##  Bradford & District

## the Big Lunch

## Great GeT together 2018

## Round 2

## Scheme Guidance notes.

## The Big Lunch is the UK's annual get together for neighbours. Every year in June since the idea began in 2009; millions of people stop what they're doing and get together with neighbours in a nationwide act of community and friendship.

##  A Big Lunch or Get Together can be anything from a small gathering in a garden, park or driveway, to a larger party with trestle tables down the middle of your street. The official Big Lunch date in June isn’t practical for every community so you can run one at any time you fancy.

## Following on from our very popular Big Lunch Great Get Together Round 1 Grant Scheme, we have now decided to open up a Round 2 scheme, which will enable those who would like to organise a community Big Lunch Great Get Together type event during the summer months, the opportunity to apply for a small grant to support their activity.

## Many neighbours and groups will be able to put on a lunch without any additional funding. For those who will need a little help we have some funding to help as many people as possible take part.

## People from all over the district are invited to come together with friends, neighbours and others they don’t yet know to get involved and take part in street parties, picnics, barbeques and bake-off competitions.

We are able to award small grants of up to £100 to support local Great Get Together or Big Lunch activities and events across the Bradford district. This can include any of the following ideas:

* A Street Party or Garden Party
* A Lunar Lunch/Iftar
* Community Barbeque
* A Pot Luck Supper
* A Picnic
* A Bake Off or a Cook Off
* Centenary of Representation of People Act / Suffragette themed events

**Eligibility**

* We will prioritise applications that are being especially organised to celebrate the Big Lunch / Great Get Together, as opposed to regular, annual events that are merely being re-branded as Big Lunch Great Get together Events.
* All events and activities have to take place between 24th July 2018 and 30th September 2018,
* Grants need to be made via registered community or voluntary groups or other organisations with a constitution and **bank account** (we will accept applications from Parish Councils and other similar bodies)

We understand that groups of local residents may want to come together to organise a street party. We would ask that you either find a local registered community group or organisation that is willing to accept and manage the grant on your behalf, or that you provide us with details of an appropriate referee to contact – e.g. Ward Officer, Youth Worker, Warden Community Worker, someone from West Yorkshire Police, your local head teacher etc.

A condition of the grant is that you are willing to display the official logos prominently on all marketing and publicity material, and that you give permission for the event to be more widely publicised if appropriate via our social media and through sharing your information wit the Telegraph & Argus. In addition, for this Fund, we will not pay for the cost of purchasing alcohol or fireworks.

**Deadlines**

The application form can be found at [www.peoplecanbradforddistrict.org.uk](http://www.peoplecanbradforddistrict.org.uk).

The closing date for applications is 5 pm on Monday 2nd July 2018.

Decisions will be taken by an independent grants panel by the11th July 2018. All applicants will be notified of the results of the grants panel.

For further information and helpful hints and ideas about the Big Lunch Get Together please go to: <https://www.edenprojectcommunities.com/thebiglunchhomepage>

Visit our Facebook page: <http://www.facebook.peoplecanbradford>

Follow us on Twitter – #‎PeopleCanBD

Queries / completed applications to;

# Michelle Taylor

**Safer Stronger Project Officer**

Neighbourhood & Customer Service

5th Floor, Sir Henry Mitchell House,

4 Manchester Road, Bradford BD5 0QL

Tel 01274 431831 / 07773 089325

Email: michelle.taylor@bradford.gov.uk

 **Bradford & District**

**the Big Lunch**

 **Great GeT together 2018**

**(Round 2)**

Please complete the form in **TYPE** or **BLACK PEN,** making sure that any hand-writing is easy to read as the form will be photocopied. (Electronic copies are welcomed only if accompanied by a scanned signature of the applicant for our records)

1. Please provide the contact details of someone we can speak to if we have any queries about your application. They should be knowledgeable about the project and available to speak to us during office hours.
2. **Completed applications must be returned by 5.00pm 2nd July 2018**

|  |
| --- |
| Contact Name: Full Name of Your Organisation Address  Post Code Phone number: Mobile number: Email:  |

1. We will accept applications from groups of local residents who are not formally constituted as a group. In this instance, please provide us with the contact details of one of your organising team in question 1 above. (we will use this number also for publicising your event where applicable)
2. We will also need contact details of a referee who we can contact to discuss your project. This needs to be someone with a position of responsibility in your local community – Youth Worker, Warden, community worker, someone from West Yorkshire Police, your local head teacher etc. You need to ask their permission to be a referee in advance.

|  |
| --- |
| Contact Name Position in CommunityAddress Phone number: Email:  |
| Brief description of the event, you would like to hold, for publicity purposes (including how you meet criteria for celebrating diversity; (4 line maximum) |

1. Please use this space to tell us about the event or activity you would like to hold. Please limit your application to 1 side of A4.

**We need to know the following:**

* + What do you want to do?
	+ Where will the event / activity take place?
	+ When will it take place? (NB all events have to take place between 24th July & 30th September)
	+ Who will be involved – young or older people, families, etc.?
	+ How will you promote your event– fliers, posters, Facebook etc.?

|  |
| --- |
| Name of event – Date & time of event –Postcode and ward where event will take place –  |

1. What is the total cost of the project /activity? Please include VAT where relevant.

|  |  |
| --- | --- |
| Item / Activity (venue hire, promotions, food)  | Cost  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

1. How much are you applying for £……………….

If this is less than the total cost of the project or activity, where will you get the balance from and has this already been secured?

|  |
| --- |
|  |

1. If you are successful we will make payment by cheque. Please enter the details of your group’s bank/building society below. Please note we cannot make payments to individuals – if you are applying on behalf of a group of individuals, we will contact you to discuss how we can make your payment.

|  |
| --- |
| Name of Bank/building society: ………………………………………………….. Number of signatories required for authorisation of cheques from your account?……………………If a grant is awarded, who should the cheque be made payable to? ………………………………………………………………………… …………………………………… …………………………………… |

**EXTRA DOCUMENTATION**

*Please do not enclose these with your application, but tick if you would be able to provide them if requested.*

Copy of your constitution / governing document

Most recent accounts

**DECLARATION**

It is essential that you understand and agree to sign up to the following statements. Please note that **if you leave the organisation or can no longer fulfill your responsibilities**, or someone else takes over responsibility for the project, **you must inform us immediately**.

* Our signatures confirm our acceptance of the terms and conditions of the grant as they are set out in this application form and the Scheme Guidance notes.
* We certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
* We will **only spend the grant for the purposes outlined in this initial application** unless we have received written confirmation, from the Foundation, that we can make a variation of spend.
* **We will spend all grants monies by the 30th September 2018**. We may require the return of the balance of any grant not spent after this period.
* The **grant will be acknowledged in all printed materials** that we produce about the work for which we have received funding.
* We accept that the Neighbourhoods & Customer Service **will list our grant in press releases, on their website and in other publications and may contact us for photos and quotes.**
* We accept that the Neighbourhoods & Customer Service will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
* We will ensure that all necessary permits and licenses have been obtained for any event or project funded by the grant and that the event or project complies with all relevant regulations.
* We acknowledge we cannot sell or dispose of any equipment or other assets funded or part funded by the Neighbourhoods & Customer Service without first receiving written permission. If any equipment or assets are sold within their working life without such undertaking, the Neighbourhoods & Customer Service can ask for a percentage of the original grant to be re-paid.
* We will not use the grant to pay for goods or services that were bought or ordered before the date of the award letter confirming the grant.
* We will allow Neighbourhoods & Customer Service representatives to make visits and have access to relevant information, if requested.
* We realise **we must keep all financial records and accounts including receipts for items bought with the grant** for at least 7 years. These must be made available to us if requested.
* We will comply with the guidelines on monitoring and evaluation including the preparation and return of a report to confirm how the grant has been spent, and the production of an income and expenditure statement to show how the grant has been spent **within one month of the event**
* We give permission for Neighbourhoods & Customer Service to record and hold the information in this form electronically and to contact our organisation by phone, mail or email with regards to this application and funding

**REPAYMENT OF GRANT**

Neighbourhoods & Customer Service may ask for repayment of the grant - in whole or in part - in the following circumstances:

1. if the organisation fails to keep the terms and conditions of grant aid as detailed above
2. if the application form or accompanying documents contained false or deliberately misleading information
3. if the organisation does not follow guidelines in their Safeguarding and Equality policies
4. if any member of the governing body, staff or volunteers act dishonestly or negligently in their implementation of the grant
5. If the organisation closes down, goes into administration, receivership or liquidation.

This form should be signed by the applicant also indicating that your organisation is aware that you are applying, we suggest you keep a copy for your own records (a scanned signature is required if submitting electronically)

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From time to time Neighbourhoods & Customer Service may contact you with information about their activities or pass your details on to other potential funders (CAB&D) who may be interested in your project / activity. If you are happy to be contacted for these purposes please tick this box

How many regular volunteers are involved in your group / organisation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be interested in information from the Volunteer Centre about recruiting or training volunteers? Yes/No

Your details will not be shared for any other purposes