

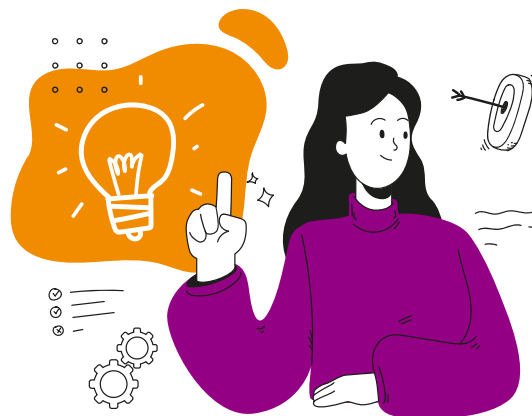


# Apply for a Big Sparks grant to make where you live safer, happier and healthier

Big Sparks provides one-off, small grants and support to residents, businesses and community groups who want to make positive change within their communities.



## About the Big Sparks Fund



**The Big Sparks Fund provides one-off grants to residents, businesses, charities and community groups who want to make positive change within their communities.**

A total of £20,000 will be available in each of the four localities/neighbourhoods across the city. The fund is designed and delivered by those that live, work or support residents across the city.

Residents, businesses and voluntary sector organisations are invited to submit ideas on how to make their neighbourhood safer, happier or healthier and support the city's vision of ageing, caring and living well. These ideas are reviewed by a neighbourhood panel, before then going to a 'Big Vote'. Residents will vote and the projects with the most votes will receive the funding. Projects not successful will be provided feedback.

**Visit our page on YourSay Southend for more information**

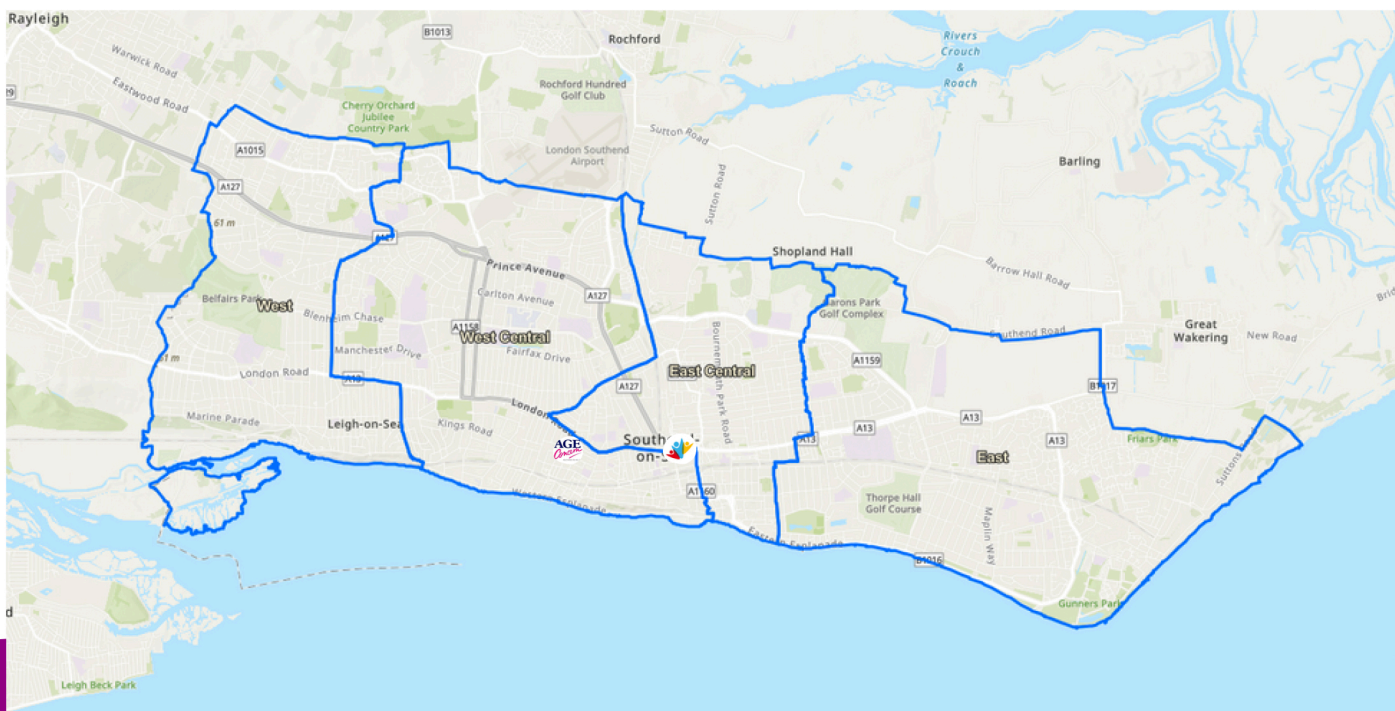


Scan the QR code to visit  
YourSay Southend





# Southend's Neighbourhoods



## Wards and their Neighbourhoods

### East

- Shoeburyness
- Southchurch
- Thorpe
- West Shoebury

### East Central

- Kursaal
- St Luke's
- Victoria

### West

- Belfairs
- Eastwood Park
- Leigh
- West Leigh

### West Central

- Blenheim Park
- Chalkwell
- Milton
- Prittlewell
- St Laurence
- Westborough

# Big Sparks Funding Criteria



Big Sparks funding is open to those that live, work and support residents in Southend. One-off project funding is available for up to one year. Successful projects can also gain access to other types of free support (including admin support, help in filling out forms, etc.) to help make their aims a reality.



**Projects must help make where you live **happier**, **safer** or **healthier**.**



**Projects should align with the city's vision of **ageing**, **caring** and **living** well.**

## Who can apply:

- Southend residents can apply for up to £1,000.
- Southend businesses can apply for up to £5,000.
- Southend Voluntary Sector organisations, charities and community groups can apply for up to £5,000.
- Only one application can be submitted per project.



# What can the funding be used for?



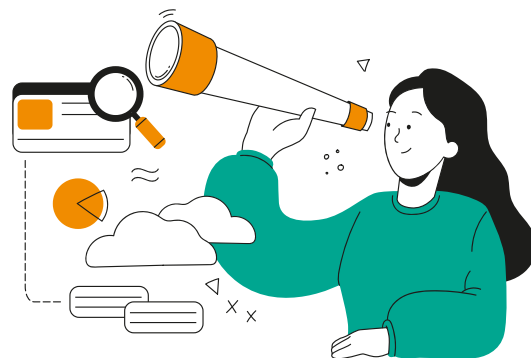
## Funding can be used for things like:

- **Project Costs:** Expenses directly related to project activities, such as materials and equipment.
- **Personnel Costs:** Wages for outsourced staff, re-covering costs, and expenses involved in the project.
- **Testing out new ideas:** Funding for pilot projects and innovative activities.
- **Training and Education:** Costs for educational initiatives, workshops, training sessions, and conferences.
- **Venues:** Essential travel costs including transportation, accommodation, and allowances.
- **Outreach and Engagement:** Expenses for marketing and community engagement.
- **Support and Monitoring:** Costs associated with collecting evidence of success for a project.
- **Administrative Costs:** Indirect costs such as administrative support and overheads.

## Funding cannot cover:

- **Projects that have already been funded.**
- **Endowments:** Investments cannot support the creation or enhancement of endowments.
- **Debt Reduction:** Funds cannot be used to pay off existing debts.
- **Capital Building:** Construction or major capital expenditures.
- **Personal Expenses:** Non-project related personal expenses.
- **Profit-making Activities:** Activities intended to generate profit.
- **Political Campaigns:** No support for political party funding, campaign activities, or lobbying.

# Example projects for inspiration



## Barber Connect Newham

£5,000 project empowering young people with barbering skills to help them make a change in their lives.

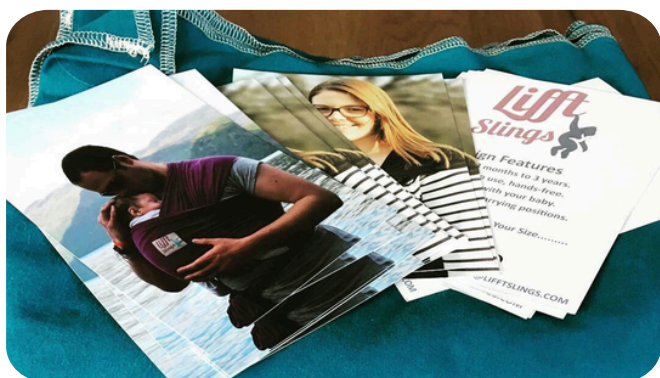
[www.newhamco-create.co.uk/en/projects/people-powered-stories](http://www.newhamco-create.co.uk/en/projects/people-powered-stories)



## The UP Garden Forest Gate

£4,000 project transforming a disused laundry yard into a vibrant and inclusive community space by and for local residents.

[www.newhamco-create.co.uk/en/projects/people-powered-stories](http://www.newhamco-create.co.uk/en/projects/people-powered-stories)



## Building Bonds Southend

£100 project providing free sling hire for families in the fourth trimester, who would otherwise not be able to afford it.



## Free Yoga Southend

A free community yoga event offering taster sessions of health and wellbeing services, bringing people together.

# The Big Sparks Process



1

## **Big Sparks Launch**

Communities will be invited to come together and set priorities important to them and built on their local experiences and knowledge of the areas they live.

2

## **Project Idea Submission**

Residents, businesses and voluntary sector organisations are invited to submit their ideas based on the priorities set in their local area.

3

## **Panel Review**

Each neighbourhood will have a local panel, made up of people living and working in that area. The panel will decide which ideas are feasible to be shortlisted to go to the public vote.

4

## **The Big Vote**

Residents across the City of Southend will be invited to vote on projects where they live. Voting will be open for three weeks and will take place in person and online.

5

## **Funding Notifications and Awards**

Applicants will be made aware of the outcome of the vote, before a public announcement celebrating the chosen projects.

6

## **Ongoing Support**

Projects will be provided with ongoing review and support by the Big Sparks panels to help them reach their aims and deliver positive outcomes in their neighbourhood.



# How to Apply Timeline



## Step 1

### **Introduction to Big Sparks**

Find us across the city talking about this new and exciting project!

## Step 2

### **Big Sparks Launches**

The fund opens for applications in your neighbourhood.

## Step 3

### **Applications and voting**

Local panels will review submitted applications before residents are invited to vote on projects where they live.

## Step 4

### **Projects are live**

Successful projects will be launched and available for residents to visit and use.

## Step 5

### **Expansion of Big Sparks**

Big Sparks will be launching in other neighbourhoods in the future. The timeline for the start of the project may be subject to change.

## How to Apply

You can submit your Big Sparks ideas either online or in-person using a form.

For support, please contact your local Big Sparks host. Details can be found on our 'Big Sparks' leaflet.



Scan the QR code to  
submit your idea

# Frequently Asked Questions

## **What support can I get with my application and project?**

The Big Sparks Fund has host organisations in each Neighbourhood. They, as well as the Southend City Council team and Community Builders team are there to support you throughout the application process. This includes things like form filling, report submission, connecting you with other people and finding out if your idea is feasible.

## **What reporting is needed if my project is funded?**

All successful applicants will be provided with some guidance and support packs to capture the activity of their project. This will include a basic expense tracker and an online reporting form at three months, six months and when you have completed your project. You'll be guided and supported through this.

## **How do I do the financial monitoring for my project?**

The Big Sparks hosts are there to support you with this if need be. We would recommend always keeping product purchase receipts safe, and trying to not use cash where possible. Always keep copies of bank statements as well, because you can then look back at those to check things.

## **Can I take photos of people at my project?**

It's important when taking any photos or videos to get consent from the people who are in them. Always check that people are happy to be shared on social media or in other media formats like newspapers and newsletters.

## **What if my project isn't going well?**

The Big Sparks Hosts are there to support you throughout your project. If things aren't going to plan, they will be able to provide guidance and suggestions.

## **What insurances do I need?**

This will depend on your specific project, so it's important to check this with a professional. At a minimum, Public Liability Insurance would be needed for any funded project.

## **What if my project is working with young children?**

All projects with children must comply with legal safeguarding policies and law, including conducting DBS checks where relevant.

## **How many votes can I have for projects?**

One vote per person, per household, for one project only.

# Glossary

Ageing, Living and Caring Well	<p>These strategies were created with input from service users and their families. They aim to support older people, those with learning disabilities, mental health challenges, autism, physical or sensory difficulties, and their friends and families across the city.</p> <p>Living Well: <a href="https://yoursay.southend.gov.uk/living-well">https://yoursay.southend.gov.uk/living-well</a>  Caring Well: <a href="https://yoursay.southend.gov.uk/care-well-engagement-page">https://yoursay.southend.gov.uk/care-well-engagement-page</a>  Ageing Well: <a href="https://yoursay.southend.gov.uk/ageing-well">https://yoursay.southend.gov.uk/ageing-well</a></p>
Business	An organisation or activity that provides goods or services to make a profit (money).
Charity (Registered and Unregistered)	A charity is an organisation set up to help people, communities, or causes, rather than to make a profit. A registered charity is officially recognised and regulated by a government body, such as the Charity Commission in the UK. An unregistered charity still carries out charitable work but has not formally registered, usually because it is small or does not meet the legal requirements for registration.
Charitable Incorporated Organisation (CIO)	A Charitable Incorporated Organisation (CIO) is a type of charity that is legally registered and has its own legal identity, separate from its trustees or members. This means it can enter into contracts, employ staff, and own property in its own name. CIOs are regulated by the Charity Commission and do not need to register with Companies House.
Community Builders	<p>A project delivered by Southend Association of Voluntary Services (SAVS) connecting people, groups and organisations in Southend-on-Sea.</p> <p><a href="http://www.savs-southend.org/savs-project/community-builders/">www.savs-southend.org/savs-project/community-builders/</a></p>
Community Interest Company (CIC)	A Community Interest Company (CIC) is a type of business that exists to benefit the community rather than make profits for owners or shareholders. It operates like a normal company but has special rules to ensure its assets and profits are used for social good. CICs are regulated and must show how they are helping the community.



# Glossary

Constituted Group	A constituted group is a community or voluntary group that has a formal set of rules, known as a constitution, outlining how it operates. This document sets out the group's purpose, how decisions are made, and how funds are managed. Having a constitution can help the group apply for funding and work more effectively.
DBS	A Disclosure and Barring Service (DBS) check is a background check used in the UK to help employers and organisations ensure that individuals working with children or vulnerable adults have no criminal record that would make them unsuitable for the role.
Evaluation	Evaluation is the process of assessing a project, service, or organisation to understand its impact, effectiveness, and success. It involves collecting and analysing information to see what is working well and what could be improved. Evaluations help organizations make better decisions and demonstrate their value to funders and stakeholders.
Feedback	Information provided to explain why an application was unsuccessful and how it can be improved.
Host Organisation	A group or charity that has agreed to support applicants to the Big Sparks Fund. There is one in each neighbourhood and they are there to support you throughout your application.
Locality/Neighbourhood	A specific area within a town or city, often defined for local government or community purposes. Southend has four of these areas.
Neighbourhood Panel	A group of residents and people who work in Southend, assigned to each area. They are there to ensure projects are viable (possible) and to support them if they are funded.
One-Off Grant	A single, non-recurring payment given to support a specific project or activity.

# Glossary

The Big Vote	A public vote on projects to determine which ones should be funded. This will take place online and in-person.
Salary/Wages	Salary and wages are payments made to employees for their work. A salary is a fixed amount paid regularly (e.g., monthly), regardless of the number of hours worked. Wages are usually paid based on hours worked or tasks completed, often on an hourly or weekly basis.
Sessional Worker	A sessional worker is someone who is employed on a flexible, short-term basis to work specific sessions or periods of time, rather than having a permanent or fixed contract. They are only paid for the hours they work and may not receive benefits like holiday or sick pay. This type of work is common in roles such as community projects, education, and sports coaching.
Voluntary Sector Organisations	Non-profit groups, including charities, community groups, and social enterprises, that operate to benefit the community.