Brentwood Community Fund
Information and Guidance Notes
April 2022

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 £5,000 are available for applicants.

The Brentwood Community Fund will open for applications in two rounds:

Round 1 –   Opens on **Friday 1 April 2022** and will close on **Friday 30 September 2022.**
For projects delivered between **1 October 2022 and 30 September 2023**

Round 2 -   Opens on **Monday 3 October 2022** and will close on **Tuesday 31 January 2023**
For projects delivered between 1 April 2023 and 31 March 2024

Bids will be assessed, a decision on the allocation of funding will be made and applicants notified within 6 weeks of round closure.

Who can Apply?
The Council is inviting bids from not-for-profit 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. Schools and parish councils may apply.

All applications must benefit Brentwood's communities. Projects must be delivered in the Borough during the delivery dates for each round. To allow for flexibility and unforeseen circumstances, (i.e. COVID-19), permission may be given to extend the project delivery for an additional year upon request.

Bids may be submitted by not-for-profit 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 Mental Health Small Grants Scheme.

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 **£5,000**. 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 can estimated at £10 per hour per person (as an average).

How to Apply
The application form

1. **Contact us**
   Prospective applicants should first contact the Council to discuss their project to ensure that they meet the criteria for funding. This should be done within plenty of time before the closing date.

Email localism@brentwood.gov.uk or telephone Community Services on 01277 312500.

2. **Complete the online application form**
   Once it has been agreed that you are eligible to apply, you will be sent a link to complete an online application form.

   Additional documents, including the Scoring Matrix and the Budget Template 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 submit the application form together with any attachments and supporting documents (see checklist) by the closing date for your chosen round.

   Additional supporting documents can be emailed to localism@brentwood.gov.uk by the closing dates for the round to ensure that these are considered along with your application.

   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.

For any advice, support, guidance or any queries relating to the completion of the form or the application process, please contact:

localism@brentwood.gov.uk
01277 312500.

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). 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 <u>clear</u> links between the delivery of the proposed activity and the following criteria and expected outcomes:
Growing our economy
- Projects support and increase community skills development, working with schools, businesses or training providers.   - Projects support a thriving high street by attracting greater footfall to out retail centres.
Protecting our environment
- 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).   - Projects improve leisure facilities for residents and visitors.   - Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).
Developing our communities
- Projects encourage thriving and engaged communities   - Projects encourage community engagement in developing improved and accessible health and wellbeing services.   - Projects encourage volunteering.   - Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.   - Projects build relationships between new and emerging communities.

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 projects previously funded by the Mental Health Small Grants Scheme or the Brentwood Community Fund (requests must be for a new project, however applications for separate project phases can be considered).
- We won't fund organisational running costs or salaried staff unless these staff are delivering project management and programme sessions in addition to business as usual where the need has been identified.
- 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. Applicants must score 60% or above to be awarded a grant. 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.

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 where 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 of the project. How has the need been identified?

- 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 and community participation 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.

- <u>In kind</u> 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 £5,000.
- VAT – please include your VAT registration number if relevant.
- Please ensure your total income and total expenditure matches.

Example of completed Budget Template:

EXPENDITURE – please list all items of expenditure relating to this project	
ITEM	COST
Hall hire x 90 mins for 12 weeks@ £15 per hour	£270.00
Materials: craft kits, paints, overalls, brushes for 30 people	£600.00
Advertising and promotional materials	£650.00
Hire of recording and projection equipment	£820.00
Website – hosting fee	£416.00
Film editing service	£750.00
Arts therapist x 12, 90 minute sessions	£2,400.00
SUB TOTAL	£5,906.00
INKIND EXPENDITURE – this is the monetary value of any aspects of your project that others have given for free	
Volunteer - website editing, 5 hours@ £10 per hour	£50.00
Volunteer - project coordination, 10 hours @ £10 per hour	£100.00
Volunteer - support in delivery of sessions, 18 hours at £10 per hour	£180.00
TOTAL EXPENDITURE	£6,236.00

INCOME - please list all expected income sources for this project in the below given categories. If the category is not relevant to you, please enter N/A. Please add additional categories under 'Other'. Please also indicate if the funding source is confirmed or unconfirmed		
EXTERNAL FUNDING THROUGH GRANTS	AMOUNT	CONFIRMED OR UNCONFIRMED?
Parish Council Grant	£500.00	CONFIRMED
EXTERNAL FUNDING THROUGH ACTIVITIES AND DONATIONS	AMOUNT	CONFIRMED OR UNCONFIRMED?
Bingo event and auction	£656.00	CONFIRMED
OTHER INCOME SOURCES	AMOUNT	CONFIRMED OR UNCONFIRMED?
	£	
SUB TOTAL	£1,156	
INKIND COMMITMENTS – this is the monetary value of any aspects of your project that others have given for free		

Volunteer - website editing, 5 hours@ £10 per hour	£50.00	CONFIRMED
Volunteer - project coordination, 10 hours @ £10 per hour	£100.00	CONFIRMED
Volunteer - support in delivery of sessions, 18 hours at £10 per hour	£180.00	CONFIRMED
BRENTWOOD COMMUNITY FUND REQUESTED AMOUNT	£4,750.00	UNCONFIRMED
TOTAL INCOME	£6,236.00	

Question 6 – Sustainability

- A) 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.

  B) Brentwood Borough Council has announced it will be Carbon Neutral by 2040 and we challenge our voluntary, faith and community sector to work with us to achieve the same. Please tell us what steps you will take to reduce your carbon footprint in the planning and delivery of your project.

Question 7 – Safeguarding

- Please tell us how you have considered safeguarding vulnerable people in your project delivery. A Safeguarding Statement or Policy must be submitted along with your application.

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 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 - where appropriate.
- Confirmation of any additional external secured funding - if applicable.
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc) - if applicable

- Evidence of community involvement - recommended
- Safeguarding statement or policy - mandatory
- Risk assessments and insurance - if required.
- Cost estimates or price quotations -recommended
- Letters of support or other supporting information - recommended
- Completed Budget Template - mandatory

Question 7 – Declaration

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

<u>When will a decision be made on funding?</u>

Applications will be assessed by a panel of Council and funding partner representatives. Decisions will be made within 6 weeks of round closure. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

<u>Monitoring</u>

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.