



Rastrick Big Local Voice Your Choice (VYC)

Application Form & Guidance 23/10/18

Rastrick is one of a number of areas in the national Big Local programme that has been allocated funding to enable local residents to make a substantial and lasting difference to their community.

Rastrick Big Local HD63 (RBL), the group that oversees this process, has set up the Voice Your Choice initiative to enable local people to make decisions about where the money should be invested and which proposals should be funded.

Rastrick residents have chosen the theme of the Environment for investment this coming year 2019/20. RBL is therefore looking for proposals for practical and deliverable projects that will have a positive and lasting impact on the Environment for members of the Rastrick community.

Process

Proposals have to be with RBL by 1st March 2019.

RBL will then check to make sure that bids meet the criteria set out in the rules and then publicise the proposals that are to go forward to the vote.

In March 2019, RBL will begin to organise a ballot for members of the community to enable them to vote on their preferred proposal. A voting period will then be announced (minimum of four weeks)

The project proposal that gets the most votes will be awarded funding. If there is money left over, the next most popular project will be funded, etc..

The total amount of money available is £65,000 – any amount can be bid for, from £2,000 to £65,000. (Please note that for proposals to go forward to the voting stage, clear and realistic costings will need to be provided).

In putting together a proposal, account will need to be taken of the rules set out at Appendix 1 and in particular:

- Funding should be invested in or immediately adjacent to the Rastrick Big Local area and must deliver benefits to the Rastrick community.
- Proposals will need to show how they address the criteria set out at rule 15; (these criteria help us to make the most of our Big Lottery funding).
- The 250 word summary outlining the project using the headings provided will be an important part of you getting your message across to potential voters

We are taking a broad approach to what is meant by "Environment", recognising that as a theme this has an impact across Rastrick.

Potential projects could be about a range of topics, such as planting and growing or food projects, cleaner, greener spaces, making Rastrick a cleaner place to visit / live; (these are just examples).

Who can make an Application for Voice Your Choice investment?

Below are a few examples of who may submit proposals, but if you require further help or have any query please contact Danny Leech (contact details below).

1. Local Voluntary & Community Groups
2. Organisations already working in the area
3. Organisations from outside the area
4. Local Schools
5. Social Enterprises

Guidance for completing the Application Form

RBL has tried to make the application form as simple and straightforward as possible and if further clarity is needed, we hope the guidance below will help.

If you want further assistance, please contact:

Danny Leech on 07544 684 954 or at danny.leechrblyvc@gmail.com

1. Project Title

A short title should be given to the project.

2. Contact details

Name of the group / organisation making the application and who their contact person is.

3. Project Location

Where the project will be located / take place; (this may be on a fixed site or in a number of places).

4. Project Timescale

The month and year in which the project is expected to start and finish.

It is anticipated that projects will be delivered during 2019/2020, although in special cases RBL will consider requests to allow spending to be carried over to the 2020/21 financial year.

5. Funding required

You should indicate the amount of investment that you would be looking for from RBL as well as how much you may also have obtained from other sources.

6. Description of the project (250 words).

A short description outlining the proposed project is required. Bullet points may be used.

The following headings should be used:

- What it involves
- Who will benefit
- How it will be done
- In what way is the proposal sustainable in the longer term / how will it make a lasting difference
- How does the proposal meet any of the other criteria around:
 - + making a real impact on the community as a whole
 - + increasing the involvement of residents in their community

- + encouraging greater interaction between people
- + providing more opportunities for people to make a contribution

7. Additional information I

Use this space if you want to expand on the information provided in section 6. If there is other supporting information that has not been covered in the application form, please attach to the Application Form.

8-16. Additional information II

Please complete these sections giving as much information as you can. It will also help you in putting together a persuasive application.

17. Project costs and profile

Give details of the costs of the project.

Remember that funding is meant for 2019/20. If you think that the project might need to extend into the following year, it would be sensible to have a conversation with **Danny Leech**.

18. Other funding requested

Give details of any other funding you have secured or are requesting from other sources.

1st March 2019 is the deadline for submitting of applications to **Danny Leech** at danny.leechrblvyc@gmail.com

Support available for prospective project proposers

Any **questions or clarifications**, please contact:

Danny Leech on 07544 684 954 or at danny.leechrblvyc@gmail.com

Workshops to support project applications

RBL will running individual briefing sessions where the process of Voice Your Choice, submission guidance, examples of successful projects and tips for project planning to meet Rastrick Big Local's funding criteria will be offered. Contact Danny Leech to arrange a meeting.

Appendix 1: VYC RULES

These are the rules that will govern how this process works:

1. Individuals, groups (existing or new), businesses and organisations will be invited to put forward proposals that address the theme chosen by the local community to receive funding in 2019 – namely the Environment.
2. RBL has allocated a total of £65,000.
The minimum amount that can be bid for will be £2,000.
The maximum amount that can be bid for will be £65,000.
3. Recipients of previous VYC funding will not be eligible to bid for further funding for a period of 3 years.
4. The proposals that are received and that meet RBL's criteria (see further on) will be publicised within Rastrick and community members will be invited to vote on their preferred proposal.
5. Every person eligible to vote will have one vote that they can cast in favour of their chosen project proposal.
6. To be eligible to vote, a person must:
 - Live within the Rastrick BL area OR attend a school in the Rastrick BL area
AND
 - Meet the minimum age requirement, namely that children must be in at least year 6 of primary school (see below)
7. The project proposal receiving most votes will be allocated the funding requested.
8. If there is any unallocated funding, the proposal gaining the next highest number of votes may be allocated funding.
If there is still unallocated funding, the same process will be used to allocate monies to the next most popular proposal and so on.
9. In relation to rule 8 above, if the available funding is less than the amount requested, the VYC Steering Group will consider possible options to ensure that the funding is used in the most effective way to benefit the community, taking account of the VYC process.
10. Rules 7 and 8 will be subject to a proviso about a minimum level of support, namely that to qualify for funding, a proposal must get at least 5% of the total vote.
(This is to ensure that money is not invested in a proposal that has a very low measure of support from residents).
11. In the unlikely event that there are no proposals, RBL Partnership Group will be able to decide whether to invest the monies through a commissioning process outside the VYC process.
12. Every reasonable opportunity will be created to encourage the greatest number of votes within the voting period agreed by RBL Partnership Group.

13. VYC money can only be invested in or adjacent to the Rastrick Big Local area. Proposers will need to show that their proposals are focussed on delivering benefits to Rastrick residents.
14. Proposers will also need to show that they will be able to deliver their proposal and that it will have a good chance of success; (this will be part of our due diligence process when we assess submissions).
15. Each proposal will need to be accompanied by a brief summary (250 word maximum) outlining the project. This will be used as part of the material sent out to the public ahead of the vote.
16. For proposals to go forward to the voting stage, they will need to show
 - a) how the proposed bid is sustainable / will make a lasting difference; AND
 - b) how the bid will meet one (or more) of the other criteria:
 - + makes a real impact on the community as a whole
 - + increases the involvement of residents in their community
 - + encourages greater interaction between people
 - + provides more opportunities for people to make a contribution

The VYC Steering Group will make the final decision about this; (the group's role is not to endorse or support any individual proposal but rather to interpret and enforce the VYC rules).

17. Proposers will be informed if their proposal falls outside the criteria and, if time allows, they will be advised as what appropriate amendments might be considered.
18. Whilst those putting forward bids will want to seek support for their proposals, the following rules need to be followed:
 - Lobbying is not allowed at VYC voting events
 - Lobbying against other bids is not allowed
 - Any written material promoting a proposal must include the following sentence – *This project is one of several proposals that people may want to consider. Details can be found on the RBL website at www.rastrickbiglocal.co.uk*
19. All successful proposals in receipt of Rastrick BL money will be required to sign a service agreement and take part fully in any evaluation or monitoring process that Rastrick BL deems appropriate.
20. All services in receipt of VYC money will promote the fact that the service has been funded through Rastrick's VYC and Big Lottery. This will be part of the agreement between Rastrick BL and the proposer. There will also be an expectation that successful bids will be involved in the promotional activities of RBL over the following 12 months (including supporting the next VYC round and the subsequent activities (e.g. marketing, leaflet drops, attending promotional events etc)).
21. Rastrick Big Local's VYC Steering Group will take overall responsibility for the administration of its VYC programme. The group is accountable to the Rastrick Big Local Partnership Group, submitting regular update reports during and after the VYC process.



PROJECT APPLICATION

1. Project title		
2. Contact Details:	Contact Name:	
	Organisation/Group:	
	Address:	
	Tel:	Mobile:
Fax:	Email:	
3. Project Location:		
4. Project Timescale	Start date:	Completion date:
5. Funding required from RBL		
<p>6. Project Description (250 words max)</p> <p>See guidance notes. You will need to cover:</p> <ul style="list-style-type: none"> ▪ What it involves and what the money will pay for ▪ Who and how many are meant to benefit ▪ How the criteria about sustainability / making a lasting difference will be met ▪ How the other criteria will be met ▪ How the project will be managed <p>This will be the description that we use to publicise your proposal</p>		

7. Additional information	As well as answering the next set of questions below, use this section if you have any further details additional to the information that you provided in your summary (section 6)
8. How will you know whether your project is successful / making a difference?	
9. What outcomes do you expect to see?	
10. How will you monitor your progress?	

11. Is it just residents living in RBL area that will benefit?	
12. If the answer to 11 is 'no', what will be the % of those benefitting who are local residents?	
13. Will the proposal be delivered by March 2020?	
14. Do you need any help to make it happen (and, if so, what help do you need)?	
15. Are you a local group and do you have a constitution?	
16. Does your group / organisation have a bank account?	

17. Project costs and Profile	Costs	2019/20 (£)
Please include a full breakdown of costs for the project (what the money will be spent on).		
	TOTAL COSTS	
18. Other funding requested	Funder & Date secured	2019/20 (£)
Are you getting money from anywhere else for this project? Has it been secured?		
	Funding from your own organisation or group	
	Funding from elsewhere	
Signature:		
Name:		Date:

Please return by 1st March 2019 to:

Danny Leech at danny.leechrblyc@gmail.com