



HEART OF PITSEA

PROJECT PROPOSALS

Guidance notes

Heart of Pitsea is one of 150 nationwide initiatives funded by Big Local, an offshoot of the National Lottery. Our Project Proposal process has been created to enable charities, voluntary organisations, CICs, statutory bodies and businesses to put forward solid ideas which will help us to achieve the organisation's objectives. (Please note, statutory bodies are not eligible to recuperate any staffing costs as this is a Government expense not covered by the Big Local scheme). Proposals are assessed by the governing Partnership Board which comprises a combination of local residents and representatives from four strategic partners. Any decisions to progress a submitted proposal will rest with the residents who are the only members with voting rights. Proposals can be submitted at any time and will be included in the next available quarterly decision cycle. ***Please ensure you use the latest version of the proposal form (v3)***. The deadline dates for proposals in 2017 are:

Friday 24th February 2017 / Friday 26th May 2017

Friday 25th August 2017 / Friday 24th November 2017

Organisations will be informed of decisions within eight weeks of the deadline date.

Any proposal must address at least one of four strategic objectives that are relevant to this process and are listed on Page 2. It is expected that most proposals will provide added value by including some kind of contribution to the project – this could be in the form of part funding, volunteer time, in-kind resources or generated income. It is expected that most projects will benefit those who live, work or go to school within the Heart of Pitsea area, though it is appreciated that a project may also impact on areas outside the boundaries in neighbouring areas. Consideration will also be given to the scale of a project and how many members of the local community it will benefit. The funding that has been allocated for the Heart of Pitsea has clear guidelines which specify that projects should make a long-lasting or positive change to the local community for the future. The Heart of Pitsea Partnership Board are keen to support projects that are innovative, unique and designed for the benefit of local people. They are interested to know what the legacy of your project will be and the impact you expect it to make. They will not support projects that offer poor value for money or do not specifically impact the local community. Our Big Local Plan was created through extensive consultation with local residents. It is **essential** you refer to this document for information, which is included on the Heart of Pitsea website: www.heartofpitsea.co.uk.

All projects that are supported will need to make an impact towards achieving the identified objectives. To evidence this, all projects will need scope for excellent monitoring and evaluation throughout.

The four strategic objectives relevant to the proposal process are:

Strategic objective 1: Health and well being

As a result of our work we would like to see the following outcomes:

- People being more active, with more opportunities to be active
- Improved mental health (including a reduction in feelings of isolation)
- Increased participation with people leading a healthier lifestyle, including support for self-managing long term conditions.

Strategic objective 2: Education, employment, skills and opportunities

As a result of our work we would like to see the following outcomes:

- Increased participation/attendance in activities for young people
- Increases in the number of training courses available
- Increased access to training and development by our residents, including high achievers, leading to more people in employment.
- Increased participation of local business in employment initiatives.

Strategic objective 3: Anti-social behaviour and community safety

As a result of our work we would like to see the following outcomes:

- A decrease in anti-social behaviour
- A decrease in the fear of crime amongst residents
- Greater access to information and advice in this area.

Strategic objective 4: Community and environment

As a result of our work we would like to see the following outcomes:

- More opportunities for people to come together as a community
- More effective communication between all parts of our community
- An increase in people feeling they can make a difference leading to a sense of community ownership and of being proud of where we live.

When completing the proposal form, please ensure that:

- **the addition of your organisation contribution and Heart of Pitsea contribution matches the total of your proposed project budget. (Section 10 plus Section 11 = Section 9)**

Any Project Proposal that does not have the correct budget will be automatically returned unseen and may miss a deadline. If a Project Proposal is successful, Heart of Pitsea will offer an official Project Agreement which will outline the final project budget, payment schedule, deliverable objectives, suitable timeframes, expected outputs and project authorisation. Both documents will be used in tandem throughout the duration of the project. Should you require any assistance in completing your proposal or simply require more information, please contact **Simon Johnson**, Heart of Pitsea Co-Ordinator on **07572 001671**.