

**Tinkers Bridge Residents Association First Steps Working Group**

**Minutes of Grants Sub-group meeting 24<sup>th</sup> May 2016**

**Present** John Orr, Kathy Higgins and Sheila Taylor

**Apologies** Rosemary Englander <sup>and</sup> Lesley Berry

**1) Purpose of the meeting and Terms of Reference**

This is the first meeting of the sub-group, which has been formed to co-ordinate the process of applying for grants to support the delivery of the Tinkers Bridge Community Action Plan.

Sheila produced a first draft of some Terms of Reference. Kathy and John gave their comments. A second draft based on these comments is attached. Further amendments to this draft should be sent to Sheila by Monday 6<sup>th</sup> June so that a third version can be shown to the Working Group (WG) on 9<sup>th</sup> June and a final draft to the TBRA meeting on 30<sup>th</sup> June.

**ACTION: All to comment, Sheila to produce third draft for WG**

**2) Project update**

Sheila said that she had undertaken a brief review of some funding application forms. This showed that projects must be well thought-through and costed before an application has been made. She gave an example from the WCC funding application guidance:

*Supporting documents are required as part of your application to Woughton Community Council as follows:*

- *Fully completed application form*
- *Evidence of the cost outlined within the application (this can be in the form of official quotes/ emails/ website page prints/ catalogues)*
- *Audited accounts if your group is **more** than one year old or project/activity budget if group is **less** than one year old*
- *Signed copy of constitution or rules*
- *Equal Opportunities Policy or statement*
- *Child Protection Policy – if your group works with children and young people under the age of 18*
- *A copy of current / latest bank statement*
- *A copy of the groups minutes agreeing to the grant aid submission.*

Sheila therefore suggested that the sub-group should ask at the next TBRA and WG meetings for projects to be put forward. If the WG agrees the projects are relevant to delivering the Action Plan the Sub-Group can then look for appropriate funding. Project leaders will undertake to work with the sub-group in writing applications. This was agreed.

It was noted that there can be a long lead in for some funding (e.g. applications to the Big Lottery Fund for All have to be made at least four months before a project starts).

**ACTION: John and Kathy to include in the agenda for the TBRA and WG meetings**

### **3) Applications to be made**

Three projects appear to be ready for funding applications:

#### **A grant for trips to the seaside in the summer.**

It was agreed to apply for Grant Aid from WCC for this. It was noted that various documents, including audited accounts, are needed for this purpose.

#### **ACTION**

- **John to send Sheila audited accounts, signed copy of constitution and policies for Equal Opportunities and Child Protection**
- **TBRA meeting to be asked on 26<sup>th</sup> May to approve making this application and to give ideas for where the trips should go. John to put on the agenda**
- **Sheila to get a current bank statement from Carly and quotes from coach companies and to draft application form for the sub-group's comments**

#### **Funding for producing The Bridge from September onwards.**

John suggested that a grant of £700 should be available from MKC. This, with £500 from the First Steps grant, should be enough to produce The Bridge monthly from May 2016 for one year. If it is not sufficient, a further small grant could be sought from the Community Foundation. Advertising revenue could also be sought.

Kathy asked what evidence exists that there is sufficient positive response to the newsletter to justify the expenditure. She suggested exploring publishing every two months or finding out whether some residents would prefer an electronic copy. This could be an agenda item for the WG after Rosemary's return.

#### **ACTION**

- **Sheila to make enquiries at MKC and the Community Foundation about the application process for these grants.**
- **TBRA meeting to be asked on 26<sup>th</sup> May to approve making this application. John to put on the agenda**
- **Sheila and Rosemary, the project leader, to complete the application form, asking John for any additional supporting documents that may be needed**
- **Kathy to put her thoughts on the agenda for a WG meeting after Rosemary's return.**

#### **Timber for raised beds**

Ron has indicated that new timber is needed for raised beds. John suggested that WCC's Environmental Grant Fund might be used for this purpose.

#### **ACTION**

- **Sheila to make enquiries at WCC about the application process for this grant.**
- **TBRA meeting to be asked on 26<sup>th</sup> May to approve making this application**
- **Sheila and Ron, the project leader, to complete the application form, asking John for any additional supporting documents that may be needed.**



#### **4) General Information to be gathered by the sub-group**

It was agreed that the sub-group should gather information that would assist in its work. This will include:

- Sources of funding. As well as those mentioned above, the following have already been suggested: Tesco, the Big Lottery Awards for All, Community Spaces and the Local Giving website.

**ACTION: Sheila to set up a folder with information about these and other funders as they are identified. John to give Sheila access to the Local Giving website.**

- Information given in applications, saved as Word documents, so that they can be cut and pasted for future applications.

**ACTION: Sheila**

- A spreadsheet showing the applications that have been made and their progress, including how the funds are accounted for and funders are given feedback

**ACTION: Sheila**

#### **5) Date of Next Meeting**

To be arranged.

DRAFT

## **Tinkers Bridge Residents Association First Steps Working Group**

### **Grants Sub-Group Terms of Reference**

#### **Background**

The Tinkers Bridge Residents Association (TBRA) has produced a Community Plan and Action Plan for the estate based on the views of residents, expressed through a questionnaire and several consultation events. The overriding drivers of the Plan, which was launched at the end of April 2016, are:

- the wellbeing of residents
- their wish to defend the estate from compulsory demolition under Milton Keynes Council's Regeneration programme.
- the development of social cohesion

The Plan lists short-, medium- and long-term activities to achieve the overall aims of enhancing communication and improving local facilities and the environment. A Working Group (WG) is overseeing the implementation of the Plan

Many of the activities require funding and it has therefore been agreed to set up a separate sub-group of the WG to support this process.

#### **Overall Objectives of the Sub-Group**

To support the delivery of the Action Plan by accessing funding.

#### **Specific Objectives**

- To co-ordinate the development of project plans needed to attract funding
- To research and develop funding opportunities
- To manage the process of making applications, with the input of those involved in the individual projects
- To manage the reporting on how the funding is used to the satisfaction of funding authorities
- To develop other means of fundraising.

#### **Operation of the Sub-Group**

The Sub-Group will report to the WG on a regular basis and will also report where necessary to the wider TBRA. It will review all proposals for projects that require funding and will seek grants that are appropriate for them. It will require reports from project leaders to account for how the funding is spent, in order to co-ordinate good feedback to funders.

The Sub-group will co-opt members with particular where necessary and will make full use of advice and support available from other bodies such as Woughton Community Council and Milton Keynes Council.

Meetings will be at least every two months and more often if required.

#### **Membership**

The Sub-Group will consist of 3 or 4 members of the WG and any co-opted members.