BARNET
LONDON BOROUGH

APPLICATION GUIDELINES 2016/17: For all application from 1 April 2016

PROCESS AND GUIDELINES FOR Area Committee – non-CIL community funding

INTRODUCTION

Each Area Committee has an annual discretionary budget that can be used to promote the economic, social or environmental wellbeing of an area. The application for Area Committee funding is a Member-led process, where Members will work with officers, local groups, organisations or individuals to write proposals that meet a local need. Area Committee Members will then bring forward an item for consideration by the relevant Area Committee.

Learn more about Area Committees here[1].

CRITERIA FOR ASSESSING APPLICATIONS FOR FUNDING

1. Area Committee funding will be for projects or initiatives that meet the priority areas agreed by the Community Leadership Committee (see below)
2. Area Committee funding will be for locally based projects or initiatives that tackle local issues, rather than borough-wide schemes
3. Area Committee funding may be used for the feasibility, start up, or scaling phase of a local project OR for one off events or purchases which fit the criteria of the Area Committee
4. The maximum value of an award is £9,999

The priority areas are

- Improve community safety
- Improving local mental and physical health, physical activity and independence
- Support local people to improve their skills or find employment
- Provide support local businesses
- Improve the local environment

Areas agreed not to be considered for funding:

- Self interest groups – where there is no evidence of wider community benefit;
- Funding must not be used to meet a budget deficit in a specific area, to meet the debts of an organisation in financial difficulty, or to cover a shortfall in a service which would normally be provided by the Council or another public sector organisation;
- Funding will not be given to assist with the administration and/or research costs of preparing an application;
- Funding must not require maintenance from the Council, or future expenditure.

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[1] https://barnet.moderngov.co.uk/mgListCommittees.aspx?bcr=1

Guidelines for assessing a request

In assessing the eligibility for funding, Councillors will take account of;

- The nature of the project
- How the project meets the funding criteria
- How the project meets an *identified* local need
- The extent to which the target beneficiaries have been defined
- Funding will be for one-off projects which do not require on-going support from the Council.
- How the project or initiative is linked to the identified local need and the outcomes the activities will achieve
- Value for money

HOW TO APPLY

As a Member-led funding process, officers, local groups, organisations and individuals must first approach an Area Committee Member to sponsor the project. If a Member sponsor is identified, the Member must use the application form available from the Governance Team and work with the officer, local group, organisation or individual to complete the funding application form.

WHAT HAPPENS TO APPLICATIONS

The Governance Team will advise the Member sponsor of the next Area Committee meeting which the application will be considered. **The deadline for the submission of a completed application is 12 days before the date of the Area Committee meeting**. The Governance Team will advise as to whether or not the funding application meets the basic criteria within 5 working days. It is strongly advised that applications are submitted as soon as they are completed.

At the Area Committee meeting when the application is being considered, the Member sponsor will be given the opportunity to provide an overview of the project and answer questions on the project. A decision will be made at the meeting. The Committee can agree one of three outcomes;

1. To award funding ➔ *this will be subject to due diligence* (see below)
2. To defer a decision ➔ proposals should be returned to the next Area Committee with more information
3. To reject a proposal and state reasons why

HOW EXPENDITURE IS MONITORED

As part of the due diligence process on Area Committee funding which has been agreed, a written agreement will be prepared between the Council and the successful applicant in relation to the funding of the project. This will contain the detail of:

- The level of funding;
- How payments will be made;
- Who is accountable for delivery of the project or initiative;
- What will be provided by the money;
- The monitoring requirements;
- What will happen if the organisation fails to meet the terms of the agreement.

AREA COMMITEEE FUNDING APPLICATION FORM 2016/17
NON-CIL COMMUNITY FUNDING

PART ONE: ABOUT YOU		
1.	Area Committee	☐ **Chipping Barnet Area Committee** ☐ **Finchley and Golders Green Area Committee** ☐ **Hendon Area Committee**
2.	**Members Item brought by:**	
3.	**Proposed organisation or Council department to deliver the proposal:**	
4.	**What is the total cost of the project?**	
5.	**How much Area Committee funding are you applying for?**	
PART TWO: ABOUT YOUR PROJECT		
6.	**What is the project?** Please provide a brief overview of the project and what the funding will be used for.	

7.	**Which priority area will the project / initiative address?**
	☐ Improving community safety
	☐ Improving local mental and physical health, physical activity and independence
	☐ Supports local people to improve their skills or find employment
	☐ Support local businesses
	☐ Improves the local environment
8.	**How will it benefit the local area?** Please state the area(s) within the constituency (e.g. ward(s)) which will benefit from the project
9.	**Who will it benefit?** Please state the main beneficiaries of the project.

10.	**Please tell us what the outcome of your project or initiative will be. An outcome is what happens as the result of your project or initiative**
11.	**How many people do you predict will benefit from this project or initiative?** Please state how you have arrived at this number
12.	**What evidence of need is there for this project?** Please provide any supporting evidence of need, such as local statistics or information from a needs assessment.

13.	**Please demonstrate below how local people have been involved in developing this proposal**
14.	**How will the project or initiative be promoted to local residents?**
PART THREE: PROJECT DELIVERY	
15.	**What are the project timelines?**

16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?	
17.	Who will be responsible for the delivery of the project?	
PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY		
18.	Is the applicant or organisation part of a constituted group / organisation?	☐Yes ☐No
18.1	If no, the individual or group will need a sponsor organisation. Has a sponsor organisation been identified?	☐Yes ☐No **If yes, what is the name of the organisation?**
18.2	If yes, does the proposed delivery organisation have a summary of latest accounts (Account year ending date, total income for the year, total expenditure for the year, surplus or deficit for the year, total savings or reserves at the year-end).	☐Yes ☐No
19.	Does the proposed delivery organisation have a Safeguarding policy?	☐Yes ☐No

20.	Does the proposed delivery organisation have an Equalities and Diversity policy?	☐Yes ☐No
21.	Are there any safeguarding issues that need to be considered?	
22.	Are there any equality issues related to this project?	
23.	In the past 12 months have you sought or are you seeking funding from anywhere else, including another Council department, for this project?	☐ Yes ☐ No
23.1	If yes, please state where funding has been sought from	

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