

Eden District Council Community Fund Guidance Notes for Applicants

Purpose

Eden District Council's Community Fund has been established to support and develop community initiatives within the Eden District.

How much money is available?

The Community Fund is intended to be capable of supporting significant projects. With this in mind, the following limits have been set:

- For a one-off project seeking to set up sustainable community enterprises – up to £10,000
- For one-off community events – up to £2,500
- There is a minimum grant of £500

Who can apply?

Applications to the Community Fund are welcome from Parish and Town Councils, charities, community groups and the voluntary sector.

To apply for the fund, **your organisation must have:**

- a proper **constitution** which has been formally adopted by your organisation
- a **bank or building society account** with at least two signatories, unless you are a legal entity (e.g. a Parish Council)

This is important to ensure there are appropriate governance arrangements in place given that the Community Fund is public money.

What can be funded?

The Community Fund is intended to support community-based initiatives that contribute to the sustainability, vitality and well-being of discrete communities.

The Community Fund is primarily a means of:

- Pump priming initiatives that will establish a sustainable project e.g. development of a business plan for a group wishing to purchase their local pub and run it as a co-operative, contributing to the capital requirement for setting up a credit union etc.
- Supporting projects of organisations who support communities, such as CALC (Cumbria Association of Local Councils), ACT (Action with Communities in Cumbria).
- Contributing to one-off initiatives which otherwise wouldn't happen e.g. an arts festival in a village.

What will not be funded?

The Community Fund will not fund:

- Ad hoc grants, e.g. to help a youth group buy new equipment
- To overlap with areas where there is already Council support, e.g. village halls grants, rural pools funding
- To provide ongoing revenue funding, e.g. ongoing or general commitments and running costs such as salaries, project officer, other employee costs, statutory training, rents, rates etc
- Regular events
- General appeals or sponsorship
- Clothing or uniforms
- Activities of a mainly political or religious nature

The Council reserves the right to decline applications which do not meet the stated criteria and also reserve the right not to fund projects/organisations which have previously received a Community Fund grant.

How your application will be dealt with

Applications will be considered four times a year by the Council's Communities Portfolio Holder who will make the final decision at her Portfolio meeting.

What criteria would your application be considered against?

The decision would be made by reference to a number of criteria as follows:

- Contribution to Eden District Council's Corporate Priorities
- Contributions – own contributions, in kind, grants and sponsorship. 100% funding from the Community Fund would not be ruled out but your application may be strengthened by being able to demonstrate money from a range of other sources
- Sustainability – environmental and economic
- Contribution to local community priorities, as evidenced by the project/activity being part of a Parish/Community Plan
- Benefits of the project – in particular, does it address areas of clear need, e.g. financial exclusion
- How your project encourages community involvement, volunteering and participation
- Addressing equality issues, such as overcoming barriers to access to services

Grant Administration

The grants will be administered in the Communities Team of Eden District Council.

The Process for Applications

1. Most of the information required to assess an application will be provided by completing a Community Fund Application Form.
2. Assessment of the application by the Communities Team of Eden District Council – this may also require as telephone contact and/or a visit/meeting.
3. A recommendation, based on assessing the application against the Community Fund's criteria will be made by an officer to the Communities Portfolio Holder.
4. The Communities Portfolio Holder will consider the application and recommendation and then either agree the application, refuse it, request further information be made available or defer the decision.
5. The final decision cannot be changed. No appeals or discussions will be entered into.
6. The applicant will be informed of the decision within 10 working days.

When will Applications be considered?

The Communities Portfolio Holder will consider the applications and make recommendations four times per year. Dates of the decision meetings are provided on the Council's website and can also be obtained from the Council's Communities Team (contact details at the end of this form).

Assessing Applications

In making the initial assessment a range of partner organisations may be consulted such as Action with Communities in Cumbria (ACT), Eden Association of Local Councils (EALC) etc. They will be asked to provide comments on the applications – especially those requesting a sum of money of £2,000 or more. The feedback they provide will be considered during the initial assessment and at the time of the Communities Portfolio Holder's final decision.

Approval of applications will be subject to enough uncommitted monies being available in the Community Fund. If the fund is fully committed applications could be agreed pending the annual top-up of the Community Fund.

The Communities Portfolio Holder may also choose to defer making a decision on any particular application when it is felt more information is required on the application.

You will be advised of the outcome of your application within 10 working days of the decision being taken. You will also be advised of how to draw down the funding and what monitoring requirements you will have to adhere to.

Conditions of Community Fund

There are a number of specific conditions of the Community Fund:

1. Grants allocated must be spent within 12 months on the project or specific item/outcome for which they were given.
2. 90% of the grant will be allocated upfront, with the final 10% paid on completion of the project with evidence of completion provided.
3. Copies of the organisation's constitution, accounts and any relevant receipts/invoices must be provided.
4. A minimum of two quotations/estimates for the purchase of any goods or services included in the application must be submitted .
5. Your project or organisation must operate within the requirements of relevant equality and diversity legislation and be able to demonstrate commitment to equal opportunities.
6. Projects and events supported by the Community Fund must not be used to highlight any potentially controversial issues which may result in a detrimental impact on community cohesion, such as planning applications.
7. Applicants will provide any information requested for monitoring purposes by the agreed timescale jointly agreed.
8. Applicants will be expected to highlight in all press and media releases that your project has been supported by Eden District Council's Community Fund. In addition, you will be required to use the EDC logo on press/media material (the logo and user guidelines will be made available on confirmation of the award).
9. Grants will not be awarded retrospectively (for projects already completed).

Assistance with the application

All paperwork connected with the Community Fund is available in a range of other formats and languages. Please get in touch with the Communities Team on the details below should you have any difficulties or questions in completing the application form.

Contact Details

Eden District Council Community Fund
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Communities Team
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