



# Community Pride 2011 Draft Application Guidelines



**CHELTEMHAM**  
BOROUGH COUNCIL

[www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

# Community Pride 2011 Application Guidelines

In 2011, we have a pot of funding worth £30,000 to allocate to local good causes and we are now inviting applications for funding to support community pride projects across Cheltenham.

The funding will be made available to support neighbourhood-based projects that will build up community resilience and enable local groups to be more influential in supporting their communities and improving their neighbourhoods. This might include funding to support:

- The identification, recruitment and support for volunteers;
- Participation in training courses for volunteers and paid staff to develop specific skills such as fund-raising, management structures, governance and accountability;
- The purchase of equipment to enable the group to be more effective in improving their neighbourhood;
- Access to specific advice and support to enable community groups to take on public assets and/or public services, including looking at new organisational models;
- The use of technology and social media to create a sense of community;
- The organisation of community events that will build community resilience; and
- Implementing environmental improvements that will promote sustainability and build up community ownership over the local environment.

**Closing date for applications for the main programme is Friday 1<sup>st</sup> June 2011.**  
**Final decisions will be made by the Borough Council's Cabinet on 26<sup>th</sup> July 2011.**

## Funding criteria

### Who can apply?

Any statutory agency, public body, constituted voluntary sector, community or neighbourhood based organisation can apply. Any organisation that is not part of the voluntary or community sector must demonstrate that the project will be delivered in direct partnership with a Voluntary or Community Group.

The awarding criteria will seek to distribute this funding across the different areas of Cheltenham.

### How much can be applied for?

Any group may apply for a single award up to a maximum of £3,000.

For grants applications of more than £500 the council will expect the group to contribute match-funding or contributions in-kind to the value of 50% of the costs of the project.

For grants applications of £500 or less, the council will meet the full costs of the any approved projects though we would still expect the group to contribute to the success of the project, event or activity through volunteer time and or contributions or through meeting any additional costs incurred.

For projects where the total cost lies between £500 and £1,000, the council will expect the group to contribute match-funding or contributions in-kind on a proportionate basis.

*Contributions in-kind are defined as non-cash contributions to a project, typically donated goods and services, which are necessary for the project and would otherwise have to be purchased for the project to go ahead.*

The applicant organisation will be responsible for the project management and delivery of the successful schemes. Consequently the Council will be looking for applications that demonstrate clarity of both planning and delivery of the projects with an understanding of what permissions will be required to see the successful implementation of the project.

We recognise that for many community organisations, there will be the need to organise fund raising activities. Consequently the award will be held open for 12 months from the decision by cabinet to allow for other funds to be secured. We will only pay the grant once you can demonstrate that the other funding is in place.

### Can an organisation make more than one grant application?

Yes, though no more than one award will be awarded to any one organisation.

### Making an application

Please complete both pages of the application form. Incomplete applications will not be considered.

We want to encourage applicants to complete their applications on a computer as hand written applications maybe difficult to read. If you require any help with completing the application forms please let us know as soon as possible and we will provide assistance.

Your grant application should also be accompanied by a copy of your last annual accounts (audited where this is a requirement for your organisation) and a copy of your constitution.

## **Agreements and performance management**

Before the project can start, the council will enter into a project agreement with the provider which will set out various obligations on the two parties. This is very important as the way in which the money is used will be subject to inspection and audit and your monitoring plans will help us ensure that your project is progressing along the right tracks.

## **Grant payments**

For successful applicants, payments will generally be made in arrears on receipt of completed performance management report and claim form. However, we can arrange advance payments to help with cash flow but this will be subject to checks and you will be liable to repay this if your project does not make satisfactory progress.

## **Other considerations**

Please be aware that as this is public money, the funding will be subject to inspection and audit. Any fraudulent activity will be quickly identified and reported to the police.

## **What we will fund**

Projects should be of a permanent nature and should create a lasting legacy for the local community. We can only fund time-limited projects up to a maximum of 12 months from the project start date.

Applications must be accompanied by evidence that the applicant will secure the necessary permissions to enable the work to proceed.

## **What we won't fund**

- On going revenue commitments
- Top-up funding for existing/continuing work
- Projects being delivered outside the boundaries of Cheltenham borough.
- Projects that cannot demonstrate that the necessary permissions will be achieved within the appropriate timescales

## **The assessment criteria**

From 3<sup>rd</sup> June onwards, a community pride panel, which will include the leader of the council, a representative of the VCS and the relevant cabinet member, will assess all submitted applications. We will be looking for projects that have been well thought out and can demonstrate the following;

- A justification for doing the project
- The specific things the project will achieve
- How success will be measured

We are also looking for assurances that project deliverers will put in place a robust system for collecting, monitoring and assessing the impacts of the project and for reporting and sharing this information.

Where projects involve working with children and young people, we will also ask you about what measures you have in place to safeguard the wellbeing of children and young people.

Groups will also need to have current and relevant liability insurance in place before any agreement can be signed and you will be expected to provide copies to prove this. Applicants will be held liable for any damage caused to public property and the council will not accept any liability for claims for damage, loss or injury resulting from this work.

We will consider the information you supply on the proposals form to assess the following:

- How your project will address sustainability issues;
- That the project will meet an identifiable need;
- What will the project achieve;
- How will success be measured;
- What the longer-term legacy of this project will be;
- The amount of funding requested and the match funding levered in; and
- The degree of community and voluntary sector input into the design and delivery of the project

Recommendations will be made to the borough council's cabinet that meets on 26<sup>th</sup> July 2011. Successful applicants will be notified shortly afterwards.

Successful applicants will then have a period of 12 months to implement the project.

We are also asking applicants about whether they are signed up to the Gloucestershire Compact which is an agreement between local public sector bodies and the voluntary and community sector to support and improve partnership working between the sectors. We are keen to encourage local groups to sign up to the compact and your answer to this question will not affect the assessment of your application. For more information visit:

**[www.gloshub.org.uk/compact.html](http://www.gloshub.org.uk/compact.html)**

or contact Angela Gilbert, Cheltenham Manager, GAVCA, tel: 01242 227737,  
[AngelaG@gavca.org.uk](mailto:AngelaG@gavca.org.uk)

**Completed applications for the main fund must be returned no later than Friday 1<sup>st</sup> June 2011 to:**

**Richard Gibson, Cheltenham Borough Council, Promenade,  
Cheltenham, GL50 1PP**

**Email: [Richard.gibson@cheltenham.gov.uk](mailto:Richard.gibson@cheltenham.gov.uk)**