

Reaching Communities and Reaching Communities buildings England Stage One application form



You can also get this form in Braille, on audiotape, on disc or in large print by calling us on 0345 4 10 20 30 (Text Relay 18001 plus 0345 4 10 20 30 for people with hearing impairments).

Reaching Communities has two strands. Tick the box to tell us which strand you are applying to:



Reaching Communities – grants of more than £10,000 for revenue projects and/or smaller land and buildings projects of up to £100,000.



Reaching Communities buildings – grants of more than £100,000 for land and buildings projects.

Before you complete this form

You must contact us on 0345 4 10 20 30 if you want to apply for:

- funding for land or buildings
- more than £500,000
- funding for a project previously funded by Big Lottery Fund.

You can use this Stage One application form to apply to either strand. However, there are separate guidance notes for each strand. Make sure that you use the correct guidance notes for the strand that you are applying. These are available on our website.

Our different guides on the various parts of applying for funding are held here www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding on our website. They explain the key elements of our approach to funding and contain examples that will help you complete your Stage One application form. If you use the information to help you fill in this form, your application is more likely to be successful. You should also look at the additional guidance available on our main website.

We update our guidance and forms from time to time. If you have had this form for three months or more, check that you have the latest version at www.biglotteryfund.org.uk or call us on 0345 4 10 20 30.

What happens next?

The application process

The application process has two or three stages, depending on which strand of the programme you are applying to:

1. First you need to complete this Stage One application form where you tell us about the project you would like funding for, what difference it will make and how you know it is needed. The Stage One application allows us to tell you quickly if you are eligible to apply and if your project is one that we might consider funding. We hope that this will save you doing a lot of unnecessary work.
2. If you are successful at Stage One, we will ask you to complete a Stage Two application providing more information about your project and how you will run it. Applicants to Reaching Communities will receive a decision on their application after their Stage Two application has been assessed and considered by our decision making panel.
3. Applicants to Reaching Communities buildings will also be required to complete a Stage Three application form along with a business plan and a capital project delivery plan. We will make our decisions on these applications at this stage.

For more details on the process see the Reaching Communities or Reaching Communities buildings guidance notes.

When we've assessed your Stage One application we will tell you if we are going to invite you to complete a Stage Two application. We expect most decisions to take up to eight weeks.

Keep a copy of your completed Stage One application as you'll need it at Stage Two.

If we don't ask you to complete a Stage Two or a Stage Three application, we'll tell you why.

If you are applying to Reaching Communities buildings

This strand is open to applications from certain deprived areas in England. Before you complete this form, make sure the location of the building you need a grant for is eligible by using our eligibility checker. Go to the Reaching Communities pages of our website at www.biglotteryfund.org.uk/ReachingCommunitiesbuildings and insert the postcode of your building into the eligibility checker.

If your building is eligible, enter its postcode and its Lower Super Output Area in the boxes below.

Community building postcode:

Lower Super Output Area

The buildings strand of the programme focuses its funding on the most deprived areas of the country that are in one of the eligible Lower Super Output Areas. However, we recognise that the location doesn't always tell us the full story. If you have a building project that serves a deprived community and you feel it could benefit from this funding, please contact us through the exceptions route answering 5 simple questions. Full details are here www.biglotteryfund.org.uk/exceptionsprocess.pdf

If you don't give us this information to show us that your building is eligible, we won't be able to process your Stage One application and will return it to you.

How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your Stage One application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

Call us on 0345 4 10 20 30 (Text Relay 18001 plus 0345 4 10 20 30)

Email us at general.enquiries@biglotteryfund.org.uk

Make sure that you complete your Stage One application form in full so that:

- we do not reject your application because it is incomplete
- we can tell you as soon as possible if we would like you to complete a Stage Two application form.

Contacts

We need the date of birth and home address for all of your contacts. This includes a previous address if they've not lived at their current address for three years. We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more in our Good Governance Guide (available by searching 'good governance' on our website or by contacting our Big Advice Team) and the Data Protection policy at the end of this form.

How to send the form to us

We prefer to get your Stage One application form by email so, if you can, send it to rcstageone@biglotteryfund.org.uk. We'll send you an acknowledgement email to confirm that we have received your Stage One application.

If you do not have access to a computer, write your form using black ink and send it to:

Stage One Application Team
Reaching Communities
Big Lottery Fund
2 St James' Gate
Newcastle upon Tyne
NE1 4BE

You only need to send extra information if we specifically ask you to.

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this – if the full legal name is incorrect, it may delay your application.

The Parish of the Good Shepherd Holy Trinity Church and Community Centre (HTCCC),

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Holy Trinity Community Centre, Dean Street, Ashton-under-Lyne, Tameside, Manchester, OL6 7HD

Telephone number one (or textphone)

0161 330 2771

Email address (if applicable)

rogerfarnworth@aol.com

Telephone number two (or textphone)

0161 339 0236

Web address (if applicable)

www.goodshepherdashton.co.uk

Fax number (if applicable)

Q1.3 Related organisation

Are you a branch of, or related to, a larger organisation?

Yes ☒ No ☐

If so, who is the larger organisation and how are you related?

The Church of England Parish of the Good Shepherd, Ashton-under-Lyne

What is the address of the larger organisation including postcode?

c/o Revd Roger Farnworth
St. James Vicarage,
Union Street,
Ashton-under-Lyne
OL6 9NQ

They may have some legal responsibility if we make a grant. There is more information about branches in part three of the programme guidance.

Have you received the consent of the above organisation to apply for this funding?

Yes ☒ No ☐

Q1.4 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title

Rev

Forenames (in full)

Roger

Surname

Farnworth

Position or job title

Team Rector

Date of birth

11/5/1960

Tell us if your main contact has any particular communication needs that we should be aware of. This might be because the contact speaks English as a second language or uses Braille, audiotape, large print or sign language.

none

Home address, including postcode

St. James Vicarage
Union St,
Ashton under Lyne, OL6 9NQ

Have they lived at this address for the last three years?

Yes



No

☐

If no, what was their previous home address, including postcode?

Telephone number one (or textphone)

0161 330 2771

Email address (if applicable)

rogerfarnworth@aol.com

Telephone number two (or textphone)

0161 339 0236

Web address (if applicable)

Fax number (if applicable)

What is your preferred address for correspondence?

Organisation address ☐ Home address ☒ Other ☐ (provide address below)

If the address for correspondence is different from the organisation's registered address tell us why.

The Chair of the Management Committee works from Home at St. James' Vicarage.

Q1.5 Organisation type

Check the programme guidance to see if your organisation is eligible for funding from this programme.

- If your organisation is part of the private sector, you will not be eligible for funding from this programme.
- If your organisation is a social enterprise, tick the voluntary and community sector box.
- If you are not sure, please tick other and we will check this when we receive your application.

What sector does your organisation fit into?

Public sector

☐

Private sector

☐

Voluntary and community sector

☒

Other ☐ Please describe

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day Month Year

Q1.6 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	1134628
Company number	
Other (please specify)	Holy Trinity Church (built in 1876) became part of the Parish of the Good Shepherd in 2000

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your first stage application. ☐

What is your VAT status?

VAT registered ☐ Not VAT registered ☒

If you are VAT registered, what is your VAT number?

Q1.7 Your organisation's bank account

All organisations that receive a grant from us must have a UK-based bank or building society account in the name of their organisation as shown on their governing document.

Cheques, internet and other withdrawals must be signed or authorised by at least two people who are not related to each other and do not live at the same address.

Please confirm that you meet this requirement

Yes ☐ No ☐ (but we will put this in place if we are awarded a grant)

Q1.8 Your organisation's accounts

What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection:

- ☒ Information from the latest accounts approved by your organisation.
- ☐ 12 month projection because you've been running less than 15 months.

Account year ending

Day Month Year

Total income for the year	<input type="text" value="£ 38,257.40"/>
Total expenditure for the year	<input type="text" value="£ 46,152.40"/>
Surplus or deficit at the year end	<input type="text" value="£ 13,599.83"/>
Total savings or reserves at year end	<input type="text" value="£ 13,599.83"/>

Have your accounts been independently audited?

Yes ☒ No ☐

Section two: About your project

We have included some notes to help you answer the first stage application questions but make sure you read the programme guidance too.

We will only assess your Stage One application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

"People Place Presence" (PPP)

Q2.2 What does your project involve? (600 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

This project seeks to revitalise and develop community provision in the deprived neighbourhood of St Peters, Ashton-under-Lyne; to empower the community to find local solutions to problems; and to support and empower women within the area's very conservative Muslim community. The project will be based at Holy Trinity Church and Community Centre (HTCCC). HTCCC is the only community provision within St Peters ward; it and acts as a community hub, providing a safe and welcoming place for people to go, and hosting a number of different activities and groups. For many people, HTCCC is a real lifeline as they have no other affordable, accessible place to go.

Our key project activities are:

Community empowerment through ABCD Deprivation often leads to a cycle of disempowerment and disengagement from community life. Our project will counter this through Asset Based Community Development (ABCD). ABCD recognises people's existing skills and assets and how these can be used to solve problems, challenge barriers and improve community life, rather than relying on external agencies to solve problems. We will run a range of workshops over the project to train the community in ABCD techniques and provide mentoring and support for community-led activities. We will also provide training in Participatory Appraisal (PA) to create a cycle of reflection, learning and collective action; and Appreciative Inquiry (AI) groups to evaluate and draw out strengths and successes. Our recent consultations indicate local people are keen to take a more proactive role in their community, and this process will empower them to do so. Engagement of Women, We are particularly keen to engage women in the project. St Peters has a very conservative Muslim community, in which women are all but excluded from community life – with serious impacts on their wellbeing. This project will engage in sensitive outreach that encourages and facilitates women's involvement, creating a positive alternative to the prevalent patriarchy. Basic Skills courses

Recent consultations have indicated a need for basic skills training including English language and ICT. We are working with Tameside Adult Education, who will provide courses at the Centre. HTCCC will help remove barriers to learning by providing a safe, welcoming venue, subsidising course costs and providing child care.

Volunteering HTCCC will encourage local people to volunteer with the centre, in whatever way best suits them – from helping with admin to hosting groups. All volunteers will be supported by the with regular progress reviews and mentoring. These opportunities will help participants build confidence, skills – potentially increasing employability.

Continue on next page

Help notes

Q2.1 Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Q2.2 What does your project involve?

Project activities

Activities are the tasks, actions or services that take place in your project to achieve its outcomes.

You also need to tell us how you are planning to run your project.

Land and buildings projects

Make sure you describe the activities and services you will deliver from your building. We want to know about how the land or building will be used, as well as a description of the building work.

Working with other organisations

Working together helps to enhance existing provision, and brings different sets of skills together to provide improved networks of services for beneficiaries.

Make sure you tell us if another organisation will be directly involved in delivering the project or if you plan to work alongside other organisations in the area to enhance services through advice or referrals, for example.

Q2.2 What does your project involve? (600 words) continued.

We will employ a Community Development Worker to deliver and support the ABCD process, manage and mentor volunteers, and liaise with partners and the wider community. The worker will also continue to support and work in partnership with Lindley Educational Trust to ensure youth provision addresses Anti Social Behaviour providing youth clubs and outdoor education. We will also employ two part-time Women's Outreach Workers, recruited from the local Muslim community, to sensitively engage with local women and facilitate their involvement with the project.

Building renovation We need to undertake structural improvements to the Centre to ensure it remains fit for purpose. This includes re-flooring, improving access and increasing security.

We work with a range of partners, including: Ashton Women's Group – AWG comprises local Muslim women. They have been undertaking volunteer outreach and consultation amongst local women, and will continue to facilitate women's access to the project.

Tameside Adult Learners – providing English language, literacy and ICT courses.

Ashton Pioneer Homes is the area's largest social landlord. 40% of APH residents have no internet access, so APH will refer residents to our ICT courses.

We will continue to support all user groups with a focus on health and well being and bring physical activities building on our 2 evening per week martial arts and our healthy eating policy with Fair Share.

Our user groups – we currently host ten groups, providing a range of activities including youth provision, sports, older people's groups, Bangladeshi classes and parenting groups. We also work with local faith leaders and mosques; with the Police – we are a registered third party reporting centre – and with the local primary school, sharing expertise and resources and supporting school readiness. The Parish of the Good Shepherd and Manchester Diocese fund the management and building costs.

Q2.3 When are you planning to start and finish your project?

Please refer to the timescales under Part Five: The Application Process in the guidance notes for both strands. You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day

1

Month

January

Year

2017

Finish date

Day

1

Month

January

Year

2020

Q2.4 Is your project, or part of it, based on an existing piece of work? (300 words)

Yes ☐ No ☒

If yes, tell us about how you are evaluating your existing work and how learning from this work has shaped the project you'd like us to fund.

PPP is the next stage of an existing project.

HTCCC was established in response to the changing demographic of the local community, which became predominantly Pakistani and Bangladeshi. Seeking to meet local need, we created the community centre in 1990 - partitioning the church to make meeting rooms, a hall, kitchen and offices, providing a base for a range of projects and activities.

Since then, we have built a strong track record of supporting the community and responding effectively to local need. HTCCC was a key partner in St Peters Youth (SPY), a ground-breaking youth project which saw a 34.5% decrease in race hate crime and a 65% reduction in youth causing annoyance, and provided a Social Return on Investment of 77:1. SPY initiated a "grow your own" model, training and enabling participants to support the project and making a positive contribution to the community. Some of SPY's participants went on to train as youth workers, one of whom is now working with the Lindley Trust to relaunch youth provision at HTCCC. The success of this approach, which recognises participants' skills and capacity to find solutions, has inspired us to include the ABCD methodology in this new project.

Over the past 2 years we have undertaken a range of evaluations, including questionnaires, residents' surveys and focus groups. A key finding was that women have been underserved by our work, and this has prompted us to reach out to local women, with the help of AWG volunteers.

Throughout PPP we will seek feedback from partners, participants and the wider community, and all learning from the project will be shared with our partners. This may include techniques for engaging the hard to reach, and how ABCD has been applied in practice. We envisage these learnings will be shared through regular meetings with partners and wider stakeholders, and we will share our findings in an end of project report.

Q2.4 Tell us:

- what methods you are using to evaluate your existing work
- how learning from your work has helped you to develop this project
- how you will share your learning with others

More guidance

If your project is based on an existing piece of work we will ask you to send us an evaluation report if we invite you to submit a Stage Two application.

If you would like more information about how to evaluate your project, read our 'Understanding self-evaluation' guidance which is available at www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/self-evaluation

The need for your project

Need is the term we use to describe a problem or issue, or situation where something needs to change to make things better for a person, a group of people or an environment.

Q2.5 What problems will your project deal with? (200 words)

This project will address problems of deprivation; lack of community facilities; and empowerment of women.

St Peter's is ranked amongst the 5% most deprived SOAs in England. Unemployment is double the national average and educational attainment and skills are low – a culture of welfare dependency has built up over three generations. There are high levels of anti-social behaviour and race crime. St Peters has the lowest life expectancy in Tameside (70.1 years); 24% of the population report long-term illnesses and 14% have mental health problems. Less than half the population is physically active, and 52.7% are considered "at risk", with multiple unhealthy lifestyle behaviours compounded by issues such as unemployment and debt.

There are very few affordable, accessible places for people to go and few opportunities for the community to come together – HTCCC is the only community provision within 5 miles. There are also very few opportunities for people to access learning, build skills or develop self-esteem.

Women are particularly disadvantaged. St Peters' Muslim community is extremely patriarchal, and women are very underrepresented. Many are isolated and disempowered – and St Peters ward has been identified as a hotspot of domestic abuse. It is difficult for anyone from outside the community to access these women.

Q2.6 How do you know there is a need for your project? (700 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

We have undertaken a range of both formal and informal consultations in recent years.

In March 2015 we held a Health and Fun Day, attended by over 500 people, which included a questionnaire survey completed by 70 people (40 women and 30 men). The survey showed high levels of support for empowering the local community to help themselves, and to become a voice for the local area. This support has inspired us to include ABCD methodologies in our project. The consultation also showed 87% of women and, perhaps surprisingly, 90% of men agreed or strongly agreed that HTCCC should prioritise the involvement of women in the Centre. This is particularly encouraging in terms of supporting and empowering women. Our consultations have also found that:

- There is a need for a place where the community can come together to help themselves and others in a spirit of cooperation and common humanity.
- Women from Bangladeshi and Pakistani backgrounds are under-represented. Their isolation leads to mental health problems, poor parenting, gender poverty and a waste of talent and ability. The process of challenging Patriarchy must start with the empowerment and education of woman; and HTCCC is well placed to provide this.
- There are concerns about violent radicalisation of young Muslims following recent community tensions. In contrast, our consultation shows local people eschew all forms of violence and want a tolerant and inclusive community

Q2.5 Be as specific as you can.

For example: if you were aiming to involve young people in their local community, you need to tell us why the young people you want to work with aren't already involved.

This may be because they have been repeatedly excluded from school, are living in an area of high unemployment, are pessimistic about their future and are becoming increasingly isolated from their community.

Land and buildings projects

You should focus on needs that your beneficiaries have and how the activities and services delivered from the building will address these needs, not the need for the building itself.

Q2.6 Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

More guidance

To see some more examples and help you give us the best possible answer to this question, refer to www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/identifying-need

Q2.6 How do you know there is a need for your project? (700 words) continued.

- HTCCC is the only organisation promoting community cohesion. Most other activities in St Peters are organised through the local mosque, meaning that women and young people are excluded. This reinforces the need for HTCCC's work bringing everyone together.

Informal consultations with local women have been led by volunteers from the Ashton Women's Group, AWG. These volunteers speak the same languages and have the same background and beliefs as other women in the community; so are uniquely placed to access even the hard to reach. Over the past 9 months AWG volunteers have visited hundreds of local women in their homes, slowly building up a picture of their needs. These include English language courses, childcare provision, and activities to boost women's confidence, self-esteem and participation in community life. AWG has since negotiated with Tameside Adult Education to set up ESOL, literacy and ICT classes at HTCCC. Once these classes are established, it is the women of AWG who will be able to reach out to encourage local women to attend.

We seek feedback from all those who use the Centre, mainly through informal conversations and user group meetings. This has proved an effective, and non-threatening, way for users to make suggestions or raise issues, which are then discussed by the Management Committee. Our Management Committee includes representatives of our user groups –ensuring that users have a voice in how the Centre is run. We are in regular contact with all of our nine user groups and our external partners, all of whom have fed into and support this application. We are also in frequent contact with local police, mosques and schools, as well as health and wellbeing groups.

PPP will build on the success of HTCCC's previous work, which was based on empowering local people through a "Grow your Own" model, and produced outstanding results. This work brought an overall Social Return on Investment (SRoI) of £77 per £1 invested, and led to a 62% reduction in incidents of anti-social behaviour between 2007 and 2011.

The project will also support local strategic objectives. The Tameside Sustainable Community Strategy 2009-2019 highlights the need to build community resilience and social capital, and includes aspirations to increase volunteering. The Tameside Local Plan 2013 and the Tameside Poverty Strategy 2014-2017 both promote skills development and lifelong learning to help raise aspirations and achievement, whilst also seeking to support physical and mental health through promoting both physical activity and cultural events.

The project is particularly important in the light of recent funding cuts (council funding has been cut by 56%); the loss of local regeneration funding, changes to the welfare system and the introduction of the bedroom tax. These changes will be felt most acutely in the most deprived areas, and so community provision is increasingly important.

Q2.7 Why is your project the best way to meet the needs you've identified? (300 words)

Describe any other options you considered and explain why the one you've chosen is the best way to meet the need and bring about your project outcomes.

HTCCC a clear vision and mandate of community support - our recent consultations showed that, out of 500 people, 78% strongly agreed and 22% agreed with HTCCC's mission. We are embedded in the local community, having been working in St Peters for 25 years. We have a good knowledge of local issues, strong local networks and high levels of trust within the community. The Centre is recognised as a hub for many groups and activities, with over 200 people coming to the centre every week. HTCCC is therefore well placed to host activities and lead the ABCD process. Manchester Metropolitan University's research (2014) highlights the importance of community anchor organisations acting as a base, a voice, a service provider and a facilitator within ABCD. ABCD is effective in tackling inequalities and empowering disadvantaged communities. By focusing on the skills and assets already present within the community, rather than what may be lacking, ABCD empowers local people to find solutions to the problems that affect them. ABCD will also be particularly useful for supporting local women, whose skills are often overlooked or dismissed in this highly patriarchal society. Through ABCD, everyone's abilities are recognised and valued.

Our project seeks to recruit two Women's Development Workers, ideally from amongst the AWG volunteers who are already undertaking outreach work. By formalising these roles, we will be better able to manage and support this work. Formal roles will also recognise the value and increase the status of community outreach work, provide positive role models for other women, and, by providing income and recognition, will improve the Development Workers standing within their families and the wider community. We also recognise that it is local women who are best able to reach hard-to-reach women within the community – who are often the ones in greatest need.

Q2.7 Tell us what evidence you have to show this is the best way of meeting the need. Examples of the types of evidence you might use are:

- learning from your own work
- learning from similar projects delivered by other organisations
- independent research into the effectiveness of a particular approach
- results of consultation with stakeholders or experts

Project beneficiaries

Q2.8 Who will benefit from your project and how will they be involved in developing and running it? (500 words)

The key beneficiaries are the people of St Peters, which is an area of chronic disadvantage, with high unemployment, low aspirations, poor health and wellbeing and high crime levels.

Residents will benefit from opportunities to build skills, increase self-esteem, improve health and wellbeing and be recognised as valued members of the community. We are particularly focused on working with vulnerable groups, including:

- BME women – supported by Women's Outreach Workers, BME women will be encouraged to attend practical courses such as ESOL and ICT, and activities to help build confidence and self-esteem, including ABCD consultations. These activities will help break down isolation and increase women's roles in the community.
- Older people, especially those with limited English, will benefit from social contact and ESOL courses
- Those with poor physical or mental health will benefit from physical activity sessions, healthy lifestyle advice, and greater community involvement which can support mental health
- Those who are socially isolated, including unemployed people and mums from the BME community - who have nowhere to meet other mums and who lack confidence and skills
- The digitally excluded – our partnership with APH will enable people to learn basic ICT skills and access computers and the internet
- Young people and children who have no youth provision
- Local residents keen to get involved in improving their neighbourhood. We want people to become active in and take responsibility for their own communities

All HTCCC's user groups will benefit from improved facilities, as well as affordable rent, flexible and responsive provision, storage, internet and computer access, and support with funding.

We envisage an increase in community cohesion through joint activities, awareness raising, fun days, and an affordable venue that meets local need.

An additional beneficiary group is local agencies and services providers. As the project will enable the community to become more resilient and better able to tackle its own issues, this will help reduce demand on social services, the council, social landlords, volunteer organisations, and local schools and other partners. As the community becomes more engaged and active, agencies will have greater scope to work meaningfully with residents to better understand issues and co-produce mutually beneficial solutions. The project also supports a number of strategic priorities, as outlined in Q2.6, so will benefit local authority consortia across Tameside.

We have extensively involved and consulted with beneficiaries, and they will be at the heart of project development and delivery, through:

- Helping design and deliver further engagement and consultation work with the community.
- Identifying residents who could benefit from the project
- Forming groups to meet common goals (e.g. establishing a home-work club and parent and toddler group)
- Accessing services to address basic needs - so facilitating greater participation in the community (e.g. advice on benefits, translation support services, etc).
- Attending training and, in turn, training others in the community.
- Helping conduct monitoring and evaluation activities. If and when issues arise, volunteers and beneficiaries will be part of the solution.
- Joining the Management Committee and taking on leadership roles within the governance of the centre.

Q2.8 Tell us about the people, communities or organisations that will benefit from your project.

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries and what you have done to involve them so far.

There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

In some cases it may not be appropriate to involve them and if this is the case with your project, explain why this is.

Q2.9 Where are your beneficiaries based?

You can enter up to 3 locations in the table. If there are more than this select the top 3.

Local authority area	Specific area within a local authority
For example: Manchester	For example: Moss Side
Tameside	Holy Trinity Area of St. Peter's Ward

Q2.9 This may be where the people who will benefit from your project live, work or go to school.

If you can, tell us both the local authority area and specifically where they are based within the local authority.

If they are based in more than one local authority area, make sure you include them all. If your project covers a wider area, you can just give us the name of the region or sub-region, or England as a whole.

Q2.10 Where will your project take place?

You can enter up to 5 locations in the table. If there are more than this select the top 5.

Building name (or number) and street	Postcode	% per location	Main location
Holy Trinity Community Centre, Dean St.	OL6 7HD	100	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Q2.10 Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, estimate a percentage for each one. Then select one postcode as the main location.
- If the location doesn't have a postcode, use one for a nearby building.

The difference your project will make

Q2.11 What difference will your project make to the people, communities or organisations that will benefit? (200 words)

Participants will benefit from access to activities, volunteering opportunities and training that will help improve their confidence and self-esteem, raise aspirations, and increase both practical and life skills. This may enable some participants to find employment; for others the benefit may be around increased emotional wellbeing and greater social capital.

BME women will particularly benefit from opportunities to improve their English and ICT skills; to understand the development needs of their children through our Family Learning scheme, and to play a greater role in community life. Ultimately, we hope that women will enjoy increased status both in the household and in the wider community; breaking down isolation and building skills is an important step towards this.

ABCD will help develop a more resilient and empowered community, with increased participation in community life through volunteering, peer support and consultation. People will be better able to make positive life choices and be more involved in community life.

As community cohesion increases, we envisage that crime and antisocial behaviour will decrease, and people will feel a greater sense of wellbeing, empowerment and agency.

We also envisage reduced pressure on services as the community is empowered through the ABCD process to seek local solutions to local problems.

We know that applicants can find it difficult to write project outcomes and our experience shows they find it easier to describe the difference the project will make in their own words first.

In this section we give you two opportunities to describe the difference your project will make, first in your own words and then as project outcomes, which will be used as a tool to measure the changes your project will bring about.

Q2.11 Describe the changes you expect your project to make to the people, communities or organisations you told us about in Q2.8. Tell us how many people or organisations these changes will affect.

You should make sure these changes link back to the problems you described in Q2.5.

Q2.12 What key outcomes will your project achieve?

Write at least two and no more than four outcomes. Use no more than 20 words for each outcome.

Outcome 1	A stronger and more cohesive community, with people working together to tackle problems
Outcome 2	Local women will be empowered to become more active citizens and take a greater role in community life
Outcome 3	Improved skills, self-esteem and life chances for local people
Outcome 4	Sports and activity sessions will twice weekly so people to become healthier and more active

Q2.12 We call the key changes or differences a project will make project outcomes.

If your project will result in two key changes then all you need do is list those two outcomes. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

In each outcome, tell us who will benefit from the change.

The outcomes of your project must directly help to deliver one or more of the outcomes for this programme shown in Part Two of the guidance notes.

To see some examples and help you give us the best possible answer to this question, refer to www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/aims-and-outcomes

Project delivery

Q2.13 How will you make sure your organisation can deliver your project? (500 words)

The Centre has been in operation for over 25 years, we have a dedicated management committee with all the relevant experience/skills to effectively manage this project. We meet once per month and Finance is a set agenda item with update reports provided at every meeting.

The project manager Carl Kelsall has more 30 years' experience running youth community and regeneration projects and has received national recognition for his work. He has previously managed 2 Reaching Communities grants for St Peters Youth SPY "inSPYer", "High SPY" with a total value of over £700k.

Our Treasurer Andrew Fisher is a Chartered Management Accountant, a member of CIMA and GMA, registered Member in Practise and has over 26 years of experience in finance and accounting.

Our Chair Roger Farnworth is the Team Rector of the Parish of the Good Shepherd, Ashton-under-Lyne, and Area Dean of Ashton. Before his ministry he was a member of the Institute of Civil Engineers and worked in senior management in Local Authorities for many years and has over 15 years extensive experience as a volunteer and trustee of local schools and charities.

Our committee includes Hasna Khan who is a school governor and the vice chair of Holy Trinity Primary School

Zaf Iqbal, a retired teacher and who has been involved for many years with charity work with various local groups,

Gayatri Joshi is a local business woman who is also involved with Ashton Women's Group, our local representation ensures that our community are able to inform shape and hold the centre managers accountable to the local community we serve.

Les Smith soon to retire after 40 years in project management,.

Judith Hilton who has vast experience in volunteer and community work and through her coordination of Mothers Union for Manchester diocese and Margaret a retired social worker are church wardens and have been involved in managing the centre for over 25 years.

The Board of the Centre meet monthly to receive reports, review project milestones and examine Key Performance Indicators. Financial reports are reviewed monthly by the board and monitored weekly by the project manager. Using the range of experience and skills within the board, the project is maintained and directed against its agreed outcomes.

The Board has a Risk subcommittee convened bi-monthly to review risk and identify risk management protocols.

The board provide strategic direction and so are responsible for ensuring planning and project management The Board's planning is detailed, organised, and requires full team participation. As plans change the board acts to prioritize emerging situations.

The skilled and experienced board acknowledge the need for project management practices to be flexible and open we will hold regular formal and informal progress updates with project partners, we will keep talking to your partners throughout the project and most importantly of all the local community and those involved thanks to the skills of our outreach workers.

Q2.13 We want to know about your ability to deliver this project successfully.

This may include:

- your organisation's experience of delivering similar projects
- your staff or management committee's relevant skills and expertise
- the support you'll need from other organisations or partners.

Project budget

Make sure that you have read Part Four of the relevant guidance notes before completing this section.

You should apply for the amount you need to deliver a successful project. We make grants up to five years but will support smaller as well as larger projects. If you are thinking of applying for more than £500,000, however, you must contact us on 0345 4 10 20 30 first, as we only expect to support projects of this size by exception.

Reaching Communities:

- funding of more than £10,000 for revenue and equipment costs
- this can include up to £100,000 for land and buildings

Reaching Communities Buildings:

- funding of more than £100,000 for land and building projects
- you can also include revenue funding for running costs and the activities that will be delivered from your building when it is completed

Q2.14 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer expenses.
- Include any overheads you want us to fund in your revenue costs. Guidance on how to calculate your organisation's overheads can be found on our website at www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Big Lottery Fund (£)	How many years is this for?
Capital	14,940.00	14,940.00	1
Revenue	380,622.00	322,182.00	3
Total	395,622.00	337,122.00	3

Are the total costs more than the amount you'd like from us?

Yes ☒ No ☐

If yes, where will you get the other funding from and have you secured it yet?

We have been pledged a grant of £10,000 per year for the next 2 years to support the costs of the community development worker (match funding dependent). We also generate around £12,000 per year in room rates.

In this section you should ask for all the funding that you need to run a successful project.

Q2.14 You can give us estimates at this stage but make sure that they are as accurate as possible.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

Development funding for Reaching Communities buildings

If you are applying to Reaching Communities buildings you can ask us for development funding of up to ten per cent of the total cost of your project. Include this in your capital funding for now and we'll ask you for more detail in your Stage Two application.

Q2.15 How have you worked out your costs? (400 words)

Tell us:

- what you plan to spend your grant on
- what your costs are based on, for example, quotes, estimates, or what it has cost before
- why you need funding for this length of time.

To arrive at our application for funding the management committee has reviewed the needs of our local community and considered what outputs are required to deliver these improvements. From this we have developed a cost budget.

The quantity of resource required has been derived based on our collective experience to effectively deliver these outputs whilst balancing cash constraints. The cost of the resource is budgeted based on historical costs, current pay rates and current costs as well as estimates of future costs.

The total requested from the Big Lottery Fund is £337,122 out of a budgeted spending of £395,622 with us able to provide £58,500. The main areas of spend are as follows (Gross costs before funding from other sources;

- Employment Costs £225,861 (57% of the total)
- General Running Costs £67,037 (17%)
- Utilities £37,184 (9%)
- Training and childcare £46,600 (12%)
- Refurbishment Costs £13,000 (3%)
- Evaluation advice £3,500 (1%)
- Office Equipment £1,940 (1%)
- Recruitment £500

Our Employment Cost is based on employing 6 people. Each person will be offered a 10% pension scheme and pay rates will be in line with either NAVCA rates or at National Living Wage rates. The roles are;

- 1 Full time community development worker (pay scale NAVCA 31)
- 2 Part time (1 Full time equivalent FTE) Women's Development Workers (NAVCA 18)
- 1 Part time Administration Officer (0.5 FTE) (NAVCA 18)
- 1 Caretaker (National living Wage) (0.2 FTE)
- 1 Cleaner (National living Wage) (0.2 FTE)

We have included a redundancy provision in year 3 of our budget in case we need to close the project at that point.

General Running costs are based on historical/current costs and estimates of future usage. These costs include insurance, building and ground maintenance, general office running and cleaning costs including health and safety and CRB checks as well as volunteer expenses and provision of crèche facilities. We have also allocated marketing and publicity spend of £1,000 in year 1.

Utility Costs include, Water, Gas, Electric and phone costs and are based on current costs extrapolated for future increased usage of the centre.

Training and childcare costs include provision of ESOL = £7,650 with childcare child care costs for 3 years = £20,000 leaving £ 18,950 for development work.

Refurbishments are based on estimates to carpet and re-floor the centre, offices and stairs, for alterations to the office layout and to install security features like CCTV and secure access within the centre.

Evaluation Advice To ensure we continue to deliver an effective Community Centre and can demonstrate the value we are adding to our community.

Office Equipment is based upon the acquisition of 3 additional laptops and a printer. These are for use by the development workers and administration officer

Recruitment Costs are budgeted at a modest level as we will look to secure talent from our local community

Q2.15 Examples of costs you could include:

Revenue

- the salaries of one full-time project manager and two part-time project workers
- venue hire to deliver workshops
- travel costs for staff and volunteers
- fees for an independent evaluator

Overheads

- a contribution towards the rent and utilities of an office building

Capital

- three laptops for staff
- building and engineering works required for the delivery of the project
- refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

Section three: Declaration

Data protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Members of Parliament, Members of Scottish Parliament, Assembly Members and Members of the Legislative Assembly for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

Information collected via survey or event registration software may be stored in the United States of America. In these circumstances the information will be stored in accordance with the U.S. and E.U. Safe Harbour framework. This means the information will be collected, used and retained in a manner that ensures adequate levels of protection and complies with EU Data Protection Legislation.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information and disclose that a search of its records was made to its customers. We may undertake a search with Experian for the purposes of verifying your identity. To do so Experian may check the details supplied against any particulars on any database (public or otherwise) to which they have access. Experian may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing dataprotection@biglotteryfund.org.uk, by telephoning our advice line on 0345 4 10 20 30, or by writing to: Customer services, Big Lottery Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE

Personal data requests are dealt with under the Data Protection Act 1998. If you want to know whether we hold personal information about you, you should email dataprotection@biglotteryfund.org.uk

Please refer to the Data Protection Act in your request.

We may withhold access to your information where we have the right to do so under The Data Protection Act 1998.

☐

We'd like to keep in touch with your organisation about the Big Lottery Fund including information about new funding programmes and other Lottery good causes. If you'd rather not receive this type of information, please tick this box.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Section four: Checklist

This checklist will help you to check that you are sending us a fully completed Stage One application. Because our requirements for the two strands are different please make sure you complete the correct checklist.

Tick the relevant boxes:	Reaching Communities	Reaching Communities buildings
1a. You are one of the following: <ul style="list-style-type: none"> a registered charity a voluntary or community group a charitable/not for profit company a town or parish council. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1b. Other statutory body (not eligible for Reaching Communities buildings).	<input type="checkbox"/>	Not applicable
1c. You are an unincorporated association and not registered with the Charity Commission and, therefore, you are sending us a copy of your governing document.	<input type="checkbox"/>	<input type="checkbox"/>
2. If you are applying to Reaching Communities buildings, you have checked that you are eligible to apply on our website and have included the postcode and the Lower Super Output Area of your building at the start of this form, or your project has been accepted through our exceptions route.	Not applicable	<input type="checkbox"/>
3. You have given us your correct legal name. <ul style="list-style-type: none"> For an unincorporated registered charity this must be the same as the name registered at the Charity Commission. For a Private Company Limited by Guarantee this should be the same as Companies House. For unincorporated organisations this will be the same as in your governing documents. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. You would have financial control over any grant that you were awarded rather than any other organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. You have completed every section of the form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Your project costs and the amount you want us to fund add up correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. You have read and understood the Reaching Communities or Reaching Communities buildings guidance notes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. You have contacted us if you are applying for: <ul style="list-style-type: none"> over £500,000 funding for land and/or buildings funding for a project previously funded by Big Lottery Fund. 	<input type="checkbox"/>	<input type="checkbox"/>

Make sure that you can complete every section of the checklist for the strand that you are applying for before you send us your form.