme**

MBLR's Small Grants Programme works to ensure that the Big Local Plan continues to delivery activities chosen by the community. Grants are available between £500 and £10,000 for projects to be delivered in the MBLR area. In rare instances awards may exceed £10,000.

## CRITERIA

### What you can apply to deliver

The Mottingham Big Local Plan [MBLR Big Local Plan 2021-2023](#) identifies three specific themes for activities:

- 1. People**
- 2. Economy**
- 3. Place**

We welcome other ideas for activities, but please be clear in your application what you intend to do and how this meets the objectives of the Plan.

Projects must fall into one of the following four categories that will bring people together:

- **Community events** - helping the community flourish and bring lasting success.
- **Cultural events** - bringing the community together through activities, events and volunteering.
- **Weekly activities** - that enhance the existing sense of community and belonging in the area as well as supporting initiatives to reduce feelings of social isolation, mental ill health and/or domestic violence.
- **Regular events** - involving all ages, people and businesses across the community.

### Beneficiaries

The Big Lottery identified the area that MBLR serves therefore all activities must take place within the Mottingham Big Local Refocused boundaries ([please see map](#)). Please make sure that you explain where your activity will take place when you are completing your application. Whilst your organisation does not have to be based in Mottingham, 75% of beneficiaries need to be living in the catchment area.

### Who can apply?

To be eligible to apply for a Small Grant through MBLR you must fit one of the following criteria:

- You are an individual looking to deliver an activity within the MBLR area, and you have support or sponsorship of a recognised organisation.
- You are a community group/organisation seeking to deliver an activity within the MBLR area.

### Who cannot apply?

MBLR will not fund:

- Activities that are a statutory duty
- Activities of a political nature
- Activities which support or promote religion or religious activity
- Those already in receipt of an MBLR grant from either our small or large grants programmes.

## **Expectations and Restrictions**

Funds must be held by a constituted group or organisation. Therefore, if you are applying as an individual, please find an organisation who will hold the funds and make payments on your behalf.

## **References**

We will require two references. This may be a community leader, teacher or organisation that you have been involved with.

If you are working with children or vulnerable adults, we expect you to tell us how you will deal with safeguarding and DBS issues.

Please do not let this put you from applying, you are welcome to call us for support on this. We are particularly keen to support resident led activities.

## **Monitoring and Evaluating**

Because this is money for public benefit, we have a duty to prove how it is spent. Therefore, you will need to provide details on your activities, how many attended or benefited and some evidence that it made a real difference to people's lives. We will want to gather some basic statistical information such as numbers who attend, but you can be creative, use photos or video clips too, and really bring it to life.

## **Privacy**

The privacy of individuals is important to Mottingham Big Local Refocussed. We store the contact information of individuals to ensure that we can contact them with regards to the activity of MBLR.

Contact information of successful applicants will be kept for seven years in line with the Local Trust requirements. Contact information of applicants who have been unsuccessful will be deleted within six months.

Your details will be stored electronically, with a secure password. MBLR will share information on successful grant applicants with our Local Trusted Organisation to process your grant.

## **Guidance Notes for Applying to the Small Grants Programme**

### **Step 1: Read the Criteria**

This gives you information on who can apply, what the funding themes are and how much is available.

If you are not sure whether your organisation or idea fits within the criteria, please contact Karyn Jones at [pec@mottinghamblr.com](mailto:pec@mottinghamblr.com)

## Step 2: Complete the Application Form

Complete the online application form, in full, via the Community Links Bromley Award Force Platform, before the closing date. This can be found at: [Community Links Bromley \(awardsplatform.com\)](https://awardsplatform.com)

## Step 3: Submitting and reviewing your application

Submit your application in good time.

### What happens next?

#### Reviewing your application

You will receive confirmation by email that we have received your application. We will look over the bid to ensure that:

- It meets the criteria
- You have included a budget
- You have included references
- You have included bank details of the organisation that will hold the funds.

Applications will be assessed by a panel of member from the Partnership Board who may request supplementary information from the applicants. If the total value of all eligible bids exceeds the available funds, the panel will select those bids which it deems will best meet the fund's priorities. Applicants may be offered a proportion of the amount requested. Award decisions are made by the Partnership Board. Their decision is final and there is no appeals process.

We will inform you if your application is disregarded for being incomplete or not meeting the criteria. You may then be able to apply to the next round of funding, if applicable.

## Step 4: Formal Offer of Grant

If you have been selected to receive a grant, we will contact you with a formal offer, which will include terms and conditions and a payment schedule. You will need to sign and return this before payment can be made. This will include your commitment to record all financial transactions and monitor community involvement and outcomes. **All projects/activities will run for a maximum of one year. One-off activities should be undertaken before December 2023. Projects running beyond December 2023 will receive funding in 2024 subject to the submission and approval of a quarterly progress report.**

### What if we are not successful?

If your project or idea doesn't receive funding, we are happy to meet with you to look at why. It might be that it just wasn't the right thing at that time, or maybe you left out important information.

## FREQUENTLY ASKED QUESTIONS

- Q. My organisation is outside of the Mottingham Big Local Refocused boundary, can we apply for funding?**
- A. YES! The activity must take place within the [Mottingham Big Local Refocused boundary](#)
- Q. I am an individual not an organisation can I apply to run an activity?**
- A. YES! You need to find an organisation that will 'sponsor' you. They will be responsible for holding the money, the grant will be paid to them for you to use. N.B. make sure that you know if they charge for this service and add that into your budget.
- Q. What should I/we include in the budget?**
- A. Include everything that has a direct cost. This may be project staff, volunteer travel, refreshments, stationery (don't forget printing costs) and the cost of having an organisation sponsoring your project.
- Q. What information will have to be included in monitoring and evaluation?**
- A. Monitoring evaluation tells us how successful your project has been. Monitoring tells us how many, or how much, or who attended your activity, evaluation tells us what the outcomes were, what difference it made. Be creative, you can get evaluation forms, take photos, videos etc (but do get permission first.)
- Q. What are MBLR's priorities?**
- A. Our priorities can be found in our plan [MBLR Big Local Plan 2021-2023](#)
- Q. What is the application process?**
- A. Applications are submitted online via the Community Links Bromley bidding platform with full guidance and support available.
- Q. What area is covered by MBLR?**
- A. [See map](#)
- Q. What is the deadline for submission of our completed application?**
- A. August 7th at 5pm.