

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

- GUIDELINES FOR Area Committee - Non-CIL Community Funding
- APPLICATION FORM 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.

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 below 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.

PART ONE: ABOUT YOU

1.	Area Committee To find out about Area Committees, click here	XX <input type="checkbox"/> Chipping Barnet Area Committee <input type="checkbox"/> Finchley and Golders Green Area Committee <input type="checkbox"/> Hendon Area Committee
2.	Members Item brought by:	Cllr Brian Salinger
3.	Proposed organisation or Council department to deliver the proposal:	Love Whetstone c/o 77 Chandos Avenue, N20 9EG Love Whetstone is a not-for-profit group of volunteer local residents that seeks to promote a greater sense of community and inclusiveness in the area by organising events and activities on and around the High Road in Whetstone. We engage with local residents, traders, service providers and visitors in what is happening in the area and ensure that everyone knows about our local amenity groups. LW will promote and enable improvements to the local environment by working with the council and sponsors.
4.	What is the total cost of the project?	£3,000

5.	How much Area Committee funding are you applying for?	£3,000
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PART TWO: ABOUT YOUR PROJECT

6.	<p>What is the project? Please provide a brief overview of the project and what the funding will be used for.</p> <p>Love Whetstone plans to erect 2 Community Notice Boards at each end of High Road Whetstone N 20. The sites are at points to receive maximum visibility but not obstruct the pavement. These will signpost to the local community not only events planned for the High Road by Love Whetstone but also those planned by other local amenity groups. These will be encouraged to use the Notice Boards. Unlike many other town centres in the Borough of Barnet, there is no central point in Whetstone to obtain information about local events and issues.</p> <p>The funding will be used to purchase 2 external quality, black powder coated, aluminium Notice Boards at a cost of £1056 Installation by Barnet Council estimated at a cost of £1,000 Artwork for the Notice Boards £900</p>
7.	<p>Which priority area will the project / initiative address?</p> <p><input type="checkbox"/> Improving community safety</p> <hr/> <p><input checked="" type="checkbox"/> Supports local people to improve their skills or find employment</p>

	<p><input checked="" type="checkbox"/> Improves the local environment</p> <p>xx It is hoped that success of the project will also be supportive of local business</p>
8.	<p>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</p> <p>Love Whetstone focuses on the areas around the High Road in Whetstone which broadly comprise the Oakleigh and Totteridge Wards. However, groups in other parts of the Borough will not be excluded from using the Boards for relevant issues.</p> <p>Communicating with such a large area as these 2 wards is difficult and time-consuming. We expect that creating a focal point for local information via the Notice Boards will encourage more participation from the local community and businesses.</p> <p>There are already a number of Community events planned by Love Whetstone but no one means of readily disseminating the information about them. This is also true of other local amenity groups.</p> <p>Love Whetstone intends to encourage other local groups to make use of this platform.</p>
9.	<p>Who will it benefit? Please state the main beneficiaries of the project.</p> <p>The local residents, local businesses and visitors to the High Road Whetstone, especially elderly residents who may not have access to the internet and other technology and who therefore may be difficult to reach.</p>
10.	<p>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</p> <p>The intention is to promote more inclusiveness. The Boards will be a focal point for information on upcoming events not just for residents and visitors but also for the local businesses and their employees.</p>
11.	<p>How many people do you predict will benefit from this project or initiative? Please state how you have arrived at this number</p> <p>A conservative estimate is 2-3000 calculated on the fact that just 16 streets out of the dozens in the Totteridge and Oakleigh Wards have at least an average of 100 residents per street. This does not include visitors or the local businesses and their employees.</p> <p>This would put the cost of the project at £1 per person reached at most.</p>

12.	<p>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.</p> <p>There is no central information point in Whetstone that is easily accessible, especially for those not computer literate. The immediacy of a Notice Board means that information that may have missed a publication deadline for some newsletters can still be publicised.</p>
13.	<p>Please demonstrate below how local people have been involved in developing this proposal</p>
	<p>Love Whetstone is a group of local residents who organised Wake up Whetstone Community Celebration on the High Road in April. A project list of environmental improvements has been developed based on feedback from the event and discussions with local businesses.</p> <p>Most of these projects require funds and where possible fundraising events supported by local residents are being held. Local people are indeed participating in fundraising events.</p>
14.	<p>How will the project or initiative be promoted to local residents?</p>
	<p>The Notice Boards are expected to promote themselves. When they are in place, notices on them will state that the space is available to other local groups and clubs. In addition, they will be promoted via Whetstone Matters, our Newsletter. Most importantly the actual delivery of the Notice Boards will provide a visible focal point. They are key components in communicating with the local community.</p>
PART THREE: PROJECT DELIVERY	
15.	<p>What are the project timelines?</p>
	<p>Production of 2 Notice Boards will take 8 weeks from placing the order. Erection on the High Road will be undertaken by Barnet Council.</p> <p>It is hoped that the Notice Boards will be in place within 10 weeks of funding being obtained. Therefore, a project delivery date would hopefully be in January / February 2017.</p>

16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?
	<p>Production of 2 aluminium Notice boards in black powder coated finish including VAT. £1056 (Size of each board will be 1000 wide by 750 high and will have a header panel saying “Whetstone Community Notice Board”) Estimated charge by Barnet Council to erect the boards £1000 Artwork for the Notice Board £900</p>
17.	Who will be responsible for the delivery of the project?
PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY	
18.	<p>Is the applicant or organisation part of a constituted group / organisation? <input checked="" type="checkbox"/>XX Yes <input type="checkbox"/>No</p> <p>Copy of the Constitution is attached</p>
18.1	<p>If no, the individual or group will need a sponsor organisation. Has a sponsor organisation been identified? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, what is the name of the organisation?</p>
18.2	<p>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). <input checked="" type="checkbox"/>XX Yes <input type="checkbox"/>No</p> <p>The draft accounts (they have not yet been presented to the LW Committee for adoption) are attached. Love Whetstone raises funds purely for specified projects. it is not for profit and does not hold balances except for designated projects.</p>
19.	<p>Does the proposed delivery organisation have a Safeguarding policy? <input type="checkbox"/>Yes <input checked="" type="checkbox"/>XX No</p>

20.	Does the proposed delivery organisation have an Equalities and Diversity policy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21.	Are there any safeguarding issues that need to be considered?	
	No	
22.	Are there any equality issues related to this project?	
	<p>No.</p> <p>However, as many residents (mostly elderly) do not have access to technology, communicating with them is very difficult. Notice Boards will provide a mechanism to engage with them about community issues.</p>	
23.	In the past 12 months have you sought or are you seeking funding from anywhere else, including another Council department, for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
23.1	If yes, please state where funding has been sought from	
	Funder:	Amount: Date:
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24.	Date: 6 October 2016	

ATTACHED:
LOVE WHETSTONE CONSTITUTION
LOVE WHETSTONE FINANCIAL STATEMENTS AT 30 SEPTEMBER 2016

CONSTITUTION OF LOVE WHETSTONE

(Adopted 19 September 2016)

1. Aims

Love Whetstone (“LW”) is a not-for-profit group of volunteer local residents that seeks to promote a greater sense of community and inclusiveness in the area by organising events and activities on and around the High Road in Whetstone.

LW engages with local residents, traders, service providers and visitors in what is happening in the area and seeks to ensure that everyone knows about local amenity groups.

LW will promote and enable improvements to the local environment by working with the council and sponsors.

2. Powers

LW may do anything which may be done by a person of full age and capacity and which is reasonably required to be done to attain its aims, and subject to any conditions for the time being imposed by law, invest funds of LW not immediately required towards achieving its aims in investments, securities or property as it thinks fit.

3. Membership

(1) Membership of LW shall be open to any person over 18 who is interested in helping LW to achieve its aims, willing to abide by the rules of LW set out in this constitution and who is voted as a member by the committee referred to in clause 5 (the “Committee”).

(2) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(3) No subscriptions may be charged for membership of LW.

(4) The membership of any member may be terminated for good reason by the Committee but the member has a right to be heard by the Committee before a final decision is made.

4. Financial year

LW’s financial year is from 1st October to the following 30th September, and a reference below to “year” is to be construed accordingly.

5. The Conduct of Business

(1) The business of LW is to be conducted by a Committee consisting of the members of LW from time to time, and all meeting shall be chaired by the chairman appointed under clause 6.

(2) Any decision of the committee, except for any decision to amend this constitution or to dissolve LW, shall be taken by a simple majority of members present at the relevant meeting of the Committee. Arrangements for amendments to this Constitution and dissolution are dealt with below.

(3) Five members of the Committee constitute a quorum.

(4) The Committee may invite such other persons as it sees fit to attend (but not vote at) its meetings.

(5) The Committee may establish such other working groups or sub-committees as it shall from time to time think fit for the better attainment of its aims.

6. Election of officers

(1) The chairman, secretary and treasurer of LW shall be elected by the Committee annually at the first Committee meeting after the start of the year.

(2) Each of the three officers is to be elected for a period of one year but is eligible for re-election and, if not re-elected, vacates the office at the conclusion of the Committee meeting where the election took place.

(3) After serving at least three years in office, an officer shall not seek re-election for a further year if someone else is willing to be elected to that office.

7. Finance

(1) Any money accruing to LW shall be either used by LW in furtherance of its aims or donated by LW to any charities or other organisations operating locally as are considered suitable by the Committee.

(2) For each year in which the annual turnover of LW in that year is less than £10,000, the treasurer shall, as soon as reasonably practicable and no later than three months following the end of a year, and at any other time as thought fit by the Committee, circulate to all members financial statements in a clear and suitable format containing details of all monies received, payments made and money held by LW. The Committee must either approve the accounts at the next Committee meeting following circulation of the financial statements or require the accounts of LW to be audited under the provisions of sub-clause 7(3) below.

(3) For each year in which the annual turnover of LW in that year is greater than £10,000, or for any year where the Committee requires the accounts to be audited under the provisions of sub-clause 7(2) above:

(a) As soon as reasonably practicable and no later than three months following the end of the relevant year, and at any other time as thought fit by the Committee, the books and accounts of LW must be audited by an honorary auditor, not being a member, appointed for that purpose by the Committee; and

(b) As soon as the accounts have been audited the audited accounts shall be circulated to all members and approved at the first Committee meeting following circulation of the audited accounts.

(4) The Committee must maintain in the name of LW such bank account or accounts, including an electronic banking account, as it considers convenient.

(5) Cheques or payments on behalf of LW shall be signed or authorised in accordance with controls determined by the Committee which are consistent with the requirements of the bank at which accounts are kept.

(6) No member shall commit LW to expenditure in excess of £100 without first providing written details of the expenditure to the treasurer and obtaining prior written approval to this expenditure from either:

(a) the treasurer and another officer; or

(b) the committee.

In either case, agreed expenditure shall be recorded in the minutes of the committee at the meeting next occurring, in the case of expenditure approved by officers, and at the relevant meeting in the case of expenditure approved by the committee.

8. Alterations to this Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Committee meeting.

9. Dissolution

(1) If the Committee decides that because of its financial situation or otherwise it is necessary or advisable to dissolve LW, it must call a separate meeting of the Committee at which all members of LW are entitled to attend and vote.

(2) Not less than twenty-one days' notice of the meeting must be given stating the terms of the resolution to be proposed.

(3) If the decision to dissolve LW is confirmed by a three-quarters majority of those present and voting at the meeting, the Committee may dispose of any assets held by or on behalf of LW by way of donations to any charities or other organisations operating locally as are considered suitable by the Committee.

LOVE WHETSTONE

FINANCIAL STATEMENTS: PERIOD ENDED 30 SEPTEMBER 2016

BALANCE SHEET

	£	£
Accumulated Fund:		
Net Income for Period	1,033	
Less: Donations to Charities	846	
Balance at 30 September 2016		187
Funds received in advance		270
		457
Represented by:		
Balance at Bank		457

INCOME AND EXPENDITURE ACCOUNT

Love Whetstone Event:		
Sponsorship and donations	2,730	
Advertising	810	
Stall fees	546	
Total Income	4,086	
Operating costs and fees	2,084	
Publicity	550	
Insurance	130	
Total Costs	2,764	
Net Event Income		1,322
General Committee Expenses		289
Net Income for Period		1,033