

**One Palfrey
Big Local**

‘Money talks’ Community Chest

**Nazia Bashir
Volunteer**

**Arfan Zaman
Big Local Coordinator**



Local Trust | Big Local

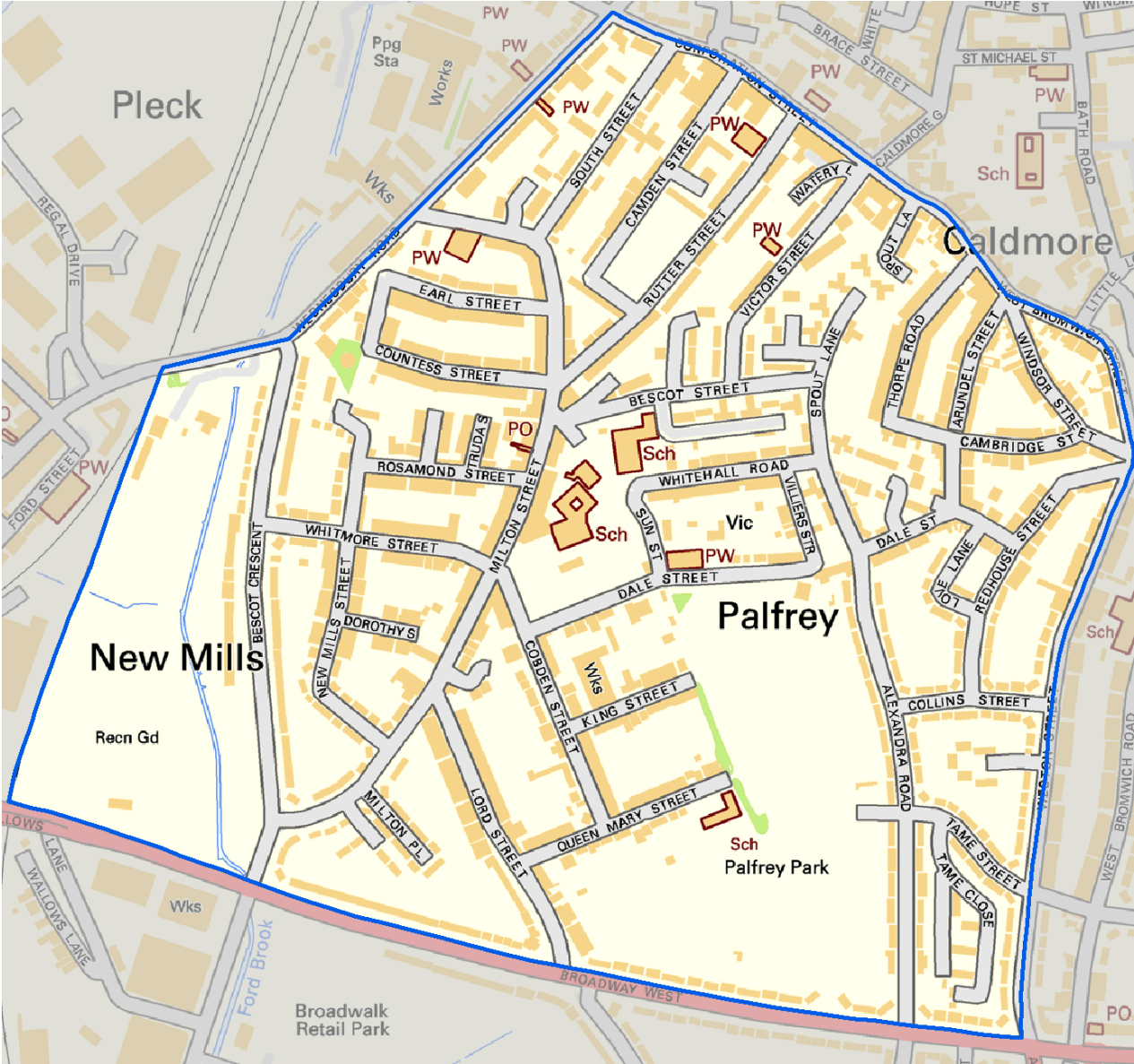
a great place to live, work and visit.

Topics Covered:

- Setting up the community chest
- Creating conversations
- How this approach brought different people and organisations together, enabling Palfrey to make their money go further.
- The success
- Learning from the process

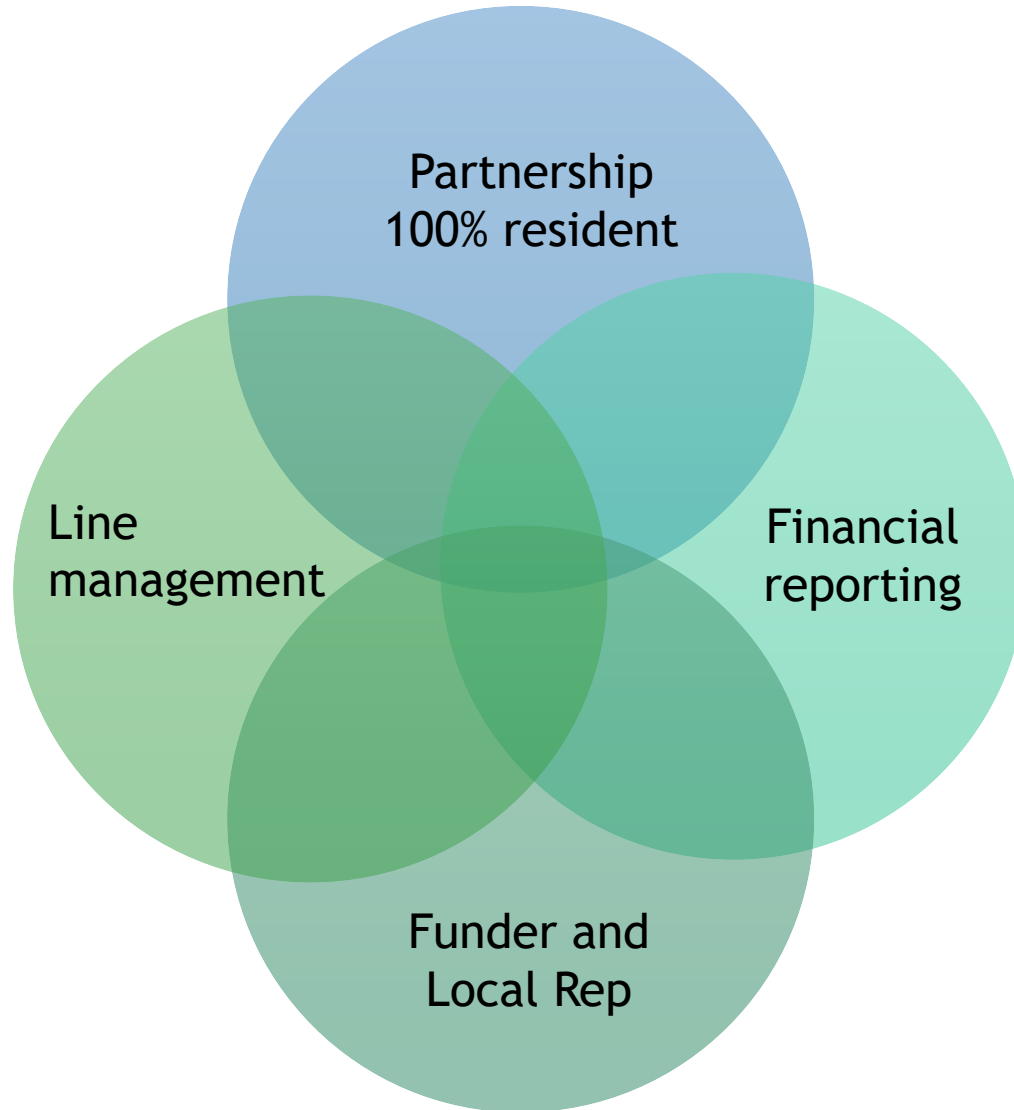


One Palfrey Big Local Area:



Working together:

One Palfrey
Big Local



Local Trust



One Palfrey Big Local Outcomes:

A cleaner and safer neighbourhood

Better access to jobs and lifelong learning

Make Palfrey a great place to live, work and visit.

Residents will be healthier and have a sense of community and wellbeing

Community activities and services will be improved for all



Stepping stones.

First step

Steps to a successful application.

1

Read the guidance.
Think about your idea.
Talk to other residents about
your idea



2

Talk to your Big
Local Coordinator
1 hour free
consultation to
discuss your idea



3

Fill in your
application



4



5



6



One Palfrey Big Local - Community Chest Guidance.

Our vision is to make 'Palfrey a great place to live, work and visit'.

The Community Chest is a grant fund aimed at addressing the four priorities below:

- ✓ Our neighbourhood will be cleaner and safer.
- ✓ Residents will be healthier and will have a sense of community and wellbeing.
- ✓ Residents will have better access to jobs and lifelong learning.
- ✓ Community activities and services will be improved for all.

The aims of the Community Chest:

The Community Chest is for small grants of up to £500 and if you have match funding then you can apply for up to £750. If your bid is exceptional we may consider up to £1,000 but this would require match funding. The funding can be used in any way to support the work of groups and bring about a direct benefit to One Palfrey Big Local and complement the aims of One Palfrey Big Local.

Funding Criteria:

- Must address one of the four One Palfrey Big Local outcomes above.
- Groups or organisations who have previously received funding may apply again after a period of 12 months has elapsed.

Who can apply?

Constituted groups within Walsall who serve the One Palfrey Big Local area ([see map and postcode list](#)).

Residents (minimum 2) who have the support of a constituted group in Walsall.

Businesses in Palfrey who can provide match funding.

The impact of any successful application must benefit residents within the One Palfrey Big Local catchment area ([see map and postcode list](#)).

How to apply?

- Applications will be accepted by email, but a copy must be signed if successful.
- All details on the application form must be completed.
- A copy of the applicant or the supporting group's constitution must be submitted.
- See timescale in covering letter.

Successful applicants will be required to:

- sign application form
- sign a funding agreement.
- allow the Coordinator / volunteer to visit the activity/event.
- provide feedback on the impact of the grant award and complete the Funding Folder.
- complete a basic monitoring form with those engaged
- Complete a grant Feedback Form within a month after the end of the activity is complete.
Other feedback through photographs, a short presentation, report, or a video clip etc an advantage.
- spend the funds within 6 months and provide receipts/invoices for all purchases made

Further Information and Support:

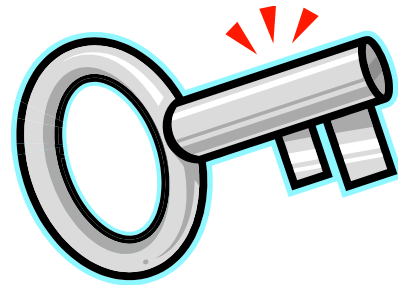
We do not want the application form to be a barrier to bringing your ideas alive. We want you to achieve your full potential. If you have any difficulties in completing the form or need any information please contact the Big Local Project Coordinator.

Planning: the key questions:

Planning is everything; before you begin the application, plan your project!

Use the 5 W's.

- ▶ Who
- ▶ What
- ▶ Why
- ▶ When
- ▶ Where



5 W's

Who: is your project for, who are the beneficiaries ?

e.g. ethnicity, age gender.

What: Activities you will be delivering ?

- ▶ e.g. befriend elderly people 1to 1 sessions in the home
- ▶ Hold weekly knit and natter clubs for elderly women at least 15 beneficiaries
- ▶ 20 beneficiaries attend weekly exercise and computing classes
- ▶ Recruitment, training and development of 15 volunteers to act as mentors
- ▶ Hold 2 interfaith events to create a better understanding between Muslims and Christian communities.



5 W's continued...

- ▶ **Why:** is there a need for your project, what needs will you be addressing?
e.g. Minority ethnic older people in the borough need 1 to 1 support to help them get out of the home which will give opportunities for social integration and address problems of isolation.
- ▶ **When:** Be specific about the time frame and number of sessions for your project.

Remember that your project should NOT begin until you have signed the grant agreement.

- ▶ **Where:** Be specific about where your project will be delivered e.g. We will deliver the sessions from Sure Start Palfrey.

Remember to always check if the venue will host your activity and if there will be any room hire costs.



Value for money:

- ▶ Make sure you have done your homework in regards to costings.
- ▶ Always make sure your figures add up.
- ▶ Include match funding eg; venue hire, volunteer time, other funding you may have secured.

Ask your self is the project value for money?



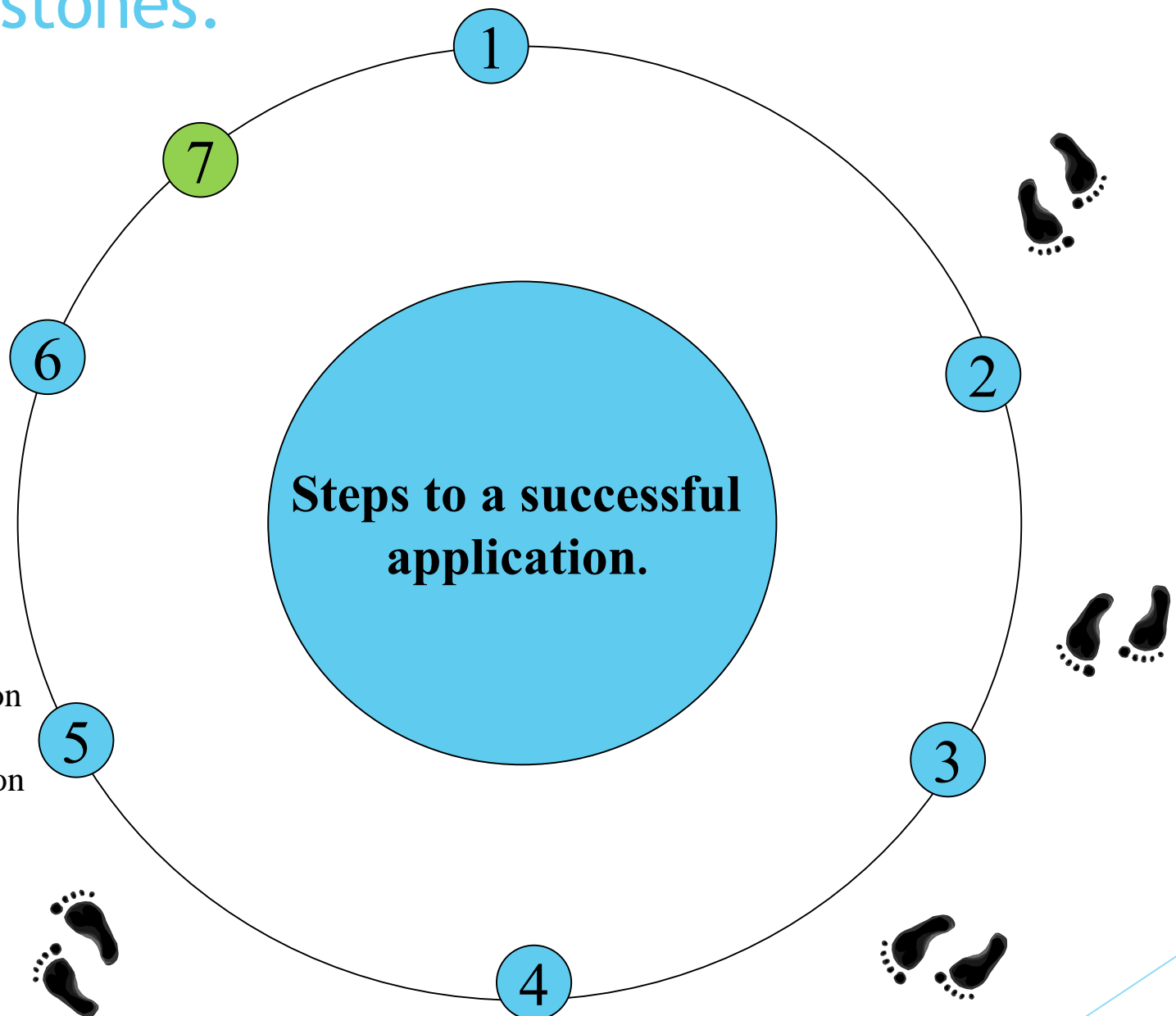
Stepping stones.

Final step

Make amendments discussed and submit your application



Talk to your Big Local Coordinator 1 hour free consultation to go through your completed application



Have some check it reads well

One Palfrey Big Local - Community Chest Appraisals

Project Name:		
Group Name:		
Appraiser Name:	Signature:	Date

In relation to the applications rate the below:	Poor	Average	Good	Excellent
Need identified and linked to OPBL outcomes.				
Project aims and objective clear.				
Demonstrates majority engagement of OPBL residents.				
Match funding secured.				
Willingness to complete monitoring / feedback.				
Funds requested clearly linked to the project.				
Clearly demonstrates how user feedback will be collated.				
Clearly demonstrate ability to manage funds.				

Ability to meet OPBL Outcomes	No	A Little	Yes	Very much so
Our neighbourhood will be cleaner and safer.				
Residents will be healthier and will have a sense of community and wellbeing.				
Residents will have better access to jobs and lifelong learning.				
Community activities and services will be improved for all.				

Is the organization /individual eligible?	Yes	No
Can the Project be delivered in the time scale?		
Does the project duplicate local services?		
Does the project replace council / NHS or funding cut services?		
Are all aspects of the form fully completed?		
Is the project value for money?		
Resident support?		
Approved YES or NO	Amount approved:	
Appraiser comments:		
Conditions:		
Further question:		

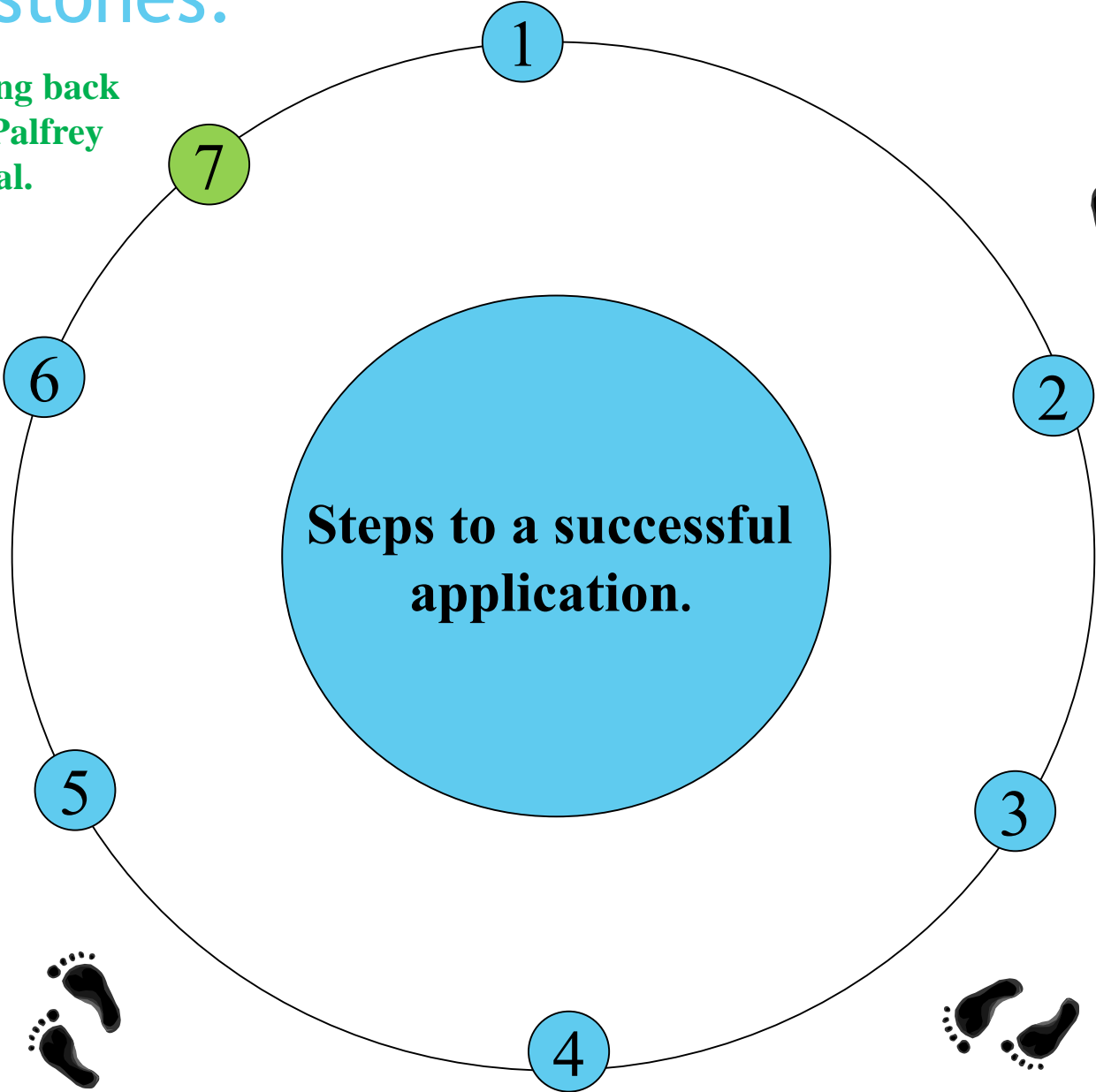
Outputs and outcomes:

- ▶ **Outputs** are all the detailed activities, services and products your organisation actually does or provides, eg:
 - ▶ 1:1 support sessions
 - ▶ Training
 - ▶ publications
- ▶ **Outcomes** are all the changes, benefits, learning or other effects that happen as a result of your activities, eg:
 - ▶ User gets temporary accommodation
 - ▶ Increased ability to budget
 - ▶ User's confidence increased
 - ▶ User gets paid work

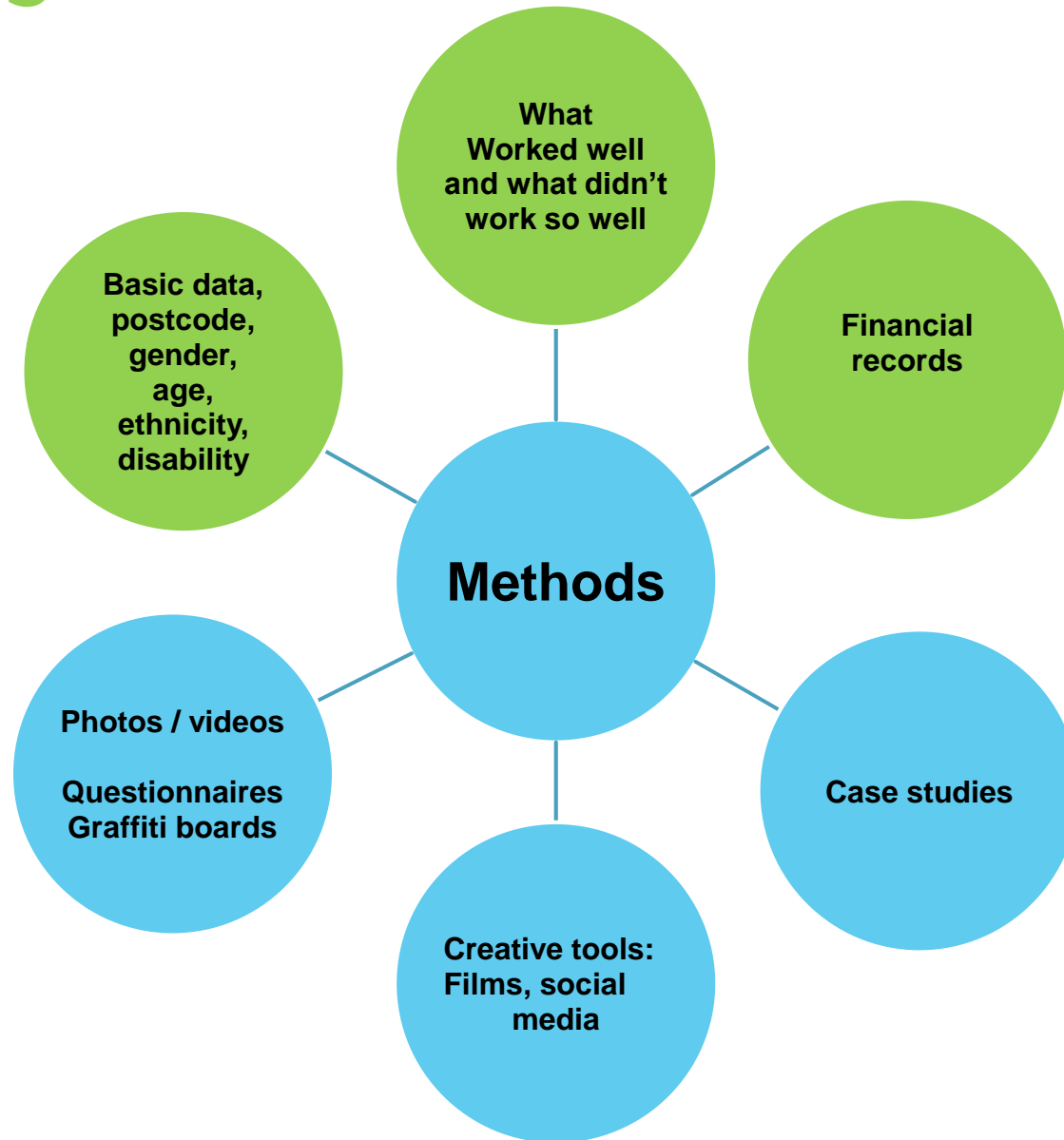


Stepping stones.

Reporting back
to One Palfrey
Big Local.



Reporting back.



Funding folder:

- Use the One Palfrey Big Local logo on all publicity.
- Save photographs, labelled clearly, identifying who is in the picture on a USB stick. Obtain a consent form for these photographs to be used in Big Local publicity (website, posters and newsletters).
- Include copies of any press releases.
- Include any copies of newspaper articles.
- Include copies of any newsletters, leaflets and content on your website or linked websites .
- Copies of tweets, Facebook, emails etc
- Copies of any thank you letters, thank you emails and cards

Financial Information:

Quotes – *not required*.

Invoices- Required.

Receipts- Required.

Other:

Other information you feel is beneficial.



Stepping stones.

First step

Read the guidance.

Think about your idea.

Talk to other residents about your idea



2

Talk to your Big Local Coordinator
1 hour free consultation to discuss your idea



3

Fill in your application



4

Have some check it reads well

5

Talk to your Big Local Coordinator 1 hour free consultation to go through your completed application

6

Make amendment discussed and submit your application



7

Reporting back to One Palfrey Big Local.

1

Steps to a successful application.





THANK YOU FOR
YOUR LISTENING

DO YOU HAVE
ANY QUESTIONS?

Creating conversations:

- ▶ LTO
- ▶ Train the trainer
- ▶ Sewing
- ▶ Football



Arfan Zaman
Project Coordinator
One Palfrey Big Local
The Access Centre
South Street, Palfrey,
Walsall, West Midlands, WS1 4HE
01922 642382 or 07752471090
arfanzaman@surestartpalfrey.co.uk



a great place to live, work and visit.