



Enabling Communities Exemplar Programme

Guidance and Application form

IMPORTANT NOTES: PLEASE READ CAREFULLY THE FOLLOWING GUIDANCE BEFORE FILLING IN THE APPLICATION FORM.

PROGRAMME GUIDANCE

This document provides guidance to groups looking for grant assistance through the **Enabling Communities Exemplar Programme**. If you are planning to submit an application under this programme please read this guidance carefully.

- 1. WHAT IS THE AIM OF THE SCHEME:** The **Enabling Communities Exemplar Programme** provides grant funding to enable communities groups to deliver new 'flagship' projects, which have a positive impact across our communities at a ward, multiple wards and/or district level.

Projects must be fully delivered and funding spent within **12 months** from the date that the Grants Acceptance Form is received.

- Deadline for application to be submitted to the Funding Team is **12pm Monday 19th August 2019**.
- The Exemplar panel meeting will assess applications w/c 9th September 2019.
- Projects will be informed of decisions w/c 23rd September 2019.

- 2. ENABLING COMMUNITIES BUDGETS AND EXEMPLAR FUNDING:** These larger grants are open to eligible groups that want to deliver projects in a single ward or across multiple wards that need more funding than is available through the Enabling Communities Budgets.

The Enabling Communities Budgets (ECBs) give each elected member of East Suffolk Council a pot of money, specifically designed to help stimulate new community activity or the extension and growth of existing community activity. A total of £412,500 has been set aside in 2019/20 to support this work. This gives each Ward Councillor up to £7,500 to spend directly on new projects or community groups in their ward, as they see appropriate. If you are interested please contact your local Ward Councillor.

For more information on ECBs, please visit - <http://www.eastsuffolk.gov.uk/community/community-grants-and-funding/>

- 3. HOW MUCH FUNDING IS AVAILABLE?** Groups can apply for between **£1,000** and **£10,000** to help fund a specific project or activity. For projects costing less than £1,000 please speak to your Ward Councillor for support through their individual Enabling Communities Budgets.

You don't have to have partnership/match funding for your project, however if you do, your application may be assessed more favourably (this could be cash and non-cash/volunteer contributions). ***Applicants should note that the aim of the programme is to fund larger, flagship projects that can't be entirely funded through the Enabling Communities Budgets.***

- 4. HOW DO I APPLY:** To be eligible for funding, the project must be supported by your **local Ward Councillor** or the relevant **Cabinet Lead Member(s)**, for theme based projects covering a wider geographical area. A Letter of Support must be submitted from the relevant Councillor with your

application relating **specifically to the proposed project**. A template is available to download from our website.

5. ELIGIBLE COSTS: The fund can support all revenue costs relating to your project or activity (e.g. additional staff time, full cost recovery, venue hire and project workers). Capital items can be considered but must contribute towards delivering specific activities (e.g. adapting a building and purchasing of equipment).

6. WHO CAN APPLY?

- Constituted community or voluntary groups
- Registered Charities
- Charitable Companies Limited by Guarantee and Community Interest Organisations (CIOs)
- Parish or Town Councils
- Local branch of a national organisation
- Social Enterprises (Community Interest Companies)
- Schools looking to provide community and/or extracurricular activity
- Village Hall/Recreation Ground Committees (NB. Village halls need to demonstrate that the hall is the only/primary communal meeting facility within the village, unless the Grants Task Group judges the village to be large enough to require more than one hall);
- Churches and Faith Groups (NB. Projects must support the wider community and not primarily promote religion)

7. SPECIFIC CRITERIA: The Council requires that applicants applying for this funding demonstrate that they meet the following requirements:

- Constitution / set of rules
- Equal Opportunities Policy
- Where applicable, a Child Protection / Safeguarding Policy, Vulnerable Adults / Safeguarding Policy, Health & Safety Policy and Data Protection Policy.
- Disclosure & Barring Service (DBS) appropriate checks (formally CRB checks)
- Have more than two unrelated (by family, legal or civil arrangement) people to operate or manage the community group or organisation
- Have a separate bank account (or access to one) in the name of the organisation (**not an individual**) with two cheque signatories (not related by family, legal or civil arrangement)
- Capital projects will need to ensure that they have the relevant planning and building permissions and consents prior to submission of an application or before the scheduled meeting of the Task Group.
- Capital projects will need to ensure they have at least 5 years security of tenure in place (either through a lease agreement and permission from the Landlord, or through evidence of ownership of the building).

Please Note: all relevant policies and procedures as detailed above must be submitted with your application. Failure to submit all supporting documents and a complete application could jeopardise your chances of funding and delay your application being assessed.

8. EXCLUDED ACTIVITIES:

- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included
- Items or projects which only benefit an individual such as bursaries/sponsorship

- Projects with high ongoing maintenance costs – unless the applicant can clearly demonstrate that they have the funds and skills to maintain the project once the funding ends
- Activities promoting political or religious beliefs
- Overseas travel or expeditions for individuals and groups.
- Private groups operating as a business for profit
- Activities that form part of statutory obligations such as curricular activity in schools
- Medical research and equipment for statutory or private healthcare
- Payments towards endowment funds, deficit funding or loans
- National and regional organisations unless they have a local base and/or where their application is for a specific project with people in East Suffolk Coastal
- Political parties or organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion, disability, gender or sexual orientation
- Educational establishments
- Medical research & equipment
- Sponsored or fundraising events
- Individuals or families with personal need
- Retrospective funding for a project that has already commenced
- Projects that will displace existing services and activities
- Animal Welfare

9. WHAT HAPPENS NEXT? Once we have received your application, including all relevant supporting documents, it will be assessed by the Funding team. They may contact you for further information. The application will go to a grant panel meeting for a decision. This Panel will include the Cabinet Member for Communities, Leisure & Tourism. All decisions taken by the Cabinet Member, based on the recommendations of the Panel, will be transparently published through a Decision Notice. Applicants will officially be notified a week after the Decision Notice has been published.

We may not have enough funding to support all the applications we receive and to enable us to reach a fair and constant decision we have developed an assessment model, where groups can achieve a maximum score of 76 points. A medium priority project will be scored above 38 points.

Please see Appendix 1

10. GRANT TERMS AND CONDITIONS: The terms and conditions below set out the relationship between East Suffolk Council and your organisation.

- a) Where you intend to apply to other external funders (as indicated within your application form) for the approved project, you must notify the Funding Team when such funding is obtained or a decision notified to you. You must provide the Council with details of the amount and purpose of that funding.
- b) Under normal circumstances projects should be completed and an end of Grant Monitoring Report submitted to the Council within 12 months of the date of the Grant Acceptance Form. Applicants who are delayed in starting their project, but who still require the funding awarded are required to contact the Council before the 12 month expiry date to discuss why the project has been delayed. The decision to allow an extension to the funding period is at the discretion of the Enabling Communities Task Group. If the decision is taken not to award an extension, the Council reserves the right to recall the grant award. If funding is spent on ineligible costs and/or unrelated activity the funding may be recalled and jeopardise your chances of receiving funding from East Suffolk Council in the future.

Financial reporting: Should you run into any difficulties that will affect your project especially its overall costs or timeframe completion you should notify the council immediately.

- c) Payment for Enabling Communities Exemplar Programme will be made in full in advance after a signed Grant Acceptance Form and group bank statement is received by the Funding Team. *The Grant Acceptance Form will be sent by the Funding Team.* You must retain all original invoices, receipts, accounting records and any other documentation relating to the expenditure of the grant funding. You must send us certified copies of evidence of the expenditure incurred to deliver your project after the project has been completed. You may change the approved project only with the Council's prior written agreement, which shall be at the discretion of the Enabling Communities Task Group.
- d) If your project is delivered under budget the Council reserves the right to reduce its grant proportionally, or where funding has been paid in advance, the recipient organisation may be asked to refund any proportional cost difference.
- e) The amount of the grant funding shall not be increased in the event of any overspend by your organisation in its delivery of the approved project. The grant recipient shall promptly notify and repay to the Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where grant funding has been paid in error before the grant recipient has complied with all conditions attaching to the grant funding or the organisation ceases to exist.
- f) It is the responsibility of the group to comply with relevant legislation that relate to the project and East Suffolk Council takes on no responsibility for delivering the project or any associated risks and liabilities.

11. MONITORING: An End of Grant Monitoring Report is required when your project has been completed; the report will inform East Suffolk Council of the outcomes that your project has achieved as a result of grant funding. The outcomes expected will be those that were indicated by you within your application and any grant conditions that are set. You will need to show how you have achieved your objectives, which groups of people and how many people have benefited, and how the project has made a difference to people's lives. We will also ask if you have celebrated or will celebrate the success and outcomes of the project, what you have learnt and for your feedback on our grants process.

12. AVAILABILITY OF OTHER FUNDING: There are many different sources of funding which can be used to support a project including: your own fundraising events, the Parish or Town Council, National Lottery, Suffolk Community Foundation, Community Action Suffolk etc. There are also many charitable trusts and bodies that distribute grants and you may find that there are some local charities willing to give you financial support. For more information please contact Community Action Suffolk <http://www.communityactionsuffolk.org.uk/>

13. PUBLICITY: The Council is keen to promote how its funding is used as it stimulates projects in the district and encourages future applications. You must acknowledge East Suffolk Council funding support in any relevant publicity. The Council's logo, where applicable, and an in text reference to the financial support received from the council should be used within all project publicity. If you would like help with the press release or want your project to be officially launched by the Council please contact the Funding Team grants@eastsuffolk.gov.uk

Please send the completed Application Form together with any supporting documentation either by post or by email to:

Email: grants@eastsuffolk.gov.uk
East Suffolk Council
Riverside
4 Canning Road
Lowestoft
NR33 0EQ

If you have any questions or would like help with filling out an application form, please contact us as above. If you have any enquiries, please email grants@eastsuffolk.gov.uk



Enabling Communities Exemplar Programme

Application Form

Please read the Enabling Communities Exemplar Programme Guidance carefully before completing this form. There are notes next to each question that explain how to answer it. If a question is not applicable, please say so. Failure to provide the fullest information and not submitting all relevant policies, procedures and annual accounts may jeopardise your application.

SECTION A ABOUT YOU

1. How much funding are you requesting? £

2. What is the overall/total cost of the project? £

3. Is this application supported by the relevant Ward Councillor or Cabinet Lead Member for theme based projects (e.g. economic or environmental) covering multiple wards? Yes No
If no, please go to section 4 of the Guidance

4. Name of organisation:

5. Contact details: Main contact for this application

Name and position held in organisation:	
Address for correspondence:	
Postcode:	
Telephone No:	Mobile:

Email address:	
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6. Status of your organisation

What type of group are you, please see section 6 in the Guidance Section below, for details.

If registered charity, please state number:	
Other organisation:	
If VAT registered, please state VAT No.	

7. Governance of your organisation

7a Does your organisation have the following policies or procedures?

Constitution / set of rules <input type="checkbox"/> Yes <input type="checkbox"/> No Equal Opportunities Policy <input type="checkbox"/> Yes <input type="checkbox"/> No Child Protection Policy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Vulnerable Adults Policy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Health & Safety Policy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Data Protection <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Maintenance Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Please mark the appropriate box or enter comments if necessary If you are working towards any policies, they must be in place before a grant can be given. Evidence of all Policies listed in this section will be required with your application.
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7b Which of the following insurance cover does your organisation hold?

Public Liability <input type="checkbox"/> Employers Liability <input type="checkbox"/> Professional Indemnity <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	Please tick the appropriate boxes and include a copy of your cover note(s) and schedule. It is recommended that Public Liability insurance cover is a minimum of £5 million
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7c How many people are involved in your organisation?

Management Committee / Trustees: Paid Staff: Volunteers: Clients/Members: I confirm that no trustees/signatories/board members have ever been bankrupt, subject to disqualification as a company director, or been exempt by the Charity Commission <input type="checkbox"/>	Count everyone involved with your organisation. The volunteer total should include volunteers who are members of your management committee and/or assist in delivering services. Please tick if this statement is known to be true
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You are required to provide the names, and their Position within your group / organisations, of two non-related signatories who are responsible for the signing of cheques.

Name: _____ Position within group/Organisation: _____

Name: _____ Position within group / Organisation: _____

SECTION B

QUESTIONS ABOUT THE PROPOSED PROJECT THAT YOU ARE SEEKING FUNDING FOR

8. Outline the project that you are seeking funding for (no more than 500 words)

	<p>Please answer the following:</p> <ul style="list-style-type: none">• What you intend to do• How you intend to do it• Who the key stakeholders are (i.e. which organisations have an interest and are involved in the project)• Which Wards the project covers.• When the project will start• When your project will finish.
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9. Tell us how many people will benefit from the project and who these people are (no more than 500 words)

	<p>Please answer the following:</p> <ul style="list-style-type: none">• Which groups and how many people will benefit from the project• How many of these people live within East Suffolk• How you arrived at this figure
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10. How was the need for the activity/project identified?

	<p>Please answer the following:</p> <ul style="list-style-type: none">• Please specify if your project idea is a result of a Parish/Neighbourhood Plan, a Market Town health check, a questionnaire or another means of consultation/engagement.• You can also show need through anecdotal evidence such as ticket sales/reviews or events.• Please confirm that the project will not displace existing services or activities within the district.
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11. Support from your local ward Councillor/Cabinet Lead Member

	<p>Please confirm that you have sought support for your project from your local Councillor or Lead Cabinet Member (for multi ward projects) by writing their name in the box opposite and including a letter of support with your application.</p>
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	Please refer to Section 4 of the Guidance for more information.
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12. How will you promote and publicise your project

	<ul style="list-style-type: none"> • Tell us how you will promote and publicise your project <p>N.B. We expect you to acknowledge East Suffolk Council funding support in any relevant publicity.</p>
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13. Ownership / Tenancy Agreement

<input type="checkbox"/> Not applicable <input type="checkbox"/> The building is owned by the project applicant <input type="checkbox"/> The project applicant has a building lease of at least 5 years remaining on the tenancy contract and has permission from the Landlord (please provide letter from the Landlord and a copy of the tenancy agreement) or the applicant has an appropriate renewal clause within their current lease agreement <input type="checkbox"/> Other – please provide details:	<p>If applicable, for projects including land and buildings please confirm ownership / tenancy details for your project.</p> <p>Please tick which agreements are relevant to your project and enclose a copy of that agreement.</p>
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SECTION C
QUESTIONS ABOUT FINANCE

14. Previous financial support received from Suffolk Coastal District /Waveney District Council

Has the organisation received financial support from Suffolk Coastal District/Waveney District Council within the last three years? Please Tick.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details, including amount and the grant programme/department it was awarded by:	

15. Please provide a breakdown of the total cost for this project using the excel spreadsheet available from our website. (Please provide any quotations that you have obtained for the required works / equipment).

16. If applicable, please state your chosen quotation/s and reason/s why

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17. Project sustainability – how will the project continue once the funding has been spent?

	How will the project continue once the funding has been spent?
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DECLARATION

(This declaration should be signed either by the Chairman, Secretary or Treasurer)

I am authorised and eligible to sign this application on behalf of the organisation and declare the information included in this application is true and accurate.

I understand that the information provided, will be used to assess this application and subsequently to monitor the services that the organisation has stated it will provide.

I understand that in the assessment of this application the Council may share information contained with it with other core funders, relevant Council directorates and committees.

Full Name:	
Signature:	
Position:	
Date:	

The information you have supplied is being collected in order for us to process and assess your application accordingly.

By completing this form, you consent to East Suffolk Council using your information in this way. If you do not provide your consent, we will not be able to process the application.

Your information may be shared with other core funders if it is requested for any other funding programmes you may have applied too.

Your information will be retained for 4 years. You can request that your information is deleted at any time.

Data will be processed and held securely and in accordance with the General Data Protection Regulation (and any updates).

Further information about data protection can be found on the East Suffolk Website <http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

To comply with General Data Protection Regulation 2018 and Data Protection Act 2018, I confirm that I have given my consent for my personal data to be used in accordance with the privacy notice above

Thank you for completing this application form. Please ensure that you have included all supporting documentation that is required with this application

Appendix 1

	CRITERIA	STRONG PROJECTS WILL HAVE...	WEAK PROJECTS WILL HAVE...
A	Community Enabling	The project will have a positive impact on communities and residents and is led by the community or an organisation working with the community..	It is unclear how the project will benefit residents and communities in a positive and meaningful way
B	Structure	The project is realistic and achievable and it is clear how and when the project will be delivered.	It is unclear what the project will do, who will deliver it, how it will be delivered and by when.
C	Evidence of Need	The applicant has identified (and can evidence) who the project beneficiaries will be and has realistically estimated the number of people to benefit from the project. It is clear that the project is based on need.	The proposal is based on anecdotal evidence and it's unclear whether this project is needed or wanted by the target community/communities.
D	Value for Money	The project has been realistically costed and the number of people to benefit and the quality of the service is appropriate in relation to the amount of funding that has been requested.	The project is either significantly under costed or over costed which creates a risk to the project and its outcomes.
E	Project legacy and sustainability	The applicant has considered project sustainability after the funded project has been completed i.e. it is clear how the project will continue (if relevant).	It is unclear how the project will continue after the funding has been spent and whether what has been proposed is achievable.
F	Evaluation and Promotion	It is clear how the project will be promoted and publicised to the target audience and/or communities. There is a clear approach and methodology to capture project outputs and outcomes in a clear and robust way.	It is unclear how the project will be promoted and how the outcomes and impact of the project will be evaluated.

Appendix 1 continued	
Scoring Matrix	
0	No Evidence
1	Poorly Met
2	Satisfactory
3	Good
4	Very Good

Appendix 1 continued			
Criteria	Score Range	Weight	Max Weighted Score
A	0-4	4	16
B	0-4	4	16
C	0-4	4	16
D	0-4	3	12
E	0-4	2	8
F	0-4	2	8

- Groups can achieve a maximum score of 76 points
- A medium score is considered to be 38 points
- Applications that score less than 38 will be referred back to the applicant or rejected.