Reaching Communities
England
Outline proposal form

You can also get this form in Braille, on audiotape, on disc or in large print by calling us on 0845 4 10 20 30 (textphone: 0845 602 1659 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 from £10,000 to £500,000 for revenue projects and/or smaller capital projects of up to £50,000.

The total cost of your project must not be more than £750,000. The total capital costs of your project must not be more than £200,000.

Reaching Communities buildings ✔
Grants of between £100,000 and £500,000 for large capital projects.

The total cost of your project must not be more than £750,000.

You can use this outline proposal 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 to.

If you are applying to Reaching Communities buildings

This strand is only 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 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:	BS39 4JZ	Lower Super Output Area	E01014392

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

What is the outline proposal for?

The outline proposal allows us to tell you quickly if you are eligible to apply to this programme and if your project is one that our committee might consider funding. We hope that this will save you doing a lot of unnecessary work.

When we get in touch with you after we've assessed your proposal, we won't be giving you a decision on whether or not we will award you a grant.

If we think we might fund your project, we will send you an application form and tell you what you need to do before you apply.

Before you complete this form

While there is one outline proposal form, there are separate guidance notes for each strand. Make sure you use the correct guidance published in February 2011.

The guidance notes will help you to fill out this form and to understand the rest of the application process if we like your outline proposal and invite you to submit an application.

Our guide 'Getting Funding and Planning Successful Projects' (www.biglearningzone.org.uk) is a must read for all applicants. It explains the key elements of our approach to funding and contains examples that will help you complete your proposal. If you use it to help you fill in this form, your proposal is more likely to be successful.

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 **0845 4 10 20 30**.

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 proposal 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 **0845 4 10 20 30** (textphone **0845 602 1659**)

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

Make sure that you complete your outline proposal form in full so that:

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

How to send the form to us

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

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

Outline Proposal 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.

What happens next?

We'll tell you within 20 working days if we are going to ask you to complete a full application.

Keep a copy of your completed outline proposal as you'll need it to fill in an application form.

If we don't ask you to complete a full application, we'll tell you why.

Section one: About your organisation

1.1 Organisation name

What is the legal name of your organisation (as shown in your governing document)? If your organisation is also known by another title, please put this in brackets. For example – The Baron Neighbourhood Association (known as 'BNA').

Compton Dando Parish Council

1.2 Organisation address

What is your organisation's registered address including postcode?

30 Springleaze

Mangotsfield

Bristol BS16 9DT

Telephone number one (or textphone)

0117 986 0791

Email address (if applicable)

clerk@comptondando-parishcouncil.org.uk

Telephone number two (or textphone)

07535 423407

Web address (if applicable)

www.comptondando-parishcouncil.org.uk

Fax number (if applicable)

1.3 Related organisation

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

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

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

No

Have you received the consent of the above organisation to apply for this funding? Yes ☐ No ☐

1.4 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	Forenames (in full)	Surname
Ms	Trudie Denese	Mitchell

Position or job title

Chairman of the Parish Council

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.

Address for correspondence including postcode (leave blank if the same as the organisation's registered address)

The Cottage
Chewton Road
Keynsham BS31 2SX

Telephone number one (or textphone)

0117 986 0791

Email address (if applicable)

trudie.m@btinternet.com

Telephone number two (or textphone)

0787 185 3356

Web address (if applicable)

Fax number (if applicable)

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

The address given for the organisation is that of the Parish Clerk. The address given for correspondence is that of the Chair of the Parish Council, who is also chairing the working group on the future of the Parish Hall

1.5 Organisation type

Check the programme guidance notes 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

Parish Council

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.

1.6 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

Company number

Other (please specify)

We are not registered as a charity, but the Parish Hall Committee expect to register during January to March 2013.

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 outline proposal. ☑

1.7 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)

1.8 Your organisation's accounts

If we invite you to submit a full application, you'll have to send us annual accounts with your application.

Does your organisation produce annual accounts?

Or, if you've been going for less than 12 months, will you be able to give us an estimate of your organisation's first year's income and expenditure?

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

Section two: About your project

We will only assess your proposal if you answer all our questions. We want you to keep your answers short and you should use bullet points. 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?

Compton Dando Parish Hall

Q2.2 What is the aim of your project? (50 words)

To provide all our residents with a community facility which will offer meetings, events and activities to increase community engagement and reduce social isolation for the elderly and disabled, for local youngsters, and anyone who doesn't have easy access to private transport.

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.

Q2.3 What problems will your project deal with? (200 words)

In the five villages which comprise the parish of Compton Dando, there is a need for more local and community activities and events, especially for the elderly, young and infirm. In the five villages there are no shops, no post offices, no daily bus service, no parks or playgrounds, and one pub, which is next to the existing parish hall, and whose future is precarious (it has changed hands several times in the last ten years, and was closed for some time). The local authority supplies buses to ferry children to local schools but these do not accommodate after school or weekend activities. A parish hall is needed to provide a venue for community services and activities, and the existing hall is very well used, but is prone to flooding, and was closed after two flooding episodes in September and November 2012: local arts and exercise classes, choirs, and coffee mornings have been cancelled or forced to move elsewhere. We need to dismantle the hall and rebuild with a floor 600mm higher than the present floor level. At the same time we need to improve access for those with disabilities.

Help notes

We have included some notes to help you answer the outline proposal questions but make sure you read the programme guidance too.

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 Tell us what you want your project to achieve. The aim is a brief statement of the overall purpose of your project. Try to keep your answer to one sentence.

For example, to involve young people in their local community.

If you are applying for capital funding for a building project, we are interested in how the building will be used once the project is complete, not just the building itself. To see more examples and help you give us the best possible answer to this question, read the aims and outcomes section of 'Getting Funding and Planning Successful projects' at: www.biglearningzone.org.uk/aims_and_outcomes.html

Q2.3 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.

To see some more examples and help you give us the best possible answer to this question, read the need section of 'Getting Funding and Planning Successful projects' at: www.biglearningzone.org.uk/need.html

Q2.4 What evidence do you have to show that your project is needed? (350 words)

• In 2009/2010, a Parish Plan was produced. This was sent to all households in the parish, and there was an 82% response rate. In the "community" section of the questionnaire, 64% of respondents supported making more use of the hall, and having new and different activities, eg gardening and local history clubs, toddler group, youth group, exercise classes, village coffee mornings.
• The record of bookings for the past 3 years for the existing hall shows a wide variety of uses, with beetle drives, plant sales, line dancing, yoga, rug sales and art trails.
• When the hall was closed, we received many enquiries about its future from parishioners anxious that it wouldn't be open for their event, and the pub, anxious that it would lose catering revenues.
• We held an extraordinary Parish Council meeting to discuss the future of the hall, and set up a working party to look into options to resolve the flooding risks. Parishioners who attended demanded that we secure the future of the hall
• The parish is included in the area served by the Bath & North East Somerset Village Agents project which connects potentially vulnerable, isolated older people with information and services. The project manager has said: "Sometimes we discover that someone has had to give up their car and suddenly their lifestyle is affected, they become depressed and very isolated". Local activities and a local hub is vital.

Q2.5 How have you consulted with the people and organisations who will benefit from your project and what did you find out? (350 words)

• We have produced a Parish Plan in 2009/10, which consulted all households on what was important to them. There was strong support (64%) for expanding use of the hall with more and more varied activities.
• We have held an extraordinary parish council meeting, where local people were invited to give their opinions. These were all in favour of restoring or improving the hall.

Help notes

Q2.4 Examples of the types of evidence you might use are:

- findings from an evaluation of your existing work
- research carried out by people outside your organisation or other groups working in the same geographical area or with the same types of communities
- consultation with the wider community
- statistics or other research studies
- evidence of gaps in local provision.

Include the source of your evidence and the date it was produced.

Q2.5 Examples of consultation include:

- community surveys
- focus groups
- public meetings
- discussions with other organisations of the wider community.

You need to tell us who you have consulted and when you talked to them about your project.

Consultation should be less than two years old. If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

Project beneficiaries

Q2.6 Who will benefit from your project? (200 words)

• The project to rebuild the hall will benefit all residents. Apart from exercise and art, games and sales, there are village barbeques and an annual fete. The hall is used as a polling station, and the local beat officer sometimes holds surgeries here. The village where the hall is situated has less than 2MB broadband speeds and there is no daily bus service
• For older people who do not have access to a private car, the hall activities will be a lifeline, with talks, coffee mornings, concerts, and other activities. For those with limited mobility, the new hall will incorporate a proper disabled access.
• For children, who are bussed to schools outside the parish, the hall will offer a venue for children's parties, youth groups and toddler groups. Two of the villages have a 60mph speed limit throughout, and two of the others are used as rat runs by commuters morning and evening, so playing or cycling on the streets is not safe.
• Local people can meet community service providers, such as the police and the village agents, in the hall and the neighbouring pub (the pub has no function rooms of its own)

Help notes
Q2.6 Your beneficiaries could be all the people, groups, 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.

Q2.7 Where are they based?

Local authority area For example: Manchester	Specific area within a local authority For example: Moss side
Bath and North East Somerset	The Parish of Compton Dando, comprising five villages and surrounds

Q2.7 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.

Q2.8 How have you involved, or will you involve, the people and organisations who will benefit from your project in your project planning? (200 words)

We have already held an extraordinary parish council meeting. We will also call an open public meeting of the parish to approve plans to dismantle the existing building and rebuild it (as required by the deed of conveyance which gave the property to the parish). Once we have the design and plans, we will consult with parishioners on these designs. The working party set up by the parish council to recommend future actions to resolve the flooding risks of the existing hall includes parishioners who have specific interest or expertise and volunteered to be co-opted, and we have asked other interested individuals to sign up to help and participate. We have requested local residents to send us letters of support. We've already used a local architect to do a rough sketch of what a new building might look like.

Q2.8 There are lots of ways of involving people. 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.

If you have difficulty involving people tell us why.

Q2.9 How will they be involved in the day-to-day running of your project? (200 words)

We have asked for volunteers to be part of the working party. We will also consult with them on the rebuilding plans and design before the project starts, and have ongoing feedback days, and further consultations, as we did with our Parish Plan. We already have many volunteers working with us on the existing hall: there is a hall management committee, which consists of council nominees, and volunteers elected by local residents. To date, flooding risks and damage has been minimised by volunteers who clear the streams and grids in the land above the parish hall to avoid flooding where possible, and who monitor river and ground water levels throughout the nights when a flood warning is in place. When the hall has flooded, we've had an army of volunteers who have come in to help clean up, and dry out.

Project outcomes

Q2.10 What positive difference will your project make?

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

Outcome 1

Provision of a better community facility to offer a wide range of activities, services and events to local residents

Outcome 2

Increased social and community engagement for those who otherwise face isolation (elderly and disabled), or boredom and disaffection (the young)

Outcome 3

Support for the one pub to survive as a community asset by working alongside the hall in social events

Outcome 4

Help notes

Q2.9 As well as the examples in Q2.8, 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.

If you have difficulty involving people tell us why.

Q2.10 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.

If we ask you to fill in an application form, you will need to explain in detail how your project will make these changes.

To see some examples and help you give us the best possible answer to this question, read the aims and outcomes section of 'Getting Funding and Planning Successful projects' at: www.biglearningzone.org.uk/aims_and_outcomes.html

Q2.11 Describe the activities that will help you achieve each of your project outcomes. (200 words)

• Rebuild the hall as a flood-proof, refurbished, accessible, energy efficient building at the heart of the community
• Promote and market the hall in the parish and beyond as an ideal venue for courses, classes and social activities
• Increase activities for youth groups and children
• Encourage older and disabled residents to take part in community activities in the hall
• Increase representation on the hall management committee from local people and groups that use the building
• Work with the pub landlord to provide a venue and catering for social events

Help notes

Q2.11 Activities are the tasks, actions or services that take place in your project to achieve its outcomes.

Examples of some project activities:

- run weekly health awareness workshops
- healthy cooking groups
- one-to-one counselling
- housing advice sessions
- CV writing and job search workshops
- recruiting and training volunteers.

To help you give us the best possible answer to this question, read the activities section of 'Getting Funding and Planning Successful projects' at: www.biglearningzone.org.uk/activities.html

Project budget

Make sure that you have read part four of the relevant guidance notes before completing this section

Reaching Communities

- provides funding of £10,000 to £500,000
- for revenue projects
- for up to five years
- this can include up to £50,000 of capital funding
- the total cost of the capital part of your project must not be more than £200,000
- the total cost of your project must not be more than £750,000
- maximum grant available £500,000.

Reaching Communities buildings

- provides funding of £100,000 to £500,000
- for projects involving land and buildings
- for up to two years
- you can include up to £15,000 of revenue funding to fund the launch of your project
- the total cost of your project must not be more than £750,000
- maximum grant available £500,000.

Q2.12 The total cost of your project

If we invite you to submit an application, your budget should not be significantly different to this proposal or we may not be able to consider it.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue	5,000.00					5,000.00
Overheads						0.00
Capital	200,000.00					200,000.00
Total (including VAT)	205,000.00	0.00	0.00	0.00	0.00	205,000.00

Q2.13 How much funding would you like from us in total?

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenue	5,000.00					5,000.00
Overheads						0.00
Capital	200,000.00					200,000.00
Total (including VAT)	205,000.00	0.00	0.00	0.00	0.00	205,000.00

Help notes

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

Q2.12 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.

Q2.13

Revenue funding may include costs such as salaries, travel and general running expenses.

Overheads means the costs of employees, volunteers, equipment, space and services that partly support your project, but also support your other work.

Capital funding may include purchase of office equipment (such as a computer) or the refurbishment of a building, building professional fees or vehicles.

Development funding
If you are applying to **Reaching Communities buildings** you can ask us for development funding of up to 10 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 at Stage two.

Q2.14 What do you plan to spend your grant on? (200 words)

To pay an architect to design the rebuild of the Parish Hall, on the same footprint as now, but with a higher floor level, and lower carbon footprint, with disabled access and with materials sympathetic to the local environment. To apply for planning permission for the architect's design. To appoint a builder to carry out the rebuild to the architect's specifications, in line with planning permission once received. To pay a project manager to oversee the rebuild on behalf of the parish council and the hall managing committee.

Help notes
Q2.14 For example:

- installing a new central heating system in a building used for community activities
- appointing building professionals
- a salary for one full time project worker
- publicity costs to advertise the project and print a newsletter
- a photocopier
- a contribution towards the rent of a building
- building and engineering works required for the delivery of the project
- purchase of land and buildings and/or equipment or fixtures and fittings that are linked to the land or building.

Section three: Declaration

Data Protection

If you have applied for, or hold, a grant with us, we will use the information you give us during the assessment of your application and the life of your grant to administer and analyse grants and for our own 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 project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. 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. We might use personal information provided by you 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.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information

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.

We would like to send information about the Big Lottery Fund and other Lottery good causes to your named main contact. If you would rather not consent to receive this information please tick the box. ☐

We should be grateful if you would help us improve our customer service by taking part in activities such as market research, surveys, evaluation studies or product testing. If you would rather not consent to take part in these activities please tick the box otherwise we may pass your details on to organisations who do this work for us. ☐

Declaration

Name of the organisation as it appears in your governing document.

Compton Dando Parish Council

Tick this box to confirm that you are authorised by your organisation to send this outline proposal to us and that you understand our obligations under the Data Protection Act 1998 and Freedom of Information Act 2000. ☐

Title	Forenames (in full)	Surname
Ms	Trudie Denese	Mitchell

Position or job title

Chairman, Compton Dando Parish Council

Date	
	3rd January 2013

Home address (including postcode)

The Cottage
Chewton Road
Keynsham BS31 2SX

Section four: Checklist

This checklist will help you to check that you are sending us a fully completed outline proposal. 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: ● a registered charity ● a voluntary or community group ● a charitable/not for profit company ● a town or parish council.	☐	✔
1b. Other statutory body (and are only applying for revenue funding or capital funding of up to £50,000).	☐	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.	☐	✔
2. If you are applying for capital funding of between £100,000 and £500,000, 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 on the front cover of this proposal.	Not applicable	✔
3. You have given us your correct legal name. ● For a 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.	☐	✔
4. You would have financial control over any grant that you were awarded rather than any other organisation.	☐	✔
5. You have completed every section of the form.	☐	✔
6. Your project costs and the amount you want us to fund add up correctly.	☐	✔

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.

Notes