



# Brentwood Community Fund

## Information and Guidance Notes

April 2020

### 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. With the support of Axis, grants of up to £4,000 are available for applicants.

The Brentwood Community Fund will open for applications on **Wednesday 1st April 2020** and will close on **Wednesday 30th September 2020**.

Bids will be assessed and reported to a relevant committee in December 2020, when a decision on the allocation of funding will be made. Applicants should continue to check [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding) to ascertain when a date for this committee has been set.

### 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 and take place between **1<sup>st</sup> January 2021 and 31<sup>st</sup> December 2021**.

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. We also ask that you state on your application and in the budget template whether you have applied for, or have received funding from another department within the Council, whether it be confirmed or unconfirmed.

### How much can I apply for?

The maximum amount that can be applied for is **£4,000**. There is no minimum amount. We would expect to see some form of match funding or inkind support for all applications. However, applicants should remember that inkind support includes volunteers' time in both coordinating and delivering the project. Volunteer time inkind 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](http://www.brentwood.gov.uk/funding).

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). Additional supporting documents can be emailed to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by 30th September 2020 at the latest to ensure that these are considered along with your application. For any advice, support, guidance or any queries relating to the completion of the form please contact [localism@brentwood.gov.uk](mailto: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 'Brentwood 2025: Where Everyone Matters' (a copy of which can be found on the Council's website [www.brentwood.gov.uk](http://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 clear links between the delivery of the proposed activity and the following criteria and expected outcomes:**

Growing our economy
<ul style="list-style-type: none"><li>• Projects support and increase community skills development, working with schools, businesses or training providers.</li><li>• Projects support a thriving high street by attracting greater footfall to out retail centres.</li></ul>
Protecting our environment
<ul style="list-style-type: none"><li>• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).</li><li>• Projects improve leisure facilities for residents and visitors.</li><li>• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).</li></ul>
Developing our communities
<ul style="list-style-type: none"><li>• Projects encourage thriving and engaged communities</li><li>• Projects encourage community engagement in developing improved and accessible health and wellbeing services.</li><li>• Projects encourage volunteering.</li><li>• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.</li><li>• Projects build relationships between new and emerging communities.</li></ul>

### **What will we not fund?**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for the same project.
- Salary costs or routine administration (the Council will fund on-off, external facilitator costs).
- Start-up business costs
- 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 (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- 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](http://www.brentwood.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above. 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 clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

#### **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.

**Question 4 – Please explain how your project promotes volunteering or includes volunteers in its planning or delivery**

- Schemes should promote volunteering and community participation.

**Question 5 – Budget – Please complete the linked Budget Template and upload to your online application form.**

- 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 including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, 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.
- In kind amounts in the expenditure column and the income column should match i.e. in kind contributions are seen as a cost and an income as described above.
- You must state if all income 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 £4,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

**Question 6 – Sustainability**

- Please tell us how you intend to ensure your project is sustainable (i.e will there be any future running costs incurred from your project and if so, how will you 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 7 – 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](mailto:localism@brentwood.gov.uk) or telephone 01277 312500 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, if applicable.
- 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.
- Completed Budget Template

### **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 committee in December 2020. 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 and Axis logos on marketing materials relating to their funded project.