

Getting Started proposal form

For Big Local areas announced on
10 December 2012

St James Big Local, London E17

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Introduction

Getting Started is now open to the 50 Big Local areas announced by the Big Lottery Fund on 10 December 2012. Getting Started will help you progress Big Local in your area. We need one proposal submitted on behalf of each Big Local area by their locally trusted organisation.

The questions in this form allow us to gather the information we need to give you funding for your Getting Started proposal. For more information about Big Local please visit our website:

<http://www.localtrust.org.uk/big-local/fags/>

If you need help completing this form, or have any questions about Big Local or about Getting Started, please speak to your Big Local rep or contact us at:

Email: biglocal@localtrust.org.uk

Telephone: 020 7812 5456

Address: Local Trust
Unit 5, Angel Gate
320-326 City Road
London, EC1V 2PT

Preparing and submitting your proposal

Please submit copies of the following documents by email and post:

1. A completed proposal form
2. A copy of the most recent audited annual accounts for your locally trusted organisation
3. A copy of your locally trusted organisation's governing document (this could be a constitution, Terms of Reference, Memorandum and Articles of Incorporation, Deed of Trust or similar document)





What happens when we receive your proposal?

We will acknowledge receipt of your proposal and you should receive a decision from us within four weeks of receipt.

Local Trust cannot provide Big Local funding for activities or work that has already taken place. Locally trusted organisations and residents should never spend in advance of receiving the formal offer letter from us agreeing each portion of the funding.

How are Getting Started proposals assessed?

Proposals are assessed by a member of the Local Trust team who checks if:

- the proposed activities are driven by residents, or will enable them to drive Big Local forward in the future
- the proposed activities will include and reach a range of residents in the area
- the budget adds up and matches the proposed activities
- the proposal generally meets the ethos of Big Local, i.e. does not fund statutory provision or political activities, or anything illegal

If we have any queries, we will make contact with your rep or the named person on the proposal form depending on the type of information that we need.

Local Trust also checks information that we receive about the locally trusted organisation. We check:

- that the proposal form is signed by someone who has the authority to sign and make declarations on proposal forms within the locally trusted organisation
- that the BACs form is signed by authorised people from the locally trusted organisation, and that they are not related
- through the audited accounts (2011-12 or 2012-13) if the organisation has any large deficits, is operating within its reserves policy, and whether it has dealt with restricted funds before
- through the constitution or other documents that the organisation is operating within its objects by carrying out Big Local work.

If we have any queries we will call or email the named contact person on the proposal form.





Contact details

1. Main contact for this proposal

Please confirm who Local Trust can speak to about this proposal form.

Name of contact

Title Mr, Mrs, Ms	First name/s (in full)	Surname

Organisation (if any)

Your role in the organisation / Big Local area

-	Chair of Getting Started Steering Group
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Address for correspondence

	Postcode	

Main telephone number (or textphone)

Alternative telephone number (or textphone)

	-
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Email address for correspondence

cancienne@gmail.com

2. Website, facebook and/or twitter information for your area (if applicable)

Website: www.stjamesbiglocal.co.uk
Facebook: St James Street Big Local
Twitter: @stjamesbiglocal





3. Please tell us if you have any particular communication needs. This might include textphone, sign language, large print, audiotape, Braille or a community language.

N/A

About the activities you are planning

4. When do you expect the activities included in this proposal to take place?

We estimate that the assessment process will take approximately four weeks from the date you submit your proposal.

Estimated start date
(month/year)

January 2014

Estimated end date
(month/year)

December 2014

5. Were residents involved in creating this proposal?

If yes how were they involved, if no, why were they not involved?

Yes. Our Steering Group consists of 9 regular attendees of which 5 are residents. We have other local people who contribute to the work of the group but are currently unable to attend the steering group meetings.

A small group of residents have therefore been fully active in attending meetings, designing the branding for our area; developing our website & printed materials and running our first few community events (manning our Big Local stall and talking to local people about the project). Our group has set up an online mailing list for interested local people to register for news and updates on how to get involved with Big Local (we have sent out two email newsletters so far and will probably send another by the end of December 2013). Our group hopes to expand the number of active volunteers during the Getting Started phase and release regular updates on Big Local/How to get involved via paper and email updates throughout the Getting Started period.

We have run 3 events between June and September 2013 and a 4th is planned for December 2014. At each event we have let people know about Big Local and explained how they can get involved and stay in touch for news and updates. At the September event we ran our first visioning consultation. More details about our activities this year can be found on our website here: <http://www.stjamesbiglocal.co.uk/our-story-so-far.html> and you can see how we are approaching the “research” aspects of Getting Started here: <http://www.stjamesbiglocal.co.uk/blog.html>

A draft of this Getting Started Application form was shared with the 350 contacts registered on our Mailchimp system via our November 2013 e-newsletter and comments sought. The final version is on our website beside all the minutes of our meetings for complete transparency.





6. Please indicate who decided on your activities and budget for Getting Started and how they made the decisions?

The residents from the steering group have decided on these activities, through both steering group as well as small working group meetings. Decisions were made easily when the activity was unanimously supported, and were otherwise subject to a vote in which at least 50% of those voting were residents of the St James Street area.

The working groups produced a “long” list of all the activities discussed over a number of meetings between August and October 2013. This list was reduced and prioritised at our Steering Group meeting of 11th November 2013 (which happened to be observed by Hannah Worth and Donna Lightbown from Renaisi). The summary of that meeting was circulated to the whole Steering Group for approval and a draft of this application form was sent out to the 350 contacts registered on our email list before this application was submitted .

7. What activities are you proposing to do for Getting Started and what do you think they will achieve? Please give us a list below and add more rows if you need.

Activities or services: the name and a short description	What do you think this will achieve or enable?
1. Two large Community Events: 1.1 Community Conference / Volunteer Fair 1.2 Big Lunch Event	<ul style="list-style-type: none">• Increase awareness of Big Local• Increase active participation• Facilitated visioning workshop for a large group.• Use the Area Profile produced by the local schools as part of an exhibition/interactive workshop
2. Outreach work with Existing Stakeholder Groups	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Bringing together existing groups to work for a common purpose.• Using existing networks to gather visions and ideas from a representative sample of the community.• Ability for residents to communicate their needs to each other as well as the Big Local group• Empowerment, especially of those individuals not normally used to taking action• Get under-represented groups actively involved in neighbourhood activities and find out from these groups what their needs for the area are.





Activities or services: the name and a short description	What do you think this will achieve or enable?
3. Street Champion Pilot – grassroots community development in 1 or 2 sample areas (Buxton Road and Tenby Court)	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Knowledge of neighbours and greater 'neighbourliness'• Greater sense of belonging to the local community• Ability for residents to communicate their needs to each other as well as the Big Local group• Gathering a representative 'snapshot' of the community through learning about a few roads (operating on a 'micro local level')• Increased pride of place• Empowerment, especially of those individuals not normally used to taking action
4. Understanding the needs/concerns of existing businesses - by continuing/completing the survey work already begun.	<ul style="list-style-type: none">• Engaging local business community by asking for their views.• Increase awareness of Big Local• Increase active participation – perhaps by encouraging the business community to set up a local forum to empower and represent themselves.• Engaging with other local initiatives – possibly the Heritage Lottery Fund bid being promoted by LBWF.• Tap into the thriving cultural community of Walthamstow and forge links there
5. Promoting entrepreneurship by running a series of training meetings or seminars and/or pop up stalls & shops.	<ul style="list-style-type: none">• Come up with ideas around making the area welcome to new businesses• Identify 'assets' of the area• Help find ways to fill empty shops• Increase awareness of Big Local• Increase active participation• Build the capacity of local residents and potential business people of the future.• To improve the numbers of local jobs and employment opportunities for people locally.
6. Develop relationship with LBWF and Market Operators to lobby for improvements to the lower half of market and the local station.	<ul style="list-style-type: none">• Come up with ideas around making the area welcome to new businesses• Identify 'assets' of the area• Help reinvigorate the western/lower end of the market and linking to the entrepreneur activities.• Increase awareness of Big Local• Increase active participation• Build the capacity of local residents and potential business people of the future.• To improve the numbers of local jobs and employment opportunities for people locally.





Activities or services: the name and a short description	What do you think this will achieve or enable?
7. Develop a profile of the area by using “asset mapping” exercises with local schools.	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Gathering a representative ‘snapshot’ of the community for use now and as a monitoring tool for the future.• Increased pride of place• Empowerment, especially of those individuals not normally used to taking action.• Use the outputs of films/images/maps as the basis for an exhibition/community meeting (see activity 1) to encourage cross discussion between participants and the wider community.• Build the capacity of local children and build an awareness of the work of Big Local which “the young” will need to continue.
8. Research & Data Analysis Activities	<ul style="list-style-type: none">• Ensure that we are approaching our visioning in a planned, methodical manner• Ensure that the visions are collected in a methodical, transparent way and that we can make the most of the valuable views that we are given by the local community.• Ensure that the analysis process is robust and transparent so that our work is defensible and (if necessary) repeatable.• Act as a balance check for other activities to ensure we are speaking to a representative sample of our residents, and propose any additional activities to reach groups we aren’t reaching• Learn what the main concerns are of the different groups in our area• Use IT to keep the data analysis as simple as possible and minimise the amount of paid/volunteer resource required.
9. Community Referendum – Prioritising the visions and developing the 10 year action plan using existing open source software/website plug-ins.	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Getting the community to participate in the prioritising of the needs which local people have identified as part of the visioning process.• Ensure that the prioritising process is methodical, robust and transparent, so that our work is defensible and (if necessary) repeatable.• Retain the option of gathering new/different visioning ideas or options to combine ideas during the prioritising/referendum process.





Activities or services: the name and a short description	What do you think this will achieve or enable?
	<ul style="list-style-type: none">• Use IT to keep the data analysis as simple as possible and minimise the amount of paid/volunteer resource required.
10. Leaflets, Newsletters & Posters – Deliver paper publicity materials to every home and business in the Big Local area. Put up posters around the local area.	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Have reached everyone in BL area – no-one can claim that they “didn’t know” or were not contacted!• Let everyone know how they can get involved and given them the opportunity to contribute ideas and comments
11. Build up an “Events Kit” for use at community events eg gazebo, portable display stand, roll out banner etc.	<ul style="list-style-type: none">• Make running community events as easy as possible so that we can run as many as possible!• Encourage existing stakeholder groups to use our “kit” to run their own events or run events which we can attend & promote Big Local.• Better presence and outreach at our own and others’ events
12. Media / Online Campaign – use social media and other local media/publicity sources to increase awareness of Big Local.	<ul style="list-style-type: none">• Increased awareness of Big Local• Increased active participation• Have reached everyone in BL area – no-one can claim that they “didn’t know” or were not contacted!• Let everyone know how they can get involved and given them the opportunity to contribute ideas and comments

8. Who will be delivering the proposed activities for Getting Started?

Please tell us if a range of stakeholders or partners will be involved in delivering the proposed Getting Started activities, and include all the organisations involved with this proposal.

We will be involving different stakeholders and partners, depending on the activity that we are running. This is a draft list of stakeholders and is subject to change; the organisations may not yet have been contacted about participating.

1. Two large Community Events – Local volunteers (tapping into existing local community groups), Allied Bakeries will be approached regarding provision of loafs for Big Lunch. A specialist facilitator would have to be employed for the community conference.
2. Outreach work with Existing Stakeholder Groups – Community worker and volunteers approaching the list of stakeholder groups/individuals being developed by the Steering





Group. The Mill.

3. Street Champion Pilot – Local volunteers to initiate grassroots community action in chosen pilot areas. Stakeholders are the residents of the streets/blocks of flats involved. Partners may include trainers to bring any needed skills to the street champions; representatives from other Big Local groups to tell us about their street champions experience; existing neighbourhood watch schemes; Ascham homes as Tenby Court is one of their properties. Wilkinsons to be approached about support with tools/products for garden improvements.
4. Understanding the needs/concerns of existing businesses – Local volunteers/community worker to complete the survey work already begun; local businesses.
5. Promoting entrepreneurship – Approach ClaSS (Community Learning and Skills Service), Social Spider, Unlimited and other bodies to support training and seminar offerings; local businesses, residents and NEETs (Not in Employment Education or Training). Existing entrepreneurship groups and cultural organisations; market traders association; The Mill.
6. Develop relationship with LBWF and Market Operators – Engage local councillors and council officers/market managers. Also engage other initiatives/stakeholders such as Waltham Forest Business Board and Women in Business, amongst others.
7. Develop a profile of the area – An expert facilitator may be required to co-ordinate the schools activities. Teaching staff at the 5 local primary schools and 2 local secondary schools. Local volunteers to develop the project brief.
8. Research & Data Analysis Activities – Led by local volunteers facilitated with good IT tools to keep the process simple but robust. Screens in the Wild/UCL are in discussion with our group to use digital engagement methods in the public sphere.
9. Community Referendum – Led by local volunteers. Using existing open source referendum website www.allourideas.org. Partnering with London Metropolitan University students for help with programming and database work. Screens in the Wild/UCL are in discussion with our group to use digital engagement methods in the public sphere.
10. Leaflets, Newsletters & Posters – Led by local volunteers. Approach E-List local publication for free distribution with their monthly magazine. Ask local businesses and organisations to display posters and distribute leaflets. Potentially generate advertising revenue to subsidise costs.
11. Build up an “Events Kit” – One off purchase of equipment by local volunteers. Storage of the equipment at The Mill. Preparation/Maintenance/Packing of the kit by local volunteers/community worker for each event.
12. Media / Online Campaign – Local volunteers and community worker.





9. How are residents included in delivering activities for Getting Started?

Be sure to tell us how residents are, or will be, involved in the planning and delivery of Getting Started activities.

We have set up 4 separate working groups for each of the activities, consisting of the residents who attend the steering group meetings (and open to anyone else interested in becoming involved in the planning and delivery of these activities). These working groups meet, discuss, and plan the activities, and then feed back to the main steering group about their thinking and decisions.

It will be residents who are primarily responsible for delivering the Getting Started activities. If our group hires a worker/workers they will be involved in aspects of some activities, depending on how the steering group decides the worker should allocate their time. See the list of draft activities and who will be carrying these out in Section 8 above.





Your budget

10. How much are your activities going to cost and how much do you need from Local Trust? As a reminder, you can only receive up to £20,000 through Getting Started.

Do give as much detail as you can, including, where appropriate, hourly rates for work and services. Give the total cost for your activities in column C and put how much you want from us in column A. You can use column B to note any funding you have from other sources.

Getting Started budget summary – example	A	B	C
Item or activity	Requested from Local Trust (max.£20,000)	Balance funded through other sources	Total costs
Example: printing of 1,000 new Big Local leaflets	£500.00	£100.00	£600.00
Example: facilitation of community visioning events (10 x 3 hour events)	£2,500.00	-	£2,500.00
Example: employment of community liaison worker (10 hours per week for 9 months)	£13,500.00	£1,500.00	£15,000.00
Example: set up and maintain community website	£2,000.00	-	£2,000.00
Example: Total Getting Started – proposed budget	£18,500.00	£1,600.00	£20,100.00
Example: Total amount requested from Local Trust for Getting Started (total of column A)	£18,500		

Getting Started budget summary	A	B	C
Item or activity	Requested from Local Trust (max. £20,000)	Balance funded through other sources	Total costs
1. Two large Community Events – Room Hire & Materials £200 Professional facilitator = £500; Potentially use Ketso “kit” or DIY version for event focus? = £500; Refreshments = £200. 4 Days of Community Worker at £150 per day = £600.	£2000		£2000
2. Outreach work with Existing Stakeholder Groups – Misc materials/refreshments etc = £300. 3 Days of Community Worker at £150 per day = £450.	£750		£750
3. Street Champion Pilot - £150 prize fund for 2 pilot areas = £300 total. 3 Days of	£750		£750





Getting Started budget summary

	A	B	C
Item or activity	Requested from Local Trust (max. £20,000)	Balance funded through other sources	Total costs
Community Worker at £150 per day = £450.			
4. Understanding the needs/concerns of existing businesses – report preparation & distribution = £450. 1 day community worker support = £150	£600		£600
5. Promoting entrepreneurship – programme of training/seminars with partner organisations and/or pop up stalls & shop events = £1250	£1250		£1250
6. Develop relationship with LBWF and Market Operators – 2 day community worker support = £300.	£300		£300
7. Develop a profile of the area – Misc materials/printed maps etc = £300. Expert facilitator £700	£1000		£1000
8. Research & Data Analysis Activities – SurveyMonkey subscription and Dedoose supplement if required. Ipad Mini (or similar) for photos/films/data entry/data collection.	£550		£550
9. Community Referendum - preparation of programming/databases during Getting Started period for work to produce the Action Plan after Visioning completed in June 2014).	£450		£450
10. Leaflets, Newsletters & Posters – Printing of 3 newsletter runs = £1000. Additional leaflets posters & business cards = £500.	£1500		£1500
11. Build up an “Events Kit” – Gazebo, roll our banner & portable display board, etc.	£300		£300





Getting Started budget summary

	A	B	C
Item or activity	Requested from Local Trust (max. £20,000)	Balance funded through other sources	Total costs
12. Media / Online Campaign – Community worker time on updating website and doing publicity/press release/marketing work. Half a day per month = 3 days at £150 per day = £450	£450		£450
Budget allocation for possible employment of community liaison worker = 1.5 days per week for 9 months (36 weeks) at £150 per day.	£8100		£8100
Miscellaneous admin/printing/room hire/publicity costs.	£2000		£2000
Total Getting Started – proposed budget	£20000		£20000

Total amount requested from Local Trust for Getting Started (total of column A)

£20,000

11. Support from other sources

Have you secured other sources of funding or resources for this activity? (hint: check if the total in column C is higher than the total in column A). If yes, what value is this resource or funding? Please also tell us who is providing the additional funding or resources?

Screens in the Wild have submitted a funding bid on our behalf to provide software & hardware for interactive community screens. Amount unknown.

A number of other sources of support funding are being investigated but nothing is confirmed at this time.





About your locally trusted organisation

12. How did residents select the locally trusted organisation for Getting Started?

If you have not been able to identify a locally trusted organisation please use the box to tell us who will be leading this work.

Local people who had expressed interest in Big Local were asked for suggestions of local organisations which might be approached to be the LTO. At the meetings of 15th & 22nd April 2013, (about 19-20 residents attended) a list of 8 possible organisations was agreed by vote. In May, our Big Local Rep Trevor was asked to contact these organisations with a questionnaire which had been compiled by the residents group at the meeting on 29th April. Contact was made in June and after a significant number of withdrawals, two submissions were reviewed at the Steering Group Meeting on 8th July. Seven assessment criteria were agreed at the meeting and a “pair-wise comparison” approach was used to assess the proposals from Crest & Voluntary Action Waltham Forest. Crest was considered to have provided better answers to 5 of the 7 categories and was therefore selected as the St James Big Local LTO. (The minutes of all the meetings referenced above are available on our website: <http://www.stjamesbiglocal.co.uk/library.html>).

13. Name of your organisation as it appears on your governing document or rules.

Crest Waltham Forest

Registered address of organisation

	Postcode	

Name of preferred contact person at this organisation

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Is your organisation a branch of, or related to, a larger organisation? (please delete as appropriate)

Yes / No





If you answered 'yes', please confirm that your parent organisation knows about your proposal.

Yes / No





BACS Form

Getting Started

Note: Please print and submit this in hard copy form with your completed proposal.

Original signatures are required.

Name of organisation:
Bank name:
Account name: <i>(Please note this should be the same as the name of the organisation.)</i>
Sort Code:
Account number:

Authorised signatory 1 (sign here):	
Title:	Full name:
Position held in organisation:	
Contact tel. no:	Contact fax no:

Authorised signatory 2 – if required (sign here):	
Title:	Full name:
Position held in organisation:	
Contact tel. no:	Contact fax no:





Declaration

We confirm that we are duly authorised to sign this declaration on behalf of the applicant organisation.

We confirm that this proposal and the proposed activities within it have been authorised by the management committee, or governing body or board, or, if a statutory organisation, by a senior member of staff.

We certify that the information given in this proposal is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

We understand that any offer of grant will be subject to the Getting Started grant terms and conditions and we confirm that the organisation has the power to accept this grant if the proposal is successful and to repay it if the grant conditions are not met.

We understand that, if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the proposal process, or if we knowingly withhold any information, this could make our proposal invalid and we will be liable to repay any funds.

We understand that Local Trust or Big Lottery Fund may commission an evaluation of the programme. We confirm that we will co-operate with any evaluation related activities which are required of us by Local Trust and further confirm that Local Trust may use any part of our proposal for evaluation or research purposes.

We have not altered or deleted the original wording and structure of this proposal form as it was originally provided or added to it in any way.

We confirm our organisation has the legal power to set up and deliver the activities described in this proposal form.





Signatory one

This should be the chair, chief executive or person of similar authority in your organisation. If your organisation requires two signatures, please also complete the second signatory page, which follows. (For example, if your organisation is a company it may require signatures by two directors or a director and the company secretary.)

Title Mr, Mrs, Ms	First name/s (in full)	Surname

Position

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Address for correspondence (if different from organisation's address above)

	Postcode	

Main telephone number (or textphone)

Alternative telephone number (or textphone)

--	--

Email address for correspondence (if applicable)

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Signature

Date

--	--

On behalf of (organisation name)

--





Signatory two

If your organisation requires two signatures, please complete the details below.

Title Mr, Mrs, Ms	First name/s (in full)	Surname

Position

Address for correspondence (if different from organisation's address above)

	Postcode	

Main telephone number (or textphone)

Alternative telephone number (or textphone)

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Email address for correspondence (if applicable)

Signature

Date

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On behalf of (organisation name)

