

Community Funding: Guidance Notes

Fund Details

The fund has two sources: a discretionary element (formally the Corporate Aid Scheme) and funds from the CIL (Community Infrastructure Levy) Neighbourhood Allocation. The latter is subject to the CIL Regulations 2010 (Amended).

Eligibility

All projects:

- Applicants must be from non-profit making, constituted organisations. We cannot fund individuals.
- The beneficiary must have the legal right to carry out the proposed project/activity.
- The beneficiary must have a bank account with a minimum of two signatories. None of the signatories should be related by family or by marriage nor should they be co-habiting.
- Projects **MUST NOT** involve the promotion of religion or political belief. We do however welcome applications from faith groups if the project is for the benefit of the wider community.
- Funding cannot be retrospective. We cannot fund projects which have already taken place or meet the cost of items that have already been purchased.

Projects Supported by CIL funds must demonstrate support for:

- The provision, improvement, replacement, operation or maintenance of infrastructure,
- Anything else that is concerned with addressing the demands that development places on an area.

And must be located in or beneficial to one of the following areas:

- Central – covering Marconi, Moulsham & Central and Waterhouse Farm wards
- South – covering Goat Hall and Moulsham Lodge wards
- North West – covering St Andrews and Patching Hall wards and
- North East – The Lawns and Trinity wards.

And must have the support of all the ward Councillors representing that area.

Process

The online expression of interest form must be completed to establish eligibility and fit with the aims of the Council and its Community Funding scheme. You may be asked for supporting evidence at this point.

Eligible projects/activities will be categorised as follows:

- a. Projects located in and of benefit to areas impacted by development; the nine unparished wards in central Chelmsford will be considered for funds from the Community Infrastructure Levy.
- b. All other projects/activities will be considered for discretionary funds, grants in this category are capped at £10k. Matched funding is a requirement of the discretionary funding element of the scheme and will be considered during the scoring process.
- c. Grants of £1k or less will be appraised using a light touch process.

Applicants will be contacted for further information within 30 days of receiving an expression of interest. This may be the completion of an application form, to provide support documentation relating to the proposed project/activity or to discuss eligibility issues.

All eligible projects will be considered by the Funding Panel. The Panel will meet twice a year with an aim of awarding funds in March and July. This will be a competitive process and the Council reserves the right to offer a lesser amount than that requested or delay an award to the next round if it is felt necessary.

Applications should demonstrate that they have sought or are seeking funding from other sources.

Important Dates

Expression of Interest	Panel Meeting	CIL Awards	Discretionary Award
Received between 1 May and 31 October	December	January	April
Received between 1 Nov & 30 April	May	June	July

Delays may occur should documents not be provided in a timely manner or the panel feels further information is required before making a decision.

Support Documents

The following documents will be required to evidence your eligibility:

1. Constitution / Set of Rules.
2. Insurance details. Please ensure that insurance evidence is current and covers the activities you are seeking to fund. The evidence must clearly state your organisational details and show indemnity levels, particularly your public liability cover if applicable.
3. Financial information. Latest set of accounts or financial statement. Bank statements may be accepted for smaller organisations but they must be consecutive and cover the last 6 months.
4. Quotations for capital items or evidence of cost (where applicable), for capital works three quotations are required.
5. Health and Safety policy (if applicable to your project).
6. Proof of permission (capital projects ONLY).
7. Safeguarding policy & procedures i.e. Children & Vulnerable Adults policy (if applicable to your project).
8. **CIL ONLY** – Evidence of Councillors' support for the project/activity.

General Tips

Be clear and concise with the information you give and please remember those reading the form do not have your knowledge of the project:

- Clearly demonstrate need / community value.
- Consider the themes and priorities of the Council and how your project/activity contributes to them. **This is very important and one of the key elements on which your application will be scored.** Please note that we are not expecting your project to contribute to all the priorities. A well demonstrated fit with just one is sufficient.

Glossary of Terms

- **Need**

Need is an outline of the circumstances that justify the project you wish to undertake. Statistical data, prior experience, research and anecdotal information can all be used to illustrate need.

- **Strategic Fit**

This is how well your project / activities align to the themes and priorities of the Scheme. Please note that we are not looking for your project to contribute to all our priorities. It is more important that there is a good fit with just one or two than a poor fit with them all. It is important that this fit relates to your project and not your organisation.

- **Outputs**

The measurable services and facilities your project will deliver.

- **Outcomes**

Outcomes are the changes, effects and impacts that result from the activity.

- **In-kind contributions**

Non-financial contributions made to your organisation by volunteers, other organisations or the Council e.g. reduced rent, free or low cost photocopying, or free expert advice from an accountant etc.

- **Total project cost**

The total cost of completing the project, including staff time, use of resources, facilities, travel etc.

- **Capital costs**

These costs relate to the purchase of an asset e.g. computer equipment, furniture, software etc. Quotations must be provided for capital works such as building refurbishment, for all other capital items please supply evidence of cost; pages from an appropriate catalogue would be suitable.

- **Targets**

The level or extent to which you expect to achieve your outputs and milestones; for example, your target maybe to improve customer satisfaction from *good* to *excellent* or to run 10 events raising awareness of healthy living issues.

- **Monitoring**

Collecting information regularly throughout the life of your project to allow you to: track

progress, inform future provision and provide funders with evidence of how their money has been used and what benefit it has brought.

- **A constitution or set of rules**

In basic terms, a constitution is a set of written rules or an agreement governing the aims of your organisation, how it will be run and how the members will work together. For more information visit: www.chelmsfordcvs.org.uk