

## Guidance: Speculative Proposal to Radstock & Westfield Big Local

*Please note that Big Local will not fund:*  
*- any costs whatsoever incurred in the preparation of any proposal*  
*- retrospective costs*

The Radstock & Westfield Big Local does not have an open grant fund and we are not inviting organisations to apply to us for funds. However, if you have a speculative project proposal which clearly demonstrates the below, Radstock & Westfield Big Local will consider it but are not obliged to reward it with a grant.

### 1. Evidence this is a new project

### 2. A community report that includes:

- the community need that the project aims to meet
- how you identified the community need (research)
- how the project will meet the needs
- what other options for meeting the needs have been considered and why they're not viable
- that there is sufficient community support for the project to justify the cost

### 3. A financial report / business plan that includes (where applicable):

- detailed costs of the project
- where your match-funding comes from
- how long the project will last
- how the project will be sustained for the duration
- how the capital project is going to be managed and by whom
- timescales
- future running of the project - who will manage it, how much will it cost, how will it be funded (expenditure and income cashflow projections), how will it integrate with other parts of the organisation's functions, what level of use is anticipated, what are the projected outcomes
- level of confidence in key assumptions underpinning the project
- risk analysis relating to capital project and future running

### 4. A report on the organisation that includes:

- who the applicant is – structure, decision makers, other roles
- evidence of appropriate policies
- evidence of commitment to equalities
- evidence of organisation bank account with two or more signatories (unrelated)