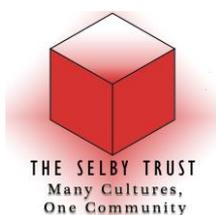


The Northumberland Park Partnership Board Resident Funding Programmes: Guidance Notes

Funded via the Transformation Challenge Award (DCLG) & Well Communities



Guidance Notes

The Northumberland Park Partnership Board Resident Funding Programmes

1. Background information

The Northumberland Park Partnership Board (NPPB) is a partnership Board of residents who live in the Northumberland Park Ward, who have been formed for the purposes of enabling local people, community and organisations to access funds, to provide projects for the benefit of residents living in the Ward.

Haringey Council successfully secured £180,000 from the Department for Culture and Local Government's (DCLG) Transformation Challenge Award Grant and an additional £30,000 from Well Communities which have been combined to provide the funding programme.

We are also pleased to announce that we will be opening up the decision-making on the Small Grants programme to residents, who will decide on the projects to be funded through a Community Voting Day to be held on the **4th March 2017**.

1.1 Funding priorities

We are now inviting funding applications to address the key priorities for the London Borough of Haringey, and the Northumberland Park ward specifically, under the main headings of:

1. Outstanding for all:

Priority 1: Enable every child and young person to have the best start in life, with high quality education

Priority 2: Enable all adults to live healthy, long and fulfilling lives

***Applicants applying for Priority 2 – Well Communities Health-related priority - please ensure you refer to the additional guidance note in Annex 1**

2. Clean and Safe:

Priority 3: A clean, well maintained and safe borough where people are proud to live and work

3. Sustainable Housing, Growth and Employment:

Priority 4: Drive growth and employment from which everyone can benefit

Priority 5: Create homes and communities where people choose to live and are able to thrive

1.2 Programme outcomes

We want to fund projects that will achieve one or more of our outcomes indicated below:

Outstanding for all

Priority 1 - Giving children the best start in life

- All children and young people will have the best start in life

- All children and young people will excel at school and have access to excellent employment or higher education opportunities
- Children and families who need more support will be helped earlier before issues escalate

Priority 2 - Empowering all adults to lead healthy, fulfilling lives

- Increase access to affordable healthy diets and healthy physical activity to improve mental well-being.
- Strong communities, where all residents are healthier and live independent, fulfilling lives

Clean and Safe

Priority 3 - A clean and safe borough where everyone is proud to live

- Work with communities to improve the environment, particularly by reducing anti-social behaviour and environmental crime
- Work with partners to prevent and reduce serious crime, in particular, youth crime and gang activity, prevent and violence against women and girls.

Sustainable Housing, Growth and Employment

Priority 4 - Driving growth and employment from which everyone can benefit

- Ensuring that residents have the training, skills and support necessary to find and keep good quality employment.

Priority 5 - Creating homes and communities where people choose to live and are able to thrive.

- Prevent homelessness and support residents to lead fulfilling lives.

Source: Haringey Priorities and outcomes, Haringey Council Corporate Plan 2015-18

1. Who can apply?

2.1 Large and Small Grants:

Large Grants	Small Grant
Between £10,000 – £40,000	<ol style="list-style-type: none">1. Between £500 - £3,000 per project for Priority 2 Well Communities initiatives2. Between £1,000 to £5,000 per project for all other Priority areas

Funding for Priorities 1 to 5 are open to local organisations and individuals that are either based in or that deliver work which benefits residents in the Northumberland Park Ward.

Priority for these programmes will be given to:

- Small, locally based groups or organisations working in the Northumberland Park ward;
- Organisations demonstrating a clear understanding of the needs of the community;
- Health activity related projects that clearly meet one of the health-related resident priorities for the area (Priority 2 – Well Communities).

To be eligible your organisation must:

- Have an evidenced income of **less than** £250,000 per annum, either in your last complete financial year, or taken as an average income for the last three financial years (or over the life of the group if it is less than 3 years old)
- Be working in the Northumberland Park ward
- Actively involve local people
- Have limited access to other sources of funding (i.e. smaller local organisations)
- Be a not-for profit, voluntary and charitable organisation including:
 - a) Unincorporated voluntary and community groups (or be working towards this status. See *Seedling Grant* section below)
 - b) Registered Charities
 - c) Co-operatives
 - d) Social Enterprises and Community Interest Companies
 - e) Charitable Incorporated Organisations
 - f) Faith Organisations
 - g) Companies Ltd by Guarantee without share capital

2.2 Seedling Grant

We recognise that there may be individuals in the community with good ideas but find it difficult to get funding to try the out. We welcome applications from these individuals who are interested in applying under the Seedling Grant strand. If you come under that category, we recommend that you talk to local voluntary and community organisations to

ask them to act as your sponsor organisation. If you are unable to find a suitable sponsor, then let us know as we may be able to suggest suitable sponsor organisations within the locality. If you wish to apply for this strand you must meet the additional eligibility criteria indicated in Annex 2, where there is some specific guidance on this funding stream.

We encourage potential applicants to this strand to contact the Board via Selby Trust in the first instance, where you will be able to discuss and register your intention. All enquiries about this fund must be emailed to: NPPB@selbytrust.co.uk and address your email: 'Seedling Grant', where you will be able to discuss your query, especially if it relates to the role of the 'Sponsorship Organisation'.

2. Application Deadlines

The deadlines for completed applications, including all supporting documentations, are as follows:

- 3rd February 2017 Deadline for Large Grants Applications
- 10th February 2017 Deadline for Small Grants Applications
- 10th March 2017 Deadline for Seedling Applications

Further and fuller details of support workshops and deadlines are attached as Annex 3.

3. Who decides who gets funding?

The Large Grants (between £10,000 – £40,000 max) - applications will be decided by the Northumberland Park Partnership Board, who will assess applications against a set criteria. All applicants applying to this fund will be written to within 21 days informing them whether they have been successful or not.

Applicants applying to the **Small Grants**, which are between £500 - £3,000 for Priority 2 (Health objective) and up to £5,000 for all other Priority areas, and who meet the required criteria, will be asked to attend a community voting day to present their idea on **4th March 2017**.

Those residents present at the 'Community Voting' event will hear about the proposed project and will vote on the ones they think will best address the priorities for the residents in their ward. A formal confirmation will be provided to successful applicants within 10 days following the Community Event.

The Seedling Grants (between £1000 – £5,000) - applications will be decided by the Northumberland Park Partnership Board, who will meet to assess applications against set criteria. We will write to all applicants to inform them whether they have been successful or not within 10 days of the Board's decision.

There is a limited amount of funding available and we anticipate that demand will outstrip availability and as such, some good applications may not get funded. We hope to be able to

signpost unsuccessful applicants to organisations where they may be able to receive additional help and support to develop their skills in applying for funding in the future.

4. What is the duration of the project?

Successful projects must be completed within 12 months. However, the Board may consider projects for periods up to 36 months where a strong case can be made for those applying to the Large Grants strand. It is also possible to apply for funding for a short-term project such as a holiday play scheme etc.

5. What kinds of things could be funded?

Funded projects could be a single activity or a number of related activities. Your application must have a clear plan, demonstrating how the project will be delivered. **Below is a list of example projects that could be funded:**

Please note this is not an exhaustive list of activities but examples of the types of projects that could be funded:

- Projects that support access to affordable healthy eating/multi-cultural foods
- Projects that increase physical activities such as, for example, 'supporting residents to use outdoor gyms/walking groups'
- Projects that help people feel safe in the area such as, for example, women's support group for specific issues
- Peer support projects that increase mental wellbeing/mindfulness/meditation/activities and respite support for carers including gardening projects, cooking projects and telephone befriending services
- Support for adults including Good Neighbour Schemes, intergenerational projects involving younger people, home and garden services and financial advocacy
- Skills training to support people into work including accredited training programmes, back to work skills for parents, training in using computers and leadership skills.
- Running costs for self-help groups.

Examples of what monies may be spent on:

- Materials for use in the project (for example ingredients for healthy cooking demonstration)
- Publicity
- Venue hire
- Volunteers' expenses
- Sessional staff

- Capital spend on equipment¹ (if over £200 at least 2 quotes will be needed).
- Crèche for parents attending your activities
- Carers' costs

6. What we will not fund

- 100% of the running costs of your organisation² (for example, rent, gas, electricity, water bills and maintenance costs, including maintenance of equipment).
- Existing activities which have already received funding
- Items which only benefit individuals, for example, bursaries and kit and equipment that is not shared
- Contribution to salaries for permanent or fixed term contract jobs, where there is no direct relationship to the delivery of the project for which funding is applied for.
- Activities promoting religious belief
- Political activities
- Loans or interest payments
- Fundraising activities
- Projects that take place before or start before you receive our award letter
- Costs incurred or expenditure committed (including deposits) before you receive our award letter
- Contingency costs

7. How to apply

Once you have read the guidance notes, and think you are eligible to apply, complete the appropriate Application Form for the Large or Small Grants programmes. Please note, those applying to deliver Priority 2 (Well Communities outcomes), must refer to the specific guidance at Annex 1 and those applying to the Seedling Grant should ensure they read Annex 2.

You will also need to send us some other items of information with your application form. Part 5 of the application form tells you what evidence you need to send in with your application form. Incomplete applications will not be processed; only fully completed applications will be processed if received by or before the closing date.

Please email your completed applications to: NPPB@selbytrust.co.uk

¹ Please note, no more than 25% (max) of the total funds you ask for can be spent on capital equipment. At the end of the project you must make arrangements to ensure that the equipment is available for the use of Northumberland Park Ward residents.

² We do recognise that organisations will incur some overheads in order to efficiently and effectively operate and as such, there is a maximum of 10% of the total cost of the project that is allowable for 'Management and Admin' (see Section 4 of the Application Form)

Please note: Ensure the name of your project is included in the subject field of your email. Once the application is received you will receive an automatic response confirming receipt of your application.

Application via Post: Ensure sufficient time is allowed as applications received after the closing date will not be accepted. Prior to completing the application form please ensure you have read and thoroughly understand the guidance notes.

Please post your completed applications to: *NPPB, c/o Selby Centre, Selby Rd, London N17 8JL.*

8. Support filling in the application form

Your application form must be completed fully and received along with all the necessary documentation on or before the appropriate closing date (see Annex 3 for closing dates information). We would recommend you send your application in as early as possible so that it is received in good time and is not subjected to last minute delays; this is especially the case with postal applications.

For those who may not have experience in completing funding applications, we will be holding a number of advice surgeries and workshops leading up to the various deadlines which you may want to attend. These workshops will provide potential applicants with information and guidance on how to complete the funding application form and answer any questions by way of clarification.

These will be held mainly at **163 Park Lane or 639 High Road from 11.00 to 12.45pm** and will take place on the following dates if you think you might require this additional support:

- **13th January 2017 (639 High Road)**
- **20th January 2017 (639 High Road)**
- **26th January 2017 (163 Park Lane)**
- **2nd February 2017 (163 Park Lane)**
- **9th February 2017 (163 Park Lane)**

The first four dates will focus on your application queries with reference to key points to consider for a presentation, should your application be to the Small Grants programme (as your application could be going forward for consideration at the Community Voting Day). The last option is mainly focused giving a presentation with the opportunity to ask some last-minute questions. So, pencil in one of these dates dependent on your need. You will also be able to access a 'Frequently Asked Questions (FAQs) information sheet via the Selby Trust's website.

We will be advertising these locally within the Northumberland Park ward area as well as via the Selby Trust website (www.selbytrust.co.uk).

9. Bank accounts and signatories

Your organisation or sponsor organisation must have an eligible bank account: that is, having a bank account in the organisation's name, with at least two unrelated signatories and not living at the same address. If you do not have an eligible bank account, you may want to consider partnering with an organization that meets this condition.

10. Guidance for child protection and vulnerable adults

If the activities you are applying for involve children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum, you must have a policy that explains how you make sure of this and you must make sure that the policy is put into practice, especially that staff and volunteers working with children, young people and vulnerable

adults on your project have been cleared to work through the Disclosure and Barring Service (DBS). You can include DBS check costs in your budget so long as they are specifically for the project we are funding.

11. Risk management

You are required to ensure your project meets with any legislation that governs the activity you are delivering. All projects must have a risk assessment of the proposed activity (see Part 5 of the Application Form).

13. Budget

When preparing your budget, ensure you include, for example, venue costs, activity costs, volunteer expenses, DBS check costs (if needed), insurance (if needed) and publicity. We will not be able to fund items which have not been included in the budget. When you are planning your budget please make sure you get quotes for the items and do not just estimate as we may request evidence of how you derived your budget.

14. Monitoring and Evaluation

Monitoring and evaluating these grants will enable us to better understand the impact of this initiative. It helps us to understand community need, enables us to learn from our grant making and inform future strategies, as well as enabling us to demonstrate to our donors the impact of their funding and hopefully encourage them to give more in the future.

It should also help organisations collect valuable information on how the community benefit from their work, what works and what doesn't, how you can make your project more effective, as well as demonstrating to funders (and donors) the value of your work.

If your application is successful, you will be required to:

1. Complete a short online questionnaire prior to starting your project and another at the completion of the project.
2. Complete your spending within 12 months (or 36 months if the case has been made in relation to the Large Grant strand);
3. Produce a 6months progress report and an End of Grant report, which should outline how the grant was spent and highlighting the benefits for residents.
4. Maintain financial records for all grant spending and submit requested information to The Selby Trust, the managing agent for Northumberland Park Partnership Board Resident Funding programme, as required.
5. Be available for a potential monitoring visit by one of our monitoring and evaluation officers (e.g. University of East London and/or Selby Trust)

15. What happens next?

On receipt of your completed application form the Board will check that all applications meet the outlined criteria. Large grants will be assessed against our scoring system.

Those applying for 'Small Grant' and Seedling funding will be checked to ensure that they have fulfilled all the guidance requirements and include all the appropriate, necessary accompanying documentation. Those that have successfully complied will be passed through to be voted on at a specially convened *Community Voting Event*' (See Annex 3 for time-table).

16. Receiving the money

If your application is successful we will send you confirmation via email/letter.

Large Grants: Applicants applying for funds through the 'Large Grants' programme of £10,000 and above will receive 50% of the funding applied for on receipt of an invoice for the amount at the commencement of the project. The remaining balance of 50% will be paid over two further payments, one of which will be at the 6 months review period and the final payment on receipt of the 'End of Grant' report.

Small Grants: Applicants applying for funds through the 'Small Grants' programme of less than £5,000 receive 50% of the funding applied for on receipt of an invoice for the amount at the commencement of the project. The remaining balance of 50% will be paid over two further payments, one of which will be at the 6 months review period and the final payment on receipt of the 'End of Grant' report.

Seedling Grants: Please see Annex 2 if your application is to the Seedling Grant programme.

IF YOU REQUIRE FURTHER INFORMATION OR HELP

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- call us for advice on 0208 885 5499
- send us an email: NPPB@selbytrust.co.uk

We regret we are unable to consider incomplete or late applications so please ensure you submit everything by the appropriate deadline.