

Frequently Asked Questions: covering 9th January to Friday 17 February 2017

Q1: Can we involve non-Northumberland Park residents in the project?

A: This depends in what capacity. For example, if the involvement is in terms of project delivery as a worker, then it would not matter. However, if it means as beneficiaries of the project, then they would not be able to as the project must benefit people living in the Northumberland Park ward and this means 100% of all recipients of the benefits must be resident in the ward.

Q2: Can the project be match funded?

A: Yes, projects can be match funded but this is not a condition of the NPPB programme. Applications having match funding is a bonus not a condition. On the other hand, the reverse is also true; that is, the NPPB funding can be used as match funding to other funders as we recognise that the NPPB funding should be able to leverage other funds that could benefit the Northumberland Park ward.

Q3: Are the NPPB monitoring and evaluation forms ready now and will they be uploaded on the website?

A: The NPPB monitoring and evaluation framework will not be uploaded as they will only be of value to those projects that are successful. The requirements will be provided to those successful applications.

Q4: The stage grant payments may have cash flow implications for small groups, can this be revised?

A: While all efforts have been made to minimise the pressures of finance on applicants, the staged approach envisaged offers up to 50% upfront payment, which should mitigate most early pressures. However, the NPPB recognise that one size does not fit all, and therefore we will look at each application in their own right and consider the likely impact and implication. We would recommend that if this is likely to be an issue then please do flag this up and show in the '*risk assessment plan*' what this will mean.

Q5: Is a copy of any safeguarding policy required with the application?

A: Yes, where this is relevant to the project application (i.e. working with children and young people under 18yrs or vulnerable adults). Please refer to Section 5 of the Application Forms.

Q6: How can we get help to develop and work up our application?

A: There are number of organisations in Haringey who would be able to support organisations with writing funding applications. This includes Bridge Renewal Trust. Additionally, the Selby Trust might be able to offer some support in terms of contacts and understanding of the funding programmes. However, please be advised as the Trust is the Managing Agent for the NPPB programme, it will be able to clarify

aspects of the funding programme but not support to help you develop or work up your application. Please contact the Selby Trust at: NPPB@selbytrust.co.uk to specify your needs so we can advise or refer on appropriately.

Q7: The deadlines for the applications seems tight. Can this be looked at and how flexible is the Board in revisiting the deadlines?

A: We are mindful that for some people the deadlines may appear tight, but they were set so as to accommodate as many people as possible. However, recognising that it may be a problem for some, NPPB is minded to keep under review this aspect bearing in mind that projects are expected to start by 1 April 2017.

Q8: Are some organisations excluded from submitting a bid or acting as sponsor if their turnover is over £250,000?

A: Section 2.1 of the Guidance indicates that eligible organisations must “...*have an evidenced income of less than £250,000per annum, either in your last complete financial year, or taken as an average income for the last three financial years.*” This applies only to those organisations applying directly as opposed to those acting as a ‘sponsoring organisation’.

Q9: How do you pay sessional workers if you do not have full payment upfront?

A: See response to Q4.

Q10: Do you provide individual support during the application process?

A: It will depend on what sort of support you are looking for. For example, if you want clarification on understanding the guidance, advice surgeries and/or completing the application forms, then we can help. However, if it is to develop the project concept and/or to support in the writing of the project application, then we are afraid this would not be possible. For this you may need to seek support elsewhere such as through Bridge Renewal Trust or similar support organisations in Haringey you may be aware of. Please contact the Selby Trust at: NPPB@selbytrust.co.uk providing an indication of the support you require so that we can respond or refer you appropriately (see also Q6).

Q11: How will the community voting be fair?

A: The Community Voting Day is the final decision making phase for those applying to the Small Grants programme, especially those seeking funding to deliver Priority 2 – Well London health and well-being outcomes. Applications that have been assessed as meeting the required criteria as outlined in the Guidance, will shortlisted and those projects will go forward to the voted on at the Community Voting Day (4th March 2017). Projects will get the chance to ‘preset’ their programme and those present will be able to vote on them. To support this process three ‘workshop’ events have been planned to enable those thinking of applying to this programme the

opportunity to learn more and be supported in their 'presentation skills'. Section 9 of the Guidance provides an outline of the dates and venue of the workshops (i.e. 26th January, 2nd February and 9th February). For further information, please contact nppb@selbytrust.co.uk.

Q12: Will there be funding in future if you miss these rounds?

A: At this present moment, the NPPB does not have any other funding programmes that it is managing or have responsibility for.

Q13. Deadlines are too close to enable organisations to open bank accounts, involve residents and allow planning time for new ideas. Can these be changed?

A: If your project is selected to go forward by the Board, it may do so subject to certain conditions that would need to take place prior to benefiting from any funding (i.e. as a condition of receiving that funding). Please refer also to Q7, Q23 and Q30.

Q14: Can you apply to more than one funding programme?

A: It is possible though you will see that all the funding streams have the same priorities except for those wishing to apply to the health and well-being priority (see Annex 1 of the Guidance). Applying to all three programmes will not necessarily increase chances of success as applications will be assessed on their merit and the extent to which they are likely to deliver the outcomes and priorities for the resident of the Northumberland Park ward.

Q15: Can a project cover more than one priority?

A: Yes, it is quite feasible that this may be possible for some organisations. We are very much looking for projects that can deliver the outcomes and priorities that they have indicated and if tackling more than priority and outcome through one project then we would assess it the same way as if it were only tackling one priority and one outcome (note, this does not apply to Priority 2, where this is a single focus opportunity). It is the quality of the application that is most important not how many priorities a project can cover over a 12mths period.

Q16: Can we apply for funding if we are based on the border of the Northumberland Park ward?

A: Yes, but, as indicated to Q1, the project must benefit 100% of the residents living in the Northumberland Park ward.

Q17: How can we identify sponsoring organisations?

A: You can identify them yourselves and make your own approaches to those organisations that are able to meet the criteria outlined in the Guidance and as

clarified through the FAQs. If in doubt, you can email NPPB@selbytrust.co.uk to discuss your needs.

Q18: Can the priorities emphasise Education and Employment opportunities?

A: Priority 1 covers the area of 'education and employment' and so if you are interested in this as a focus, then this priority would seem to be the one you may want to look at. Each priority carries a number of 'outcomes' and you should at all times reflect on how your project will deliver one or more of those outcomes.

Q 19: Would it be possible to provisionally attach constitution, account, board management and income details relevant to one company while waiting for the incorporation of an eligible company?

A: No, it would not as the application process requires that the eligible organisation type is in place at the time of the application. If applying as an individual under the Seedling Fund or the Small Grants, you will need to work with a 'sponsoring organisation' and they will need to meet the criteria as outlined in the Guidance (see also Q17). Section 5 of the Application Forms provides further information as to what to send with your application form.

Q 20: How much funding from alternative sources should be declared?

A: if you have matched funding for a project you are seeking support for, then you should only need to provide the matched amount and what that is being used for and how the NPPB funding supports that programme for the residents of the Northumberland Park ward. We may require further information and/or apply certain conditions to ensure the best value for the funding applied for. Once we review the applications we may therefore get back to you for further and better particulars.

Q21: Would it be possible for Selby Trust to sponsor another 'organisation' rather than an individual?

A: No, this would not possible. However, if the applicant is an individual seeking to establish a social enterprise and/or unincorporated association to deliver work in the Northumberland Park ward, the Selby Trust would be willing to discuss so as to refer onto a most appropriate agency. Please send details of the type of sponsorship sought so that a discussion can take place by writing to NPPB@selbytrust.co.uk

Q22: Do we have to stick to the word count as indicated in the Application Forms?

A: Yes, it is important that your application does not exceed the word count associated with the respective question as indicated. Failure to do so may result in low scores being recorded.

Q23: Are there any rules that are imposed by the NPPB and the external funders that are flexible? What flexibilities are there in the process?

A: All the conditions contained in the Guidance have been agreed and approved by Haringey Council's Regeneration and Public Health Departments, who have delegated the disbursement of the funds to the NPPB. At this stage of the process there are very few areas of flexibilities without first understanding where the issue lie. However, we are always reviewing our practice to ensure equity and balance. For example, depending on the circumstances, the Board could indicate that before funding is released certain actions may need to be taken by the applicant such as, for instance, completion of the on-line questionnaire, the use of the NPPB logo and use of any NPPB produced monitoring and evaluation forms.

Q24: What responsibilities will 'Sponsoring organisations' have and what are the expectations?

A: Please see also responses to Q17 and Q21. The Board will not be providing 'model agreements' between parties; that is down to the parties concerned. There is a 10% fee allowable to Sponsoring organisations for the 'Management and Administration' of the project and any other costs that the parties agree to as part of their agreement. As indicated in the 'Guidance', the role is to hold the funding and provide whatever support as agreed between the parties to effectively deliver the outcomes of the project as applied for.

Q25: Are Seedling Grants funded at a 100% cost?

A: As Q2 indicates, there is no 'match funding' requirement and as such, all grants can be funded at 100% of project cost. Seedling Grant is no different.

Q26: Will account be taken of languages/diversity issues on the Voting day, especially where English is not their first language?

A: Response to Q11 outline the approach to be taken with respect to the Community Voting Day (4th March 2017). The Board is mindful of not placing obstacles in the way of enabling good ideas to be presented if short listed. Therefore, all attempts will be made to ensure that 'presenters' and participants are able to take part on the day, especially those with language difficulties and/or disability accessibility concerns.

Q27: Is there a separate funding against each theme? How will the money be divided between the priorities?

A: With the exception of Priority 2 – Health and well-being priority – there is no specific and identifiable allocation against the other priorities. Funding will not be allocated based on which of these other priorities are selected but on the quality and perceived benefits to the residents of Northumberland Park ward in relation to the priority and outcomes identified.

Q28: What methodology will you be using to monitor the success of non-health related projects and will they differ between small and large grants?

A: In broad terms monitoring and evaluation will involve both qualitative and quantitative approaches and will, for example, include assessment of the organisation's capacity to deliver the project they are intending to deliver, participation data and impact based analysis. As the Guidance further highlight, there will be an external evaluator for those delivering Priority 2 – Health and well-being priority through the University of East London (UEL). Further information will be provided to the successful applicants (see also Q23).

Q29: What can we include in our project, especially with respect to the employment focused priority? What if the cost of the project is greater than the 'Small Grant' level but less than that of the 'Large Grant' level?

A: The Board has not stated what sort of project they are looking to fund. However, we have provided some examples in the Guidance of the types of projects that has demonstrated over years that they can make a difference. They are by no means the types of projects that the Board will necessarily approve but they offer a good start from which to conceive your project. Do look at them for inspiration and try to respond to the question of what difference will your idea, delivered through your project, will make to the residents of Northumberland Park ward against the stated priority and outcomes.

With respect to the level of funding that an applicant can request, that is clearly a matter for them. However, the Guidance is very clear as to the grant size within each grant programme. Applicants are therefore advised to pay attention to the costing of their project. Remember also, the project must be realistic and able to achieve its intention within a 12mths period.

The quality of the application will be important but so is having a good idea that could possibly make a difference against our priority and outcomes. So, creative ideas using information technology, web-based opportunities, production of a local service and provision directory for the Northumberland park ward and so on are viable ideas but would need to be clearly spelt out as to how such projects would benefit residents of the Northumberland Park ward (see Application Forms).

Q30: Does the logo have to be on anything produced in relation to the funding? Will we have to use 'all' the logos as they appear on the Guidance?

A: The use of the NPPB logo will be a condition for all successful applicants for which further details will be provided with the letter of acceptance once the decision has been taken (see also Q13 and Q23).

Q31: Is the deadline for applications this Friday 3rd February at 12pm or 5pm?

A: There is no change to the published deadline; it still remains 5.00pm on Friday 3rd February for the Large Grant.

Q32: On your website it says that the Small Grant for Priority 2 is within the range £500-3000, however if we wanted to do a large project on the same priority would we still be eligible to apply for a Larger Grant (£10,000 - £40,000).

A: No, the guidance is quite clear that Priority 2 is a 'Small Grant' programme. You can consider any of the other four priorities for the Large Grant programme. See also Q14.

Q33: In the Guidance, it is stated that: "Large grants will be assessed against our scoring system." As there are no scores/weighting set against each question in the application form, can you provide the scoring system that will be used?

A: There is no published scoring system because the approach is based on applications meeting the published criteria as indicated in the Guidance, the quality of the responses to the key areas indicated on the Application Form (see also Q29) and receipt of the information indicated at Section 5 of the Application Form. In broad terms, in assessing the Applications the NPPB will consider your responses to the broad areas of the Application Form as follows:

- Part 1: About your organisation
- Part 2: About your Project
- Part 3: The difference your project make
- Part 4: The budget
- Part 5: Finishing your application

At the Advice Workshops, it was indicated that applications should be able to demonstrate clear link between:

- Priority (ies) against which they are seeking funding;
- The outcomes the project will be trying to achieve
- The activities they will be putting in place to achieve those outcomes and, therefore, the priority (ies);

- How you (and the NPPB) will be able to monitor and determine the success or otherwise of your project in meeting the needs of those living in the Northumberland Park ward.

The approach is not uncommon, as the majority of grant funders do not publish their 'scoring system' against their stated criteria and objectives.

Q34: I would like to apply to the Seedling Fund to deliver Priority 1 and/or 2, would this be possible?

First, applicants to the Seedling Fund must be an individual (see Annex 2 of the Guidance) and therefore an unincorporated organisation, for instance, would not be eligible to apply as they are already an organisation.

Second, Priority 2 is excluded as an option for this funding programme and therefore anyone applying to deliver on this Priority will be rejected unless they had applied to the Small Grants programme under this priority (see Annex 2 of the Guidance).