

Trailblazers Community Funding Application

***Fill in our simple form to receive financial support
Any questions? Email the team and ask for a call***

With support from the Ministry of Housing, Communities and Local Government, Big Ideas is offering a small scale expenses scheme to help cover costs associated with any local activity or events taking place in England for Trailblazers in 2018. You can apply for anything between £5 - £200.

If you apply with another organisation, you are eligible to apply for more funding. All groups involved in your activity must complete our short online survey for activity costs to be reimbursed.

Eligible expenses include costs such as:

- Venue hire
- Refreshment for participants and guests
- Equipment hire (instruments, sound systems, cameras etc.)
- Travel expenses (to visit local war graves and memorials, or to provide transport for individuals with accessibility issues)
- Musician fees
- Materials such as pens, paper, art materials, printing of resources, flowers to lay on graves
- Research costs such as archive materials, archive website subscriptions

We do not cover the following costs:

- Staff time - we can cover fees for external facilitators with specialist skills to run workshops/events, but will not pay for internal staff time
- Creation of new memorials and plaques
- Existing remembrance event costs
- Secondary costs such as childcare expenses
- Donations to other charities, for example purchasing Royal British Legion poppies/wreaths

How to apply:

- Complete and return this form to trailblazers@big-ideas.org
- You can apply at any time from 20 January – 26 November 2018
- We will process your application within 10 working days and let you know if we can support the costs you have outlined
- We will always let you know if funding is available before your event takes place. We do not fund activities retrospectively
- Individuals as well as community groups can apply, providing activities involve at least seven others.

How to claim for funding:

- This is an expenses scheme rather than a grant, so you will need to provide proof of expenditure at the end of your event or activity, such as receipts or invoices.
- To reimburse your costs, you must send us:

If you have any questions about community funding or would like help completing the form, please email the Big Ideas team at trailblazers@big-ideas.org

- Proof of expenditure and the completed expenses form (this will be emailed to you on approval of your application)
- Photographs of your activities (these should include pictures of the eight or more individuals involved in the project - if you cannot share these for safeguarding purposes, please let the Big Ideas team know)
- Confirmation that you have completed our short online survey. If you are working with partners, your partner organisations also need to complete the survey.
- The above should be emailed to trailblazers@big-ideas.org before the **7th December 2018 in order to receive your reimbursement**. We recommend we receive this information at least a week before, so we can get in touch if we need any more information or clarification. We may not be able to reimburse your project expenses if we receive this after the 7th December.
- Costs will be reimbursed within 10 working days. We will only reimburse your costs up to the value of the expenses you applied for.

Trailblazers Community Funding Application Form

COMMUNITY GROUP INFORMATION	
Contact Name	
Name of organisation/school you represent <i>(if applicable)</i>	
Email Address	
Telephone Number	
Postal Address	
Website	
Twitter / Facebook information	
Please provide a short description of your organisation/group (max 50 words)	
How did you hear about the Trailblazers programme?	
Did you know anything about inspirational women in the First World War before you came across this project?	Yes No
Are you involved in any other First World War Centenary or local history projects? If so, please tell us which projects.	Yes No

TRAILBLAZERS ACTIVITY	
Tell us about your planned activity for Trailblazers. What do you plan to do and what impact will this have on your community? (Max 150 words) <i>Your activity must involve exploring/commemorating inspirational women of the First World War.</i>	
When and where will your activity take place? <i>Funded activity needs to take place between the 20 January - 30 November 2018. Please provide a full address if you have this information.</i>	Date: Time: Location:
Who will be involved in this activity? Will you work with any other partners to deliver your event or activity?	

<i>Describe who will be involved from your organisation, and partner organisations e.g. ten members of our local history society working with young people, students, older people, a local choir, a history group, a class of 30 students etc.</i>	
How many people will be involved in your activity? <i>This is the number of people who will engage face-to-face through your activity</i>	
Is your event or activity scheduled to take place already regardless of the Trailblazers programme?	Yes No
How much funding do you require? <i>Please note that the maximum you can request is £200</i>	
What will you use this funding to cover? <i>For example, transport £20, printing £10, refreshments £30</i>	

Equal Opportunities Monitoring

The Trailblazers programme promotes equality and diversity in its funding selection process. We encourage applications from all sectors of the community. To ensure that our equality and diversity policy is operating effectively, we would be grateful if you could complete the following information about yourself. In compliance with the Data Protection Act, the Trailblazers programme will treat all information contained within this form as confidential. This information you provide us is for monitoring purposes only, your responses will remain anonymous and will not be used in any part of the selection process.

Please fill in the questions below on behalf of your community group, and not just for you as an individual.

I. Age group – please mark appropriate box below

3 - 8	18 - 25	26 - 35	36 – 55	56 - 65	66+

I. Religious belief: please mark appropriate box below to indicate your religious belief

Atheism	Islam	Buddhism	Judaism	Christianity	Sikhism	Hinduism	Other	I do not wish to disclose

I. Ethnic origin: please mark appropriate box below

Asian or Asian British - Bangladeshi		Mixed – White and Asian	
Asian or Asian British - Indian		Mixed - White and Black African	
Asian or Asian British – Pakistani		Mixed – White and Black Caribbean	

Asian or Asian British – any other Asian background		Mixed – any other mixed background	
Black or Black British – African		White – British	
Black or Black British – Caribbean		White – Irish	
Black or Black British – any other black background		White – any other White background	
Chinese		Prefer not to say	
Other			

Data Protection

Your data will be stored by Big Ideas.

Please tick this box to give your consent for Big Ideas to email representatives of your community group information about the Trailblazers Community Funding Scheme.

Please tick this box to give your consent for your details to be registered with the Remember Together programme and your data to be held by Big Ideas. Please note that this is a requirement of receiving the community funding.

Please tick this box to consent for Big Ideas to email your community group selected information, events and services from Big Ideas in relation to the Remember Together programme.

Big Ideas are registered with the Information Commissioner’s Office and comply with Data Protection Law. Big Ideas will not share your information with any third party. For further information on Big Ideas Data Protection Policy please visit www.big-ideas.org.

Please sign below to confirm the above.

Media Permissions

If you take any pictures or videos of your activity for Trailblazers, please ensure that you have all the necessary photo or filming permissions in place. You need to seek written approval to take and distribute images or videos featuring people, in particular young people and vulnerable adults. When working with young people and vulnerable adults, Big Ideas strongly recommends that any photographer has a DBS check. A media permissions form is provided in your funded groups pack, however you must ensure that you have all necessary permissions and documentation in place.

Please sign here to confirm that any images shared with Big Ideas will have all of the necessary permissions in place.

Safeguarding

To safeguard those involved in the project, I understand that groups receiving funding from the Trailblazers programme should:

- Have appropriate public liability insurance for any public events. Big Ideas is not liable for insurance cover of partner events associated with the Trailblazers programme.
- Ensure that an appropriate risk assessment is undertaken for any public events and that all events are safe for members of the public to attend.
- Observe young people and vulnerable people protection policies.

Please sign here to confirm that your group will safeguard those involved in the Trailblazers programme.