

**EILEEN HEWER COMMUNITY FUND**
**APPLICATION FORM**

Please complete the following sections with brief explanations of your requirements. Use the frequently asked questions section at the end to help you, there are some tips for making your application successful. Email your completed application to the address [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk) or contact us if you need any support completing your application.

<b>APPLICATION SUMMARY:</b>	
<b>Project Title</b>	
<b>Applicant/Group Name</b>	
<b>Contact Person</b>	
<b>Grant Value Sought (Up to Max £2000)</b>	
Email	
Telephone	
Contact address	
State the location of project	
Date submitted	
Expected completion date of project	

<b>ABOUT YOUR ORGANISATION:</b>	
Please briefly describe your organisation / group.	
Please briefly summarise your group's main aims and targets.	
Does your organisation have a bank account with at least two independent signatories?	Please circle: Yes or No

<b>ABOUT YOUR APPLICATION:</b>		
Please briefly describe the proposed project.		
Please describe how your project will benefit Lawley residents.		
Estimate the number of people who will benefit.	Total Number of People:	Number of Lawley Residents (if possible):

<b>FINANCIAL COSTS:</b>				
<ul style="list-style-type: none"> <li>• Please add in the items you wish to buy for your project, including those sought from other funding sources.</li> <li>• Please provide quotes where possible as this will make your group's applications more likely to be successful. We will need receipts of purchases.</li> </ul>				
Item	Description (May include photos)	Quote 1 (Including website link if possible)	Quote 2 (Including website link if possible)	Estimated Cost
Please continue on a separate sheet if needed or add attachments.				
<b>ESTIMATED GRANT VALUE SOUGHT:</b>				£
<b>TOTAL COST OF PROJECT FROM ALL FUNDING SOURCES:</b>				£
<b>MATCH FUNDING:</b>				
Please state do you have any match funding? (Funding from other sources)		Please circle: Yes or No		
If yes please detail how much, where from and any conditions to be upheld.				

<b>EVALUATION:</b>	
Please explain how you will measure / assess the success of your project?	
What are the expected long-term impacts of your project? (Consider BVT's Aims and Values in FAQs)	
Can you think of any community collaboration opportunities for the project or with your group in the future? (e.g. Could other groups benefit from or be included in your project?)	

Now please return your application to: [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk)

**Your application will be considered at the next meeting of the Eileen Hewer Panel. You will be notified of the decision within 14 days of the meeting. You will be asked to complete a short evaluation form to assess the impacts of successful grants.**

For details of other funding schemes please contact us or the partners below:  
[clerk@lawleyoverdale.org.uk](mailto:clerk@lawleyoverdale.org.uk) for Lawley and Overdale Parish Council  
 or [safestronger@telford.gov.uk](mailto:safestronger@telford.gov.uk) for Lawley Community Consortium

**EILEEN HEWER COMMUNITY FUND**
**POST PROJECT EVALUATION FORM**

At the end of your project or when requested by BVT, please complete the following sections with brief explanations of the impact of your group's funding. Email your completed evaluation form to the address [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk) or contact us if you need any support completing this.

<b>GRANT SUMMARY:</b>	
<b>Project Title</b>	
<b>Applicant/Group Name</b>	
<b>Contact Person</b>	
<b>Amount awarded £</b>	
Email	
Telephone	
Year Grant Awarded	
Date Evaluation Form Submitted	

<b>ABOUT YOUR GRANT:</b>		
Please describe how your project has benefited Lawley residents.		
State the number of people who benefited.	Total Number of People:	Number of Lawley Residents (if counted):
Please include and/or attach photographs and receipts of how your grant has been used.		

<b>EVALUATION:</b>	
Please detail any successes of your project.	
Please share any challenges you have faced with this project and learning from this.	
What are the expected long term impacts of your project?	
Has your project led to any community collaborations? (i.e. links to other groups)	
Can you think of any future community collaboration opportunities related to your group/project?	

**Thank you for your engagement with Bournville Village Trust, we appreciate your feedback. Now please return your application to: [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk)**

For details of other funding schemes please contact us or the partners: [clerk@lawleyoverdale.org.uk](mailto:clerk@lawleyoverdale.org.uk) for Lawley and Overdale Parish Council or [saferstronger@telford.gov.uk](mailto:safestronger@telford.gov.uk) for Lawley Community Consortium

## EILEEN HEWER COMMUNITY FUND

### APPLICATION PROCESS - FREQUENTLY ASKED QUESTIONS

#### **Q1. What is the Eileen Hewer Community Fund?**

Bournville Village Trust (BVT) are required by the long term stewardship agreement for Lawley to provide community support and development opportunities. This is in line with BVT's community aims and values as a charitable trust. The Community Fund itself was created in 2017 by the Lawley Management Committee to honour Eileen Hewer, who sadly passed away in 2016. Eileen was a Lawley resident who worked tirelessly to make sure residents' voices were heard, through her role as chair of Lawley Village Community Association and as a member of the Lawley Management Committee. The Eileen Hewer Community Fund awards grants yearly to groups working for the benefit of the community and Lawley residents. The community grant is funded by the BVT charge payer's contributions.

#### **Q2. How do I complete an application?**

The application form asks for details of the project, organisation and the anticipated benefits to Lawley residents and the wider community. There is a section on costings where details of the spending are required. Groups or organisations seeking a grant must complete the application form and email it to the address [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk). Applications from groups and organisations are reviewed by the Lawley Management Committee and are voted on by members, at which there are always Lawley residents present. Applications should ideally have several quotes to show value for money and groups/organisations must also provide receipts on request. A grant cannot be paid to individuals directly. The application decision will be communicated with you within 14 days of the meeting. The grant must be used for the stated purpose on the application, and we require you to complete an evaluation form for your completed project.

#### **Q3. Is my group/project eligible for a grant?**

If you run or belong to a community group or organisation that are based in or benefit the Lawley community, you could apply for a grant of up to £2,000 yearly. In addition, grants can be given to projects that enhance the environment or provide facilities for Lawley residents to use. You will need to be able to provide receipts. This fund cannot be paid to individuals, however there are circumstances where equipment/supplies can be purchased by BVT through the grant. For example, if it is for a community project being delivered by an individual. Please contact us for guidance if you are unsure.

#### **Q4. How do I make my application successful?**

To be successful in your application it is suggested to include: numbers/percentages of Lawley residents who will benefit/participate, obtain more than one quote to demonstrate good value for money, include details of any match funding or other funding streams for the project and state any community collaborations the project may lead to (i.e. if there are other groups across the community who may benefit from this project outside of your organisation). We will gladly work with you during the application procedure to support your grant bid.

#### **Q5. What have previous grants paid for?**

Previous grants have paid for kits for youth football teams, new play equipment for nurseries, supporting the training of a professional coach for Lawley Running Club, buying new event equipment for a school, providing storage and tents for Lawley Scout Group, paying for Lawley Walkers group tops, supported the Lawley Village Youth Group, supported community events/celebrations and contributions to charitable causes.

## Q6. What is the Small Grant Application?

You will need to complete the Small Grant application form. Your application will be considered by the Estates & Stewardship Manager, with delegated authority from the Eileen Hewer Panel. You will be notified of the decision within 14 days of submission. If your grant is approved, you will be asked to then provide receipts as proof of purchase.

You may wish to upgrade to the full grant of up to £2000 later. If so, you will need to complete the full application form for the Eileen Hewer Panel, and your small grant will be deducted from the maximum £2000 yearly total. You may apply for more than one small grant per year.

## Q7. What are BVT's main aims and values?

BVT's mission is to create and sustain communities where people can thrive. Please see Figure 1 for details of our aims and Figure 2 for our values. Please consider these themes when writing your application.

**Figure 1 – BVT Company Aims**



**Figure 2 – BVT Company Values**

