

The Westmorland and Furness Community Fund

Guide to the Criteria, Application Process and Conditions of Funding 2023-24



**Westmorland
& Furness
Council**

**The Westmorland
& Furness
Community Fund**

Supporting projects and
events that deliver wide
community benefit in the
area formerly known as
Eden



The Westmorland and Furness Community Fund, Guide to the Criteria, Application Process and Conditions of Funding 2023-24

If you require this document in an alternative format or language, please contact Westmorland and Furness Council on 0300 373 3300 and request to speak to Matty Buck, or email edencommunityfund@westmorlandandfurness.gov.uk

Please read these guidance notes carefully and refer to them when completing the application form.

1. Introduction

- 1.1 The Westmorland and Furness Community Fund has been established to support and develop community initiatives within the former district boundaries of Eden. Projects outside of Eden will not be funded. If you are unsure if your application falls within the designated boundary please contact the Communities and Wellbeing Team on the number at the top of this page.
- 1.2 Grants are available for groups and organisations that are involved in community projects and events that benefit the residents of Eden. Groups and organisations must demonstrate how their project or event will deliver wide benefit, contributing to the sustainability, vitality and well-being of their communities.

2. What can be funded?

- 2.1 There are three tranches and deadlines for applications during 2023-2024.
- 2.2 Only capital funding is available for community projects in 2023-2024. For community events, performer/artist costs may be considered.
- 2.3 Up to 80% of total costs can be applied for. The minimum contribution (match funding) required from applicants is 20%. This can be made up of the group's own cash contribution, donations, grants and sponsorship and a maximum of 10% in-kind volunteer time or materials.
- 2.4 The value of volunteer in-kind time is calculated at £9.90 per hour.
- 2.5 The kinds of projects and events that can be supported by the Westmorland and Furness Community Fund are shown in the table at the top of page 3.
- 2.6 Please note that the average level of grant is likely to be in the region of £4,000 - £5,000. Awards towards the maximum figures will require significant levels of match funding and demonstrable community need and support.

Project Categories

| Project Category | Types of Projects Supported | Minimum/ Maximum Grant Levels |
|------------------------|---|-------------------------------|
| Community Amenities | Outdoor facilities such as MUGAs, shelters, recreation areas, orchards, heritage, footpaths etc. | Min = £500 Max = £12,500 |
| Community Buildings | Repairs, maintenance and alterations to village halls and other public buildings, contributions to new build community buildings and the purchase of equipment to be used in community buildings. | Min = £500 Max = £12,500 |
| Community Enterprise | Projects which generate an ongoing revenue stream for a community such as community owned pubs, shops, cafes, and community tourism initiatives. | Min = £500 Max = £12,500 |
| Supporting Communities | Supporting the work of organisations who support communities, including social enterprises, support organisations and Community Led Planning groups (to support the delivery of projects in their Community Led Plans). | Min = £500 Max = £12,500 |
| Community Events | Community celebrations, sports events, street festivals, arts and cultural events. | Min = £200 Max = £5,000 |

3. What will not be funded?

3.1 The Westmorland and Furness Community Fund will not support:

- i. Projects or events located outside of the boundary of the area formerly known as Eden.
- ii. Projects or events which are for private gain.
- iii. Events primarily intended to pass on surplus income to other organisations, eg charity concerts.
- iv. Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc).
- v. Regular events (unless they have a significantly new and different aspect).
- vi. General appeals or sponsorship.
- vii. Activities of a mainly political or religious nature, including improvements to the fabric of church buildings (non-religious community activities held within a place of worship may be eligible).
- viii. Contingency funds, income deficits, bridging loans or security against a loan.
- ix. Health related projects or events (equipment, training).
- x. Parish Council core operational costs and equipment that would normally be funded through the precept will not be funded through the Westmorland and Furness Community Fund.
- xi. Emergency response support organisations including the Air Ambulance, Ambulance services, St John's Ambulance and Mountain Rescue services.
- xii. Broadband infrastructure projects.

- xiii. Traffic calming or speed limiting projects such as the installation of speed indicator devices.
- 3.2 The Westmorland and Furness Community Fund will support:
- i. Parish Councils that are applying for funding for projects that benefit of their community.
 - ii. Capital funding for projects and events which already receive revenue funding from Westmorland and Furness Council. This should not be used to make up for shortfalls in revenue funding.

4. Criteria for funding

- 4.1 We welcome applications from community and voluntary groups, parish and town councils, charities and social enterprises to deliver projects that benefit communities and are located within the area formerly known as Eden. We do not accept applications from individuals.
- 4.2 Applications will be assessed on their ability to:
- deliver wide community benefit, contributing to the sustainability, vitality and well-being of Eden's communities, such as encouraging volunteering and participation;
 - contribute to locally identified community needs and priorities (such as in Community Led Plans etc);
 - demonstrate value for money (through obtaining written quotes and estimates);
 - measure the success of a project or event
 - demonstrate equality of opportunity and the elimination of discrimination.
- 4.3 To apply to the Westmorland and Furness Community Fund your group or organisation must have:
- a written governing document or constitution
 - a bank or building society account in the name of your group or organisation with at least two unrelated signatories. (Please do not use any personal bank or credit card accounts to make purchases.)
- 4.4 You are required to provide all necessary documentation to support your application, including copies of written quotes and estimates for **all** items of expenditure of £50 and over. The written quotes and estimates must display the relevant company names and addresses and be less than six months old.
- 4.5 Grants will not be awarded retrospectively (eg for work or equipment already purchased or events which have already taken place).
- 4.6 We will not make more than one award during 2023-2024 to the same organisation or group unless they are towards an identifiably different project or event. The first project or event must be completed and a Project Completion Form returned before a second application is considered.
- 4.7 It is unlikely that the Westmorland and Furness Community Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.
- 4.8 If your project is based in a building or on land that is leased from someone else, you need to demonstrate that you have a reasonable amount of time left on your lease. Your current lease should be at least as long as the expected lifespan of equipment purchased. If you are applying for building work to be carried out on a leased property, you should

demonstrate that the length of your lease enables your organisation to get value for money from the project.

5. How your application is dealt with

- 5.1 On receipt of your application we will make an initial assessment. This will check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification.
- 5.2 We aim to acknowledge receipt of your application automatically following submission of your online application.
- 5.3 You may be contacted by an officer for further details and clarification if you have a large cash reserve that is not being used towards the project. This will not necessarily effect your application.
- 5.4 Eligible applications which are accompanied by the required supporting documentation will be forwarded to the Community Partnership for consideration. The Community Partnership is a well established forum of key partners capable of influencing the delivery of community based projects and initiatives that contribute to the sustainability, vitality and well-being of communities locally.
- 5.5 The Community Partnership intend meet for three separate tranches of applications during 2023-2024. Applications will be presented to the Community Partnership in summary format although the full applications will also be made available to them.
- 5.6 The Community Partnership will make recommendations to the Westmorland and Furness Council Cabinet for which applications to support and the level of grant to be awarded.
- 5.7 Applicants will be informed (usually by email) whether the Community Partnership has recommended their project or event to receive a grant following the official sign off of their application.
- 5.8 The Community Partnership may request further information to answer queries and provide greater detail of your project or event or they may ask for a site visit where appropriate.
- 5.9 Westmorland and Furness Council Cabinet will consider recommendations from the Community Partnership and will either agree or refuse applications. The Cabinet may also amend the level of grant recommended by the Eden Community Partnership.
- 5.10 Decisions taken by Cabinet are subject to a 'Scrutiny call-in' period of five working days from the decision notice being issued during which time a decision regarding an award could potentially be challenged. Therefore it is not possible to confirm an award until the Scrutiny call-in period has ended.
- 5.11 Westmorland and Furness Council's Cabinet decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.12 We will aim to inform you of the outcome of your application following the Scrutiny call-in period ending. This will be by email and if your application has been successful.
- 5.13 Applicants who are unsuccessful will be notified by email.
- 5.14 Payment will be made in two stages, 75% of the grant being paid prior to commencement of the project or event and 25% on completion.
- 5.15 The first payment of the grant will be processed following the submission of a completed Project Income form, detailing and confirming the match funding from other sources.
- 5.16 A Project Completion Form will be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

6. Conditions of funding

- 6.1 Grants must be spent within two years of an award being made (from the date on the grant offer letter).
- 6.2 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.
- 6.3 In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, Westmorland and Furness Council reserves the right to withhold payment, to reduce an award or seek its recovery.
- 6.4 Financial support provided by Westmorland and Furness Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.
- 6.5 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- 6.6 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 6.7 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You will also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations who do not complete and return a satisfactory Project Completion Form may be required to return their funding and will not be considered for future funding.

7. Application timetable

- 7.1 Applications will be assessed three times a year as shown in the estimated timeline below:

| Application Deadline | Community Partnership to Assess Applications | Decision Date (Cabinet) | Grants Awarded |
|----------------------|--|-------------------------|----------------|
| 21 May 2023 | June 2023 | July 2023 | August 2023 |
| 15 September 2023 | October 2023 | November 2023 | December 2023 |
| 5 January 2024 | February 2024 | March 2024 | March 2024 |

Telephone: 0300 373 3300

Email: edencommunityfund@westmorlandandfurness.gov.uk