



Information and Guidance Notes – April 2016

What is the Brentwood Community Fund?

The Brentwood Community Fund has been set up to give Brentwood's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the Borough. The fund has £16,300 available in total in the current financial year, and grants of up to £2,000 are available for applicants.

The Brentwood Community Fund will open for applications on Friday 8th April 2016 and will close on Sunday 4th September 2016.

Bids will be assessed and reported to the Community and Health Committee in October 2016, when a decision on the allocation of funding will be made.

Who can Apply?

The Council is inviting bids from individuals, groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough.

Bids may be submitted by individuals or community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Brentwood Community Fund or the Localism Share Fund if applicable.

How much can I apply for?

The maximum amount that can be applied for is £2,000. There is no minimum amount. We would expect to see some form of match funding or in-kind support for all applications. However, applicants should remember that in-kind support includes volunteers' time in both coordinating and delivering the project. Volunteer time in-kind can be estimated at £10 per hour per person as an average)

How to Apply

The application form

You can apply for funding using the Brentwood Community Fund application form, which is linked on the Brentwood Borough Council website www.brentwood.gov.uk/funding.

Please read these information and guidance notes thoroughly before completing the application form and ensure that you return the application form together with any attachments and

supporting documents (see checklist) to localism@brentwood.gov.uk by 4th September 2016 at the latest to ensure that your application is considered. For any advice, support, guidance or any queries relating to the completion of the form please contact localism@brentwood.gov.uk or telephone Community Services on 01277 312500.

Please ensure that all fields on the application form are fully completed. If any questions are not applicable, please write 'N/A' in the answer box.

What will be funded?

Projects will only be funded if they are firmly and directly aligned with the community based priorities in the Council’s Vision for Brentwood 2016-2019, a copy of which can be found on the Council's website www.brentwood.gov.uk . In particular we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

The Council would expect to see links to the following criterion and that some of the following outcomes will be delivered from the applicants projects:	
Criterion	Expected outcomes
<p>Environment and Housing Management</p> <ul style="list-style-type: none"> • Projects which enable communities to take a more active role in delivering a cleaner and safer environment • Projects which encourage residents to work together with the Council to take responsibility for the environment and improve the cleanliness of our streets. • Projects which improve leisure facilities for residents and visitors. 	<ul style="list-style-type: none"> • Increase in community involvement in delivering a cleaner and safer environment. • Improved leisure facilities. • Increase in the number of volunteers and volunteering opportunities. • Increase in the number of community initiatives and projects. • Improvement of local community run services. • Increased awareness of and access to local health services. • Increase awareness of and support for the voluntary sector. • Improved community cohesion and community engagement. • Reduction in anti- social behaviour. • Increased confidence that Brentwood is a safe borough. • Reduction in social isolation. • An increase in local community skills base.
<p>Community and Health</p> <ul style="list-style-type: none"> • Projects which encourage thriving and engaged communities. • Projects which make Brentwood a Borough where people feel safe, healthy and supported. • Projects which encourage community engagement in developing improved and accessible health services. • Projects which increase residents’ and businesses’ engagement with the local community. • Projects which support our most vulnerable residents to feel safe. • Projects which reduce antisocial behaviour and ensure that Brentwood is a safe place to live. 	
<p>Economic Development</p> <ul style="list-style-type: none"> • Projects that support community skills development. 	

What will we not fund?

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- Future running costs – these are one off grants only.
- Repeat funding for the same project.
- Employee costs or routine administration.
- Political activities.
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering.
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.

Please note the Council will not be responsible for any ongoing costs incurred by the project, e.g. maintenance of equipment.

How we will assess your application?

Each application will be scored against the criteria set out in the scoring matrix which is available to download from www.brentwood.gov.uk/funding. You should review your application before submitting it to ensure that you have fully answered all of the questions. For example if your application scores 80% against the criteria then it will be recommended to receive 80% of the money it requested.

Application Form - Questions Explained

Question 1 – Please provide a brief description of the project.

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except there are no ongoing revenue costs.

Question 2 – How does your project meet one or more of the criteria, and how will it deliver the expected outcomes?

Please look at the criterion and expected outcomes as outlined in the table previously and tell us how your project will meet one or more of these.

Question 3 – Explain how the community has been involved in the development and the implementation of the project. This can include the promotion of volunteering for example.

- Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it.
- The community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership.
- There should be demonstrable community support for initiatives being put forward.
- Schemes should promote volunteering and community participation.

Question 4 – Budget

- Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.
- Income – Please list any income you may be receiving. This includes additional external funding, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.
- Inkind amounts in the expenditure column and the income column should match.
- Please tell us if these amounts are confirmed or unconfirmed.
- Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £2,000.
- VAT – please include your VAT registration number if relevant.

Question 5 – Sustainability

Please tell us if there will be any future running costs incurred from your project and if so, how you will fund this in the future.

Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

Question 6 – Bank Details

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact localism@brentwood.gov.uk or telephone 01277 312634 for advice and guidance.

Permissions and Licenses

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

Checklist

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent.
- Confirmation of any additional external secured funding .
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc).
- Evidence of community involvement.
- Safeguarding policy (if working with young people and vulnerable adults).
- Risk assessments and insurance if required.
- Cost estimates or price quotations.
- Letters of support or other supporting information.
- Fully completed application form!

Question 7 – Declaration

Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

When will a decision be made on funding?

Applications will be assessed by a panel of Council officers and elected Members.

Recommendations will be reported to the relevant Community and Health Committee in October 2016. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

Monitoring

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council logo on marketing materials relating to their funded project.