

Community First Programme: Neighbourhood Matched Fund

Guidance Notes: How to request funds from your local panel

This document will explain how the Community First: Neighbourhood Matched Fund works, whether you can apply, and how to request funds from your local panel. It contains useful web links and guidance on completing a Funding Proposal Form, in which you can set out the aims of your project, the problems it addresses, and the benefits to your neighbourhood. Press <CTRL> and click on the page number to go to the relevant page.

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Details about the programme & the aim of the programme

£30 Million is now available to fund community projects in some of the most deprived areas of the country. People will be encouraged to give time, expertise and resources towards the projects they identify in their areas. The government will match these pound for pound, helping to stimulate local action towards meeting community needs.

The programme will help communities come together to identify their strengths and local priorities in order to plan for their future and become more resilient. It will fund both new and existing community groups.

Community First Neighbourhood Matched Fund is an initiative that provides local communities with the means to address their own priorities.

Communities will set up local panels in each eligible ward, and will decide upon projects for funding in their area.

It is a matched fund programme, which means that every £1 provided in funding must be matched by a similar amount of in-kind donations (this means donations of cash, services, free products or volunteer time).

Our Website

All the information on this fund can be found through the following link:-

<http://www.cdf.org.uk/web/guest/neighbourhood-matched-fund>

The screenshot shows the Community Development Foundation website. The main heading is 'Neighbourhood Matched Fund'. Below this is the 'Community First' logo, which consists of colorful human figures. Text below the logo states: 'Managed by the Community Development Foundation' and 'Supported by HM Government's Office for Civil Society'. A paragraph of text explains that £30 Million is available to fund community projects in deprived areas. A callout box points to a search bar with the text 'Post code finder'. Another callout box points to a download link for a 'Panel list with emails and links to websites'. The website also features a navigation menu at the top and a sidebar with various program categories.

Am I eligible to apply to my panel for funding?

You can check the postcode finder on our website (see picture above), to see whether your ward is eligible for funding. If so, and your project will directly benefit people in your ward then you are free to apply for funding. Each ward has its own Community First Panel which is made up of members of your community who have come together to produce a list of priorities to improve your area. If a project fits in with these priorities then the panel may recommend it for funding. You can learn more about panels on our website. CDF's website will provide the web details and email addresses for all panels (see picture above).

Each panel will have a webpage and email address. You can find out about local priorities on the webpage and get in touch with them via the email.

Is funding available to individuals?

No, funding for this programme is only available to groups, so if you have an idea to improve your neighbourhood, you must form a group to apply for funding. You will need to create a set of rules which all members of your group agree to abide by. This is called a Terms of Reference. For help on creating a Terms of Reference you can find a template form on our website. For some useful advice on how to set up a project, including advice on whether you will require insurance for your project, please visit the My Community Starter website: <http://www.mycommunitystarter.co.uk/>

How do I apply?

You must apply for funding to your local panel, not to CDF directly. On the Neighbourhood Matched Fund page of our website you can find a list of all panels, their email addresses and websites. You can contact the panels or check on their websites to see how to apply for funds in your ward.

You can discuss your project with your local panel and if it is approved then a representative from your local panel will recommend your project to us for funding. You can find the contact details of your panel on the website.

Some panels use an application form similar to the one called Funding Proposal Template, a copy of which you can find at the bottom of this page of our website, <http://www.cdf.org.uk/web/guest/neighbourhood-matched-fund>. You can look at this form for an idea of the type of information you will need to supply to the panel to seek funds.

Note: Please be aware that not all panels use this template so please check with your local panel to find out how to apply for funding in that particular ward.

Project Proposal Form Guidance

A section by section guide to completing the proposal form.

You need to answer all questions.

About your group

Please provide standard contact details so that CDF can contact you if the panel approves your proposal.

About your project

Project Title

Choose a name for your project which will allow it to be easily recognised.

Project Summary

Please provide details about your project i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

Which of the local priorities identified for your ward does this project address?

The panel website will list the priorities for the ward, make a note of which of these priorities your project will address.

How does your project meet these priorities?

The starting point for addressing how your project meets the priorities in your ward is to be clear on the need it is addressing. You need to demonstrate a problem, issue or situation where something needs to be changed to make things better for a person, group of people or an environment.

Area Covered by project

Although funding for this programme is at ward level, different neighbourhoods within your ward may have greater need of funding. Please let the panel know here what specific area of your ward your project will benefit.

Amount requested

Tell us how much grant you are applying for.

What is the start date for the project and when will it be completed?

Tell us how long the project will take to complete. Be as realistic as possible about when the project might start and how long it will take to complete. Don't put a start date of a week after submission of your proposal, if the panel is not going to meet for three weeks. You should find panel meeting dates on their webpage, or you can email them to ask. Please bear in mind the time frames when planning your project. Any unspent funds will need to be returned to CDF at the end of each financial year.

The Local Community

How many people will be involved in the project? What will they be doing?

There are various ways of involving people. For example:

- Having people who would use your project on your management committee.
- Getting local people who will use the project to help design it.
- Setting up user groups to give feedback on your plans and plan activities.
- Where appropriate local people delivering activities or volunteering on the project.

The more members of the local community involved in the project will mean a higher number of volunteer hours, which means a higher match value for the project.

The Proposal Form has a number of options to select which will give you an idea of the type of roles.

How will this project improve this neighbourhood?

Once you have addressed the need of your project of your project, you will need to have clear idea of the specific changes and improvements your project will have in your neighbourhood.

Financial Details

What will you spend the grant on?

List all the costs associated with your project.

How are you making up the match part of your project?

In order to receive funding for your project you need to contribute the same amount in match that you are asking for. You can raise this amount in the following ways:

- Volunteer time, which is valued at £11.09 per hour.
In order to greater reflect current labour market costs, CDF is using the Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) and within this the Median gross hourly earnings rate.
- Gifts in kind. These are services provided free of charge that normally you would have to pay for, such as venue hire.
- Cash donations

How does your project represent good value for money?

With only a limited amount of funding for your area, you need to demonstrate that your project delivers the most benefits for the least amount of money spent. You can do this by:

- Ensuring the most amount of people in your area benefit from your project
- Thinking of a problem in your area that could be solved for a small amount of money but would make a big difference in people's lives
- When sourcing services and materials, obtain different quotes to make sure you are getting the best possible value for money
- Obtaining services and materials for free where possible from businesses willing to contribute to improving their community.

Need - key point's checklist

- Why your project is needed and how you know it is needed?
- Who would benefit from your project?
- How the people who will benefit are involved in your project?
- The difference your project will make?
- What your project will do?
- How much funding you want, for how long and what you will spend the money on?
- How will you demonstrate that your project has made a difference and has achieved what is sets out to do?

What type of projects can be funded?

Neighbourhood Match Fund

1. Community First grant awards must be between £250-£2,500.
2. Grants are for one year's funding. Groups will need to reapply for funding for future years activity.
3. Each Organisation/group can apply for one grant per year. Only one single grant per year, irrespective of grant size. Not multiple grants adding up to £2,500.
4. Projects must not last longer than 1 year.
5. Non constituted groups can apply for funding. But they need to agree to develop governing documents. It is recommended that their members should sign some form of written agreement (such as a term of reference document) to cover the activity of the project.
6. All grants must be matched with cash, in-kind services or volunteer time (calculated at £11.09 per hour). The matched amount must be at least equal to the amount of funding requested.
7. Government money cannot be used as a cash match. It is considered double funding. This includes funding from local government (local councils) or central government (government departments).
8. Public sector organisations cannot apply for funding, nor can they hold any of the funding on behalf of other organisations.
9. In-kind services. These can include use of facilities free of charge (where normally there would be a hire fee), and use of equipment free of charge (where normally there would be a hire or purchase fee).

The programme will not fund:-

- Goods or services that the grant recipient has a duty to provide.
- CDF funding cannot be used to replace existing funding received by a group, nor can it be used to deliver activities that the group is already contractually obliged to deliver.
- Items which are due to be paid for by other public or private sector grants.
- Statutory fines, criminal fines or penalties.
- Liabilities incurred prior to the date of this agreement.
- Any professional marketing, advertising or promotional activity.

In practice this means that Community First grant cannot be spent on any of the following:

- Paid for advertising and marketing activity, such as notices in newspapers, journals, local radio spots etc.
 - Projects that wholly consist of professional printing of publications, such as posters, leaflets and flyers. However part of a grant budget may now be used to pay for flyers/leaflets/posters to raise awareness of the particular activity/event being funded.
 - All paid for events, conferences and exhibitions, including hire of venues for 'purely' promotional events
 - Professional web design.
 - Projects that are purely based around marketing/communications such as newsletter projects or advertising campaigns are INELIGIBLE.
 - Using the grant to pay for advertising, such as newspaper or web based, remains INELIGIBLE.
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- Payments to statutory organisations, such as Local Authorities, schools, the Police Force and arms length public sector organisations. This includes organisations that are in any way controlled by, for example, a Local Authority, a Primary Care Trust or agencies of these.
 - Any party political activity.
 - Activity where the key purpose is to promote a religious doctrine or the beliefs of a particular faith.
 - Commercial ventures.
 - Organisations working in Scotland, Wales and Northern Ireland, or those that primarily benefit communities overseas in Europe or elsewhere. The grant must be used for activity within local communities in England.
 - Certain types of activities that support Asylum Seeker groups. This funding cannot be used for the provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy. For the purposes of this fund, an 'asylum seeker' means a person who has brought an asylum or human rights claim in the UK which has not yet been determined by either the Secretary of State or relevant authorities. It also includes a person who is a dependant on such a claim. Further information can be found at: <http://www.ind.homeoffice.gov.uk>
 - Funding of organisations which support or promote extremist views or which do not support the fundamental British values of human rights; equality before the law, democracy and full participation in UK society.
 - Any other activity which CDF in their absolute discretion consider is not directly associated with developing the Programme.

What happens after you apply for funding?

Your local panel will meet and make a decision on whether to fund your project. If they decide to fund it they send a recommendation form to us at CDF. You then get notification from us. The panel may also email you to let you know.

What will you need to?

You will need to sign on to our online grant management system (we send you information on how to do that). On there you need to complete a grant acceptance form, which includes a declaration that you accept the terms and conditions of the grant, and it also gives us your bank details so that we can pay you.

You will be asked to attach one or two files to the form:-

- 1) Evidence of your bank account, such as a bank statement or letter from the bank. You would need to get this letter or statement either scanned or photographed to attach it to the form.
- 2) If your group does not have its own bank account you can ask another organisation to hold the funds on your behalf. If so, you would supply their bank details and evidence of their bank account (point 1). You would also need them to complete a fund holding declaration form, which confirms that they will hold the funds for you.

Once this form is submitted online with the required attachments, CDF will use those details to make a payment to you.

Once your project is finished you must then submit a monitoring form that explains how your project went, and how much money you actually spent. You will need to return any unspent funds to CDF.