

Community Development Foundation

Community First Programme Guidance Notes

In 2015 the Wood Street First panel will have an allocation of £11,309 from the Government's Community First programme to allocate to groups and non profit making organisations for projects in our neighbourhood. The maximum amount of funding available for each project is £2,500 and the minimum is £250. If you would like to apply for funding for a community project read the guidance notes below and download an application form from our website www.woodstreetfirst.org or email us at admin@woodstreetfirst.org.

How to request funds from your local panel

This document explains how the Community First: Neighbourhood Matched Fund works, whether you can apply, and how to request funds from the Wood Street First panel. It contains useful web links and guidance on completing an application form, in which you can set out the aims of your project, the problems it addresses, and the benefits it will make to our neighbourhood.

Programme aims

£30 million has been made available across England 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. In our Ward we have set up the Wood Street First panel that will work with the community to ensure that our priorities for improving the community are being dealt with by the projects we are funding. It is a matched fund programme: 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 Websites

Information on this fund can be found through the following links:-

Wood Street First Panel: <http://www.woodstreetfirst.org>

Community Development Foundation: <http://www.cdf.org.uk>

Am I eligible to apply to the panel for funding?

If you are part of a constituted group or non profit making organisation that is running or would like to run a project in the Wood Street Ward that fits with the following priorities then you may well be eligible. If you are unsure email or call us we will be happy to talk to you. If you like we can meet up with you to discuss your project.

Our Priorities

- Crime prevention, and reducing the fear of crime
- Improving the local environment
- Offering more and better activities for young people
- Improving the lives of children and young people
- Offering more and better activities for older people

Is funding available to individuals?

No, funding for this programme is only available to properly constituted groups. If you have an idea to improve your neighbourhood, you must be part of an existing group, or form a group, to apply for funding. You will need a set of rules (a constitution which all members of your group agree to abide by) and a bank account in the name of the group. For some useful advice on how to set up a project, please visit the My Community Starter website: <http://www.mycommunitystarter.co.uk/>.

How do I apply?

You can discuss your project with us, just email or call us for an appointment or you can complete a funding application form. If your application is approved by the Wood Street First panel we will recommend your project to CDF for funding. You can find the more details of our panel on the website.

The funding application form allows you to show the panel how your project fits in with the aims of the Community First programme and the Wood Street First priorities. It should also provide all the information the panel will need to make a decision.

You must apply using the funding application form, using a computer. Please do not complete the form by hand. **Please note:** the application form is a Word 2003 document, and you must view it in 'Print Layout' to complete it ('Normal' will not work). Contact us if you have technical problems completing the form.

Applications must be received by 13th October 2014.

Projects must be completed and funds spent by 28 February 2015.

Funding Application Form Guidance

This is a section-by-section guide to completing the funding application form. You will need to answer all applicable questions.

About your group (Qs 1 – 8)

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

Area covered by project (Q 9)

Although funding for this programme is at ward level, different neighbourhoods within our ward may have different needs and issues. Please state what specific area/s of the ward your project will benefit.

Project title and brief description (Q 10)

Choose a name for your project which will allow it to be easily recognised. Also please provide details about your project.

Which priorities does this project address, and how? (Qs 11 and 12)

We have listed the priorities for the ward. Tick which of these priorities your project will address. State how your project meets these priorities. Please 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 group of people, a community or the environment.

Who will benefit from the project, how many people will be involved, and what will they be doing? (Q 13)

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 that are involved in the project, the greater the number of volunteer hours, which means a higher match value for the project.

How does your project represent good value for money? (Q 14)

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

- Ensuring that a large number 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
- Obtaining different quotes when sourcing services and materials 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.

Start and end dates, and main stages (Qs 15 and 16)

Tell us how long the project will take to complete and the main stages or milestones. 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 - the panel may not be able to meet for a few weeks. Please bear in mind the time frames when planning your project. All projects must be completed and all funds spent by **28 February 2015**. Any unspent funds will need to be returned to CDF at the end of the financial year.

Total project costs (Q 17)

List all the costs or expenditure associated with your project. This should include the cash equivalent cost of volunteer time (see below) and gifts-in-kind, as well as direct financial costs.

Amount requested (Q 18)

Tell us how much grant you are applying for from Wood Street First. This amount must be 50 per cent of the figure in Q 17 or less.

All sources of funding (Q 19)

Show here all the sources of funding, including the cash equivalent cost of volunteer time (see below) and gifts-in-kind, as well as direct financial costs.

How are you making up the match part of your project? (Q 20)

In order to receive funding for your project you need to contribute the same amount 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.
- Other funding, including other grants, reserves, funds raised by other methods and cash donations.

Ongoing costs after the funding is spent (Qs 21-23)

These questions ask about any plans you may have for your project after the Wood Street First funding has ended. You only need to answer Qs 22 and 23 if your project is ongoing after the Wood Street First funding has ended.

Direct work with children or vulnerable adults (Q 24)

You will need to provide relevant policies if your project involves direct work with children or vulnerable adults without their normal carers present.

**Need and benefits - key points checklist
(check you have addressed these points in the form)**

- Why your project is needed and how you know it is needed?
- Who will benefit from your project?
- Who is 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 it sets out to do?

Returning your completed application form

Please return your completed application form by email to:

admin@woodstreetfirst.org

You must apply using the funding application form, using a computer. **Please do not complete the form by hand.**

Please make sure your form is sent to us by **Monday 13th October 2014** at the latest.

For more information or advice

Call or email Wood Street First vice chairman Martin Kearney on 0791 365 8111 or email martin.kearney4@ntlworld.com.