

## **Our Vision: St James Street will be the best it can be for everyone.**

### **1 Purpose**

St James Street Big Local (SJSBL) gives small amounts of money to local groups and people in the St. James Street area of Walthamstow. This helps make positive changes that benefit everyone by:

- Making a place where everyone feels included.
- Making the area better for everyone.
- Helping local businesses grow and encouraging new businesses.
- Supporting community projects and charities.

The money will mainly be used to improve and expand activities that benefit the diverse community of SJSBL residents. This includes dealing with problems of fairness, diversity, and making sure everyone feels included.

### **2 Our Area:**

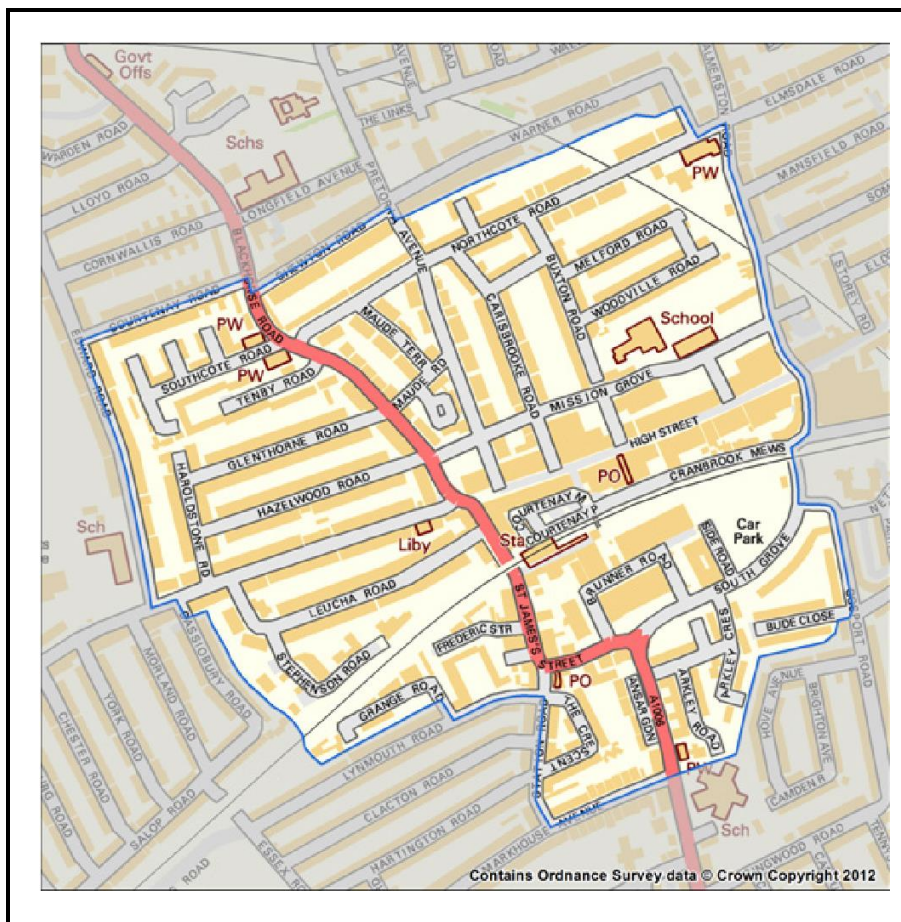
St James Street Big Local focuses on a specific part of Walthamstow, shown on the map. Sometimes, we can be a bit flexible with the borders if we think nearby projects will help the area.

When we decide who gets funding, a big thing we think about is if the person or group is based in our area, or if at least 75% of the people who benefit from the grant live here. In the past, we've given grants to places just outside our main area.

We also know that two parks, St James Park and Stoneydown Park, next to the SJSBL area, are important community spots. We're connected with a few local schools, as well. In addition to Mission Grove Primary, we also work with:

- Willowfield Secondary
- Stoneydown Primary
- South Grove Primary
- Barn Croft Primary

## 2.1 Map of St James Street Big Local Area



## 3 Who can apply?

### 1. Small Grants:

- a. For people and groups in the SJSBL area who are not trying to make a profit. This includes groups led by people who use the services, volunteers, and others. They can apply for grants up to £500 to do activities and projects that make the local community better. These projects should match our main goals.

### 2. Local Community Organizations and Charities:

- a. These are groups that are officially recognized as charities, community interest companies, or social enterprises. They may have some professional leaders. They can apply for grants between £1,000 and £5,000. They need to have clear plans showing how their project will help the people in the SJSBL area. This funding can be used for different things, like buying things or supporting the organization, as long as it meets the criteria set by St James Street Big Local.

### 3. Local Businesses:

- a. These are small to medium businesses in our area, especially those focused on making a positive impact. There are two types of funding available:
  - i. Developmental Grants between £1,000 and £2,500.
  - ii. Bursaries to cover the cost of joining a local business support network.

## 4 How Do I Apply?

1. Go to our website: [www.stjamesbiglocal.co.uk/](http://www.stjamesbiglocal.co.uk/)
2. Download the application form.
3. Fill in all the information they ask for.
4. Follow the instructions on how to submit the form.

## 5 Is there any additional information that I need to provide?

### For Residents:

- You need to prove that you live in the area. You can do this by showing one of these: a utility bill, a council tax bill, or a photo ID with your address and a local reference.

### For Organizations, Charities, or Businesses:

You'll be asked to provide some extra documents:

- Copies of your latest accounts and annual report.
- Proof of public liability insurance.
- Evidence of policies covering DBS checking (background checks), Safeguarding, Health and Safety, and risk assessment.

## 6 What support is available?

If you're not sure how to apply for funding, or if you have questions about the process, you can reach out to Georgia at [georgia@stjamesstreetbiglocal.co.uk](mailto:georgia@stjamesstreetbiglocal.co.uk). She can help explain things and provide support, especially for those who are new to applying for funding.

## 7 How often can I apply?

For the year 2023/24, you can apply for grants from September 23 to the end of June 24. Each person or group can apply only once during this time.

## 8 When will I find out if the application has been successful?

Our review panel meets every month. If they need more information to make a decision, they will ask you for it.

You'll receive a response within 4 weeks, depending on when our review panel meets. If your application isn't successful, we'll give you feedback.

## 9 How will I receive the grant?

Our grants can only be used for things you plan to spend money on in the future. Depending on how much is approved, you might get the money in parts. We can't reimburse money you've already spent before applying for the grant.

We get our funds from Local Trust, and they ask us to show receipts for all the money we spend. We can only give you the grant money if you provide receipts for what you spent it on.

## 10 How long do I have to spend the grant?

You have to use the grant money within 6 months after it's approved. If you need more time, you can ask the panel. The longest we'll allow is up to 12 months.

## 11 What information does SJSBL require from successful applicants?

We want to know about the project or event we funded. This includes who attended or got support, and some details about them. We'll provide forms to keep track.

## 12 How do we evaluate the submitted applications?

For each type of grant (Small, Charity, and Business), we have specific rules to judge the applications. The panel gives points based on these rules to see if the grant fits our program's goals. See below:

Criteria	Not met	Partly Met	Fully Met	Weight -ing	Max Points
Alignment with SJSBL's priorities	0 pts	1 pt	2 pts	x 2	4
Provides tangible benefit to residents of the SJSBL area	0 pts	1 pt	2 pts	x 2	4
Financial track record and clarity of the budget	0 pts	1 pt	2 pts	x 2	4
Monitoring and evaluation plan	0 pts	1 pt	2 pts	x 1	2
Advertising plan	0 pts	1 pt	2 pts	x 1	2
Inclusivity	0 pts	1 pt	2 pts	x 1	2
Overall quality of application, - clarity, innovation	0 pts	1 pt	2 pts	x 1	2
<b>Total potential score</b>					<b>20</b>

## 13 Are there any other conditions around the grant?

If you receive a grant, you agree to join in on activities to let people know about it. You also need to tell the people who benefit from the funding that it's supported by SJSBL and Local Trust. We'll give you the logos you need for this.

## 14 Details of Grants

Grant Type	Small Grants
Eligibility	<p>Residents within our area.</p> <p>We aim to reach as many different residents as possible to diversify the range of people applying for grants.</p> <p>Some applications may require DBS &amp; Safeguarding checks which can be part of the funding budget.</p> <p>Planned future events only funded</p>
Focus	<p>Grants can be used for existing activities or new initiatives as long as they are not for profit and for the benefit of St James Street residents focussing on activities which bring together members of the local community.</p> <ul style="list-style-type: none"> <li>• Intergeneration activities,</li> <li>• Creative activities,</li> <li>• Addressing isolation,</li> <li>• Health and wellbeing,</li> <li>• Disability inclusion,</li> <li>• Promoting cultural diversity,</li> <li>• Environmental sustainability.</li> </ul>
Example projects	<ul style="list-style-type: none"> <li>• Tea and chat club for younger and older people</li> <li>• Event to celebrate Eid or Diwali</li> <li>• Seed funding for starting community activities such as gardening club</li> </ul>
Monitoring and Evaluation	<p>Successful applicants will be required to provide demographic details of the individuals who have taken part and a brief summary of the impact of the funded activity – we provide the forms.</p>
Grant amount	Up to £500 paid in arrears on evidence of expenditure.
Total Funds available	£5,000
Application process	Applicants may only apply once per funding cycle
Timings	<p>Sept 23 to June 24</p> <p>On-going</p>
Information required	<ul style="list-style-type: none"> <li>• Evidence of address in our area</li> <li>• Personal Reference</li> </ul>

Grant Type	Local Community Organisations and Charities
Eligibility	Registered Charities, community interest companies or not-for-profit organisations either based in or delivering provision in our area. Some applications may require DBS & Safeguarding checks. We only fund projects that will happen in the future
Focus	<p>Funding will be focused on improving quality and reach of existing activities, supporting new and exciting ideas, improving the delivery of the service, and strengthening the financial position of the charities. The focus of the delivery of the organisation should be on one or more of:</p> <ul style="list-style-type: none"> <li>• cost of living / food poverty,</li> <li>• addressing social isolation,</li> <li>• health and wellbeing,</li> <li>• needs of children and young people,</li> <li>• education and employment opportunities,</li> <li>• disability inclusion,</li> <li>• promoting cultural diversity</li> <li>• environmental sustainability.</li> </ul> <p>This funding can be awarded for a range of activities, including capital expenditure and organisational support.</p>
Example projects	See plan and website.
Monitoring and Evaluation	Successful applicant will be required to provide evaluation detail including demographic details of the individuals who have taken part and a brief summary of the impact of the funded activity – we provide the forms.
Grant amount	Up to £5,000
Total Funds available	£15,000
Application process	Applicants may only apply once per year
Timings	Sept 23 to June 24 Fixed windows every 2 months
Information required	<ul style="list-style-type: none"> <li>• Evidence of operating in our area</li> <li>• Charity / Business registration number</li> <li>• Copies of <ul style="list-style-type: none"> <li>○ latest accounts and annual report</li> <li>○ Public liability insurance</li> <li>○ Safeguarding policy</li> <li>○ Health and safety policy</li> <li>○ Risk assessment policy</li> </ul> </li> <li>• Details of: <ul style="list-style-type: none"> <li>○ the focus being addressed</li> <li>○ planned delivery</li> <li>○ expected outcome</li> </ul> </li> <li>• Breakdown of expenditure</li> <li>• Track record of delivery</li> </ul>



## 14.1 Local Businesses

Grant Type	Local Businesses	
Eligibility	Small to medium enterprises (SME) based in our area with an emphasis on social entrepreneurs	
Focus	1. Local social entrepreneurs in our area to bid for awards to enable them to develop their provision	2. Offer bursaries to local SMEs to cover the cost of one year's membership of the East End Trades Guild.
Example projects	Un-Ltd grants <ul style="list-style-type: none"> <li>• Training course fees to expand a forest School</li> <li>• Set-up costs for local circus skills</li> <li>• Setting up finance awareness courses for small businesses</li> <li>• Establishing on-line directory for black owned businesses</li> <li>• Establishing study support sessions for young people</li> </ul>	
Monitoring and Evaluation	Initiatives that: <ul style="list-style-type: none"> <li>• support local people</li> <li>• and provide employment opportunities</li> </ul>	
Grant amount	1. Between £1,000 and £2,500	2. Up to £160
Total Funds available	1. £16,000	2. £4,000
Application Process	Applicants may only apply once per year	
Timings	Sept 23 to June 24 Fixed windows every 2 months	
Information required	<ul style="list-style-type: none"> <li>• Evidence of operating in our area</li> <li>• Business registration number</li> <li>• Copies of               <ul style="list-style-type: none"> <li>○ latest accounts and annual report</li> <li>○ Public liability insurance</li> <li>○ Safeguarding policy</li> <li>○ Health and safety policy</li> <li>○ Risk assessment policy</li> </ul> </li> <li>• Details of:               <ul style="list-style-type: none"> <li>○ the focus being addressed</li> <li>○ planned delivery</li> <li>○ expected outcome</li> </ul> </li> <li>• Breakdown of expenditure</li> <li>• Track record of delivery</li> </ul>	