

Neighbourhoods Fund 2019/20 Guidance notes

Closing date:
Monday 22 October 2018, 12 noon



Photo: Monica Rivas Velazquez

Please ensure that you answer all the questions. Keep your answers brief and to the point. Writing lengthy responses to the questions will not improve the likelihood of your application being successful. Also, please note that for some questions there is a maximum of 50 or 300 words.

Please note these are guidance notes (do not complete).

Section 1: About you

Please give your name and contact details, including your telephone or mobile number, as we may need to speak to you to discuss the details of your idea. Please tell us if you are applying as an individual (not a member of a group or organisation).

Or, if you are applying on behalf of a group or organisation. You must hold an official position in the group/organisation (e.g. Chair, member of staff or board member).

Q1a Are you applying on behalf of a group or organisation?

Please tick yes if you are applying on behalf of or as a member of a group or organisation.

Q1b Are you applying as an individual?

An individual is a person not applying on behalf of a group or organisation. Tick yes, if this applies.

Q2 Please tick the ward you are applying to (only tick those that apply):

Please note funding is allocated by ward, so please select the ward in which the majority of the people are likely to benefit from your project. For example, Camberwell Community Council have three wards, then please select the ward where your activity will happen i.e., Camberwell Green.

Q3 Please state the specific location(s) or address where your project will take place:

Please give the full address of where you intend to deliver your activity (e.g. name of the building, building number, street name and full post code).

Please include the contact details of the person responsible for delivering the project, their position in group, contact numbers and email address (preferably the group's email if applying on behalf of a group).

Q4 Project contact details:

Please give the name of the group/organisation as it appears in your legal governing document. This may be your Constitution or Memorandum & Articles of Association. Do not use letters or abbreviations. Also the name of the main person who will deliver the project; name, position in the group; the organisation's full address and post code, telephone and/or mobile number(s) and group/organisation email address.

Q5 Are your premises owned by the Council?

Answer yes or no

Q5a If yes, do you have a lease/licence for your premises? (please give the term of your lease/licence)

Please give the term of your lease/licence

Section 2: About the project

Q1 Name of your project/idea

Please give the full name of the project for which you are applying for funding.

Q2 Describe what the project is trying to achieve, including why it is needed and demonstrate how it is going to benefit residents, of the ward you have selected in Section 1: Q2. Please explain in less than 300 words.

Tell us about your project/idea and what you are aiming to achieve, including targets and milestones. You should be able to show:

- Who was involved in identifying and defining the need of the project
- What other projects exist to meet these needs, and how is your project different or adds value to other projects
- How might your idea link up with other projects or initiatives

We want you to demonstrate that you have a clear idea of the time it will take to set up and deliver the project and identify any positive impacts.

Q2a Please state range of the beneficiaries i.e., age, gender and ethnicity etc., and approximate numbers. Please explain in less than 100 words.

Please include a brief description of whom are the expected beneficiaries, their age range and ethnicity and approximate number of people that will attend your event/activity and where you think they will be coming from i.e., the ward, within the community council area, neighbouring council area [state which one], borough wide, outside the Borough.

Q3 How will you measure whether your achievements are meeting your aims as stated in Q2? Please explain in less than 100 words.

Tell us how you will measure and record your aims and achievements. Listed below are possible things you will need to consider, which include:

- Do you need to collect information about everyone or just a sample?
- If you plan to work towards specific outcomes, at different stages of the project as it progresses, how will you record this?
- How will you know if your project has made a difference?
- How many people do you think will use/attend the project?
- Who are your main beneficiaries?

Q4 If you are working in partnership with another group to deliver this project, please give details including their name and contact, and description of joint working.

Please describe how you are working together with the other group, explaining how both group/organisation will deliver the project.

Please provide the name of the other group or organisation as it appears in their legal governing document, for example their Constitution or Memorandum & Articles of Association. (Also the name of the main person working with you to deliver project; their organisation's full address and post code, telephone and/or mobile number(s) and business email address).

Please give the name of the key person you will be working in partnership with, the name of group, their full address and post code, telephone and/or mobile number(s) and email address.

Q5 When will your project start and finish?

Your project must be completed between 1 April 2019 and 31 March 2020.

Q6 Are you or your group receiving money from another funding body for this project for 2018/19?

If you have received funding toward this project in the last 12 months from another funding body [not the council], please tick yes.

Q6a If yes, Please state

- Cleaner Greener Safer Fund
- Southwark Council (other funding programme)
- Tenants Fund
- Tenants and Resident Social Improvement Grant (TRSIG)

If you have received funding toward this project in the last 12 months from a council department for one or more of the above funding programme(s), please tick.

Q7 If yes, how much have you or your group received?

If you have received funding toward this project in the last 12 months, please give the amount of funding you were awarded in pounds (e.g.£100.00).

Q8 Please itemise expenditures relating to this application. The total will be what you are requesting from the Neighbourhoods Fund 2019/20.

Applications are invited, generally between £500 and £5000, but larger amounts can be awarded in exceptional circumstances.

You can apply for funding to cover revenue costs such as publicity, to purchase small items of equipment (such as gardening tools, removable football nets etc.) hiring equipment (i.e., generator) or consultancy fees etc. insert link to items that can and can't be funded

Please note that applications for capital items such as printers, large fixed items, buildings etc., would not normally be funded.

Please list all expenditures relating to this application, by providing details as to how the calculations have been made. Please be specific about what will be funded, for example see the table below: Hall hire x 3 hours @ £15 per hour = £45 and provide the total cost.

List item	Quantity	Cost (£)
Hall hire	3 hours @ £15	£45
Total		

Section 3: About your group

Q1 When did your group start?

Please give date of when the group was first formed.

Q2 Please describe, in no more than 50 words, the aims and activities of your group, and your work in the community.

Briefly summarise the main focus of your group and the type of activities you deliver.

Q3 Does your group have a constitution or set of rules? (Please attach a copy)

It is important that we know the legal status of your group. Please attach an up-to-date copy of your governing document i.e., Constitution/ Memorandum & Articles/Terms and Reference etc.

Q4 Does your group have an appropriate safeguarding policy? (Please attach a copy)

If you work with children and/or vulnerable adults, please provide a copy of your safeguarding policy when submitting your application.

Q5 Did your group receive funding from the Neighbourhoods Fund 2018? Please state which community council funded your project.

Please state the name of community council which funded your project, providing the date and amount.

Q6 If you are applying on behalf of a group or organisation, please provide contact details of one other committee member (the Chair, Treasure or Secretary).

If you are applying on behalf of a group or organisation, please provide contact details of another committee member (the Chair, Treasure or Secretary). If you are applying as an individual, you will be required to submit further additional information, as part of the submission process. Please contact a community council officer prior to submitting your application for further assistance and advice. Their names and contact details are listed in the Neighbourhoods Fund 2019/20 information sheet accompanying this document.

Please provide the name of another committee member (not you), their telephone and/or mobile number(s) and email address.

Section 4: Bank details

Q1 Please provide your group's/organisation's bank account details.

Please provide the name of the group/organisation account you wish your funds to be paid into. This must include the name on the bank account, name of bank, account number, sort code and group's address registered to the bank account. Please see example below:

Name of account: Another event

Bank/Building Society name: NatWest

Account Number: 12345678

Sort code: 07- 08 – 09

Groups' registered address held by the bank:

Another event, 160 Tooley Street SE1 2TX

If you are applying as an individual, please provide the full registered address of the group that will receive your funds on your behalf. The address must be the same as held by the above bank, as the council does not accept personal bank accounts.

Please note: Grants are only payable to constituted organisations. You must find a constituted group that is willing to receive your funds on your behalf if you are successful. Failure to do so could result in your application being rejected/or funding withdrawn. Also, under no circumstances will Southwark Council pay funds into personal bank accounts

Section 5: Declaration

How did you hear about the Neighbourhoods fund? Please tick all that apply.

This information will help us with our monitoring. Please tick all those that apply.

I certify that the information on this application is true.

Please ensure that the declaration is signed by an appropriate Management Committee member such as the Chair or Treasurer stating their name in full name in capital letters, their official position and organisation/personal email address.

Also, please tick the box you have read both the information sheet and this guidance sheet.

If you need more help with your application please contact the appropriate Community Council Development Officer for the area you are applying for funding. Their names and contact details are provided in the information sheet accompanying the application.

Checklist

This is just a guide to ensure you have provided all the information requested in the application. **Please do not send this with the application form.**

- 1 Have you answered all questions on the application form? Please check that your answers comply with the guidance sheet and include all relevant documents (i.e. safeguarding policy and governing documents). Please tick to confirm
- 2 Have you gathered evidence, to show why your project is needed? Please tick to confirm
- 3 Have you provided contact details, and if applicable the contact details of the constituted group that is willing to receive your funds on your behalf? Please tick to confirm
- 4 Have you included the contact details of other funders, which you have applied for funding (if applicable)? Please tick to confirm

What happens next?

- 1 When we receive your application, council officers will go through your application to ensure you that have provided all the relevant information and documents.
- 2 Your project/idea is then considered by your local ward councillors.
- 3 Your local ward councillors will decide which proposals receive funding and how much. Their decisions will be announced at community councils meetings between January/February and June/July 2019. Please go to www.southwark.gov.uk/communitycouncil for dates and location of community council meetings.
- 4 If you are unsuccessful, you will be notified by letter within 15 days of the decisions made at the community council meeting; or you can visit the community council website 5 working days after the announcement.
- 5 If you are awarded funding, you will be notified by letter of the conditions of funding and how you will be paid within 15 days of the decisions made at the community council meeting.
- 6 Successful applicants will receive a Neighbourhoods Fund information pack outlining the process. Officers will invite you to a funding acceptance meeting in April/May 2019, to explain the process in more detail. At the meeting successful applicants will receive their cheque, after they have provided all the necessary information/documents.
- 7 Successful applicants will be invited to take part in an events management and safeguarding training in Feb/March 2019, if appropriate.
- 8 You should aim to deliver your scheme between 1 April 2019 and 31 March 2020. If you are unable to deliver your idea within one year, officers will undertake a review and inform councillors. Community councils may decide to reallocate the funding to other projects/ideas.

For other possible source of funding please go to: <http://www.fundingcentral.org.uk/default.aspx>

Good luck!

Data Protection Act Statement

London Borough of Southwark holds and manages data in strict accordance with the Data Protection Act 1998. Southwark Council is the data controller for the purposes of the Data Protection Act. No personal information you have given us will be passed on to third parties for commercial purposes.

Closing date for applications: Monday 22 October 2018, 12 noon

For more further information, clarification or queries, please contact Pauline Bonner by either email pauline.bonner@southwark.gov.uk or telephone 020 7525 1019.