

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	<input checked="" type="checkbox"/> Chipping Barnet Area Committee <input type="checkbox"/> Finchley and Golders Green Area Committee Hendon Area Committee
2.	Members Item brought by:	Cllr Barry Rawlings
3.	Proposed organisation or Council department to deliver the proposal:	ADDISS
4.	What is the total cost of the project?	£14,153
5.	How much Area Committee funding are you applying for?	9,999
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>ADHD in Barnet The project will be delivered across Chipping Barnet where there are many disadvantaged and hard to reach families.</p> <p>The Project will initially be delivered in a Children Centre but will progress to two other centres during the year.</p> <ul style="list-style-type: none"> • ADDISS wishes to employ a Parent Support Worker operating within Barnet to engage with parents of children with a range of child conduct and attention problems related to ADHD. • The Parent Support worker will receive training on how to support families of children with ADHD and behaviour management strategies. • We will also train a member of staff at the Children Centre. • We will develop materials and resources for parents, which will be available from Children's centres and GP's surgeries. • To promote early support to enable families to understand and meet the needs of their child that will help them to have a fulfilled family life. • To coordinate and deliver a range of learning and training opportunities for parents of children with a range of conduct and attention difficulties • Hold a drop-in support group for parents 3 mornings a week at local children's centres or relevant venues. • For parents unable to attend our drop-in sessions, we can offer 1 to 1 support via telephone or at our main offices by appointment 1 day a week. • Monthly evening meeting with adults over the age of 18 years, currently the Adult ADHD Clinic in Edgware has over 400 adults using their services for diagnosis and treatment. • We will be introducing and delivering the 1 2 3 Magic behaviour management programme to families and Children Centres. 1 2 3 Magic is a licenced programme and ADDISS owns the UK licence to train and deliver this programme. It is a highly successful intervention for parents whose children have behaviours associated with ADHD and ASD. We currently have over 500 practitioners delivering this 	

	<p>programme across the UK, using as their preferred parenting programme. It is delivered in 3 – 5 sessions, is easy to understand and results are pretty much immediate.</p> <ul style="list-style-type: none"> • The drop in sessions will be open to parents, carers, young adults with ADHD, parents with ADHD, and anyone wanting information help and support relating to ADHD. From time to time we will bring in guest from other disciplines both to give talks and also to learn from the parents and patients themselves
7.	<p>Which priority area will the project / initiative address?</p> <p><input checked="" type="checkbox"/> Improving community safety</p> <p><input checked="" type="checkbox"/> Improving local mental and physical health, physical activity and independence</p> <p><input checked="" type="checkbox"/> Supports local people to improve their skills or find employment</p> <p><input type="checkbox"/> Support local businesses</p> <p><input checked="" type="checkbox"/> Improves the local environment</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>Children with ADHD are known to have poorly regulated impulsive behaviours, which do not improve with age. The Youth Crime Action Plan 2010 Produced by the Home Office identified poorly managed and undiagnosed ADHD was one of the top 5 causes of youth crime.</p> <p>We believe by identifying early and educating parents, by giving them tools to manage behaviours we can:</p> <ul style="list-style-type: none"> • Reduce crime • Reduce Anti-social behaviours • Reduce School exclusions • Create a Calmer home environment • Reduce stigma • Help families too become empowered and remain independent and resilient <p>Often when a child is diagnosed with ADHD the family needs scaffolding, they feel emotional, stigmatized and very often the child has been excluded from school.</p> <p>Across Hendon there will be three different venues so parents can choose the venue nearest to them, but may attend any of the three venues.</p>
9.	<p>Who will it benefit? Please state the main beneficiaries of the project.</p> <p>This programme will benefit the whole family as a child with ADHD has an effect on everyone within the family and the wider family. It will reduce social isolation not just for the child but all family members.</p> <p>Siblings often suffer from the constant challenges and attention children with ADHD can demand from parents.</p>

	<p>With the tools and strategies parents will learn, it will help the parent to be more confident and puts the parent back in control.</p> <p>Children will exhibit difficult behaviours from as early at 18 months but diagnosis usually does not happen until around the age of 7. We would welcome parents who suspect their children may have ADHD and would offer the same strategies to support their children. In partnership with children centres we would be able to scaffold and support parents of preschoolers too young for assessment.</p> <p>Children Centres and schools will benefit from training provided by ADDISS</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 outcome from this project will be:</p> <ul style="list-style-type: none"> • Enable parents to be more effective in their parenting • Parent education is the frontline treatment for ADHD and it is currently not being provided in Barnet. This project will fill that gap and help parents of newly diagnosed children. • Parents of children who have had a diagnosis for some time will also benefit from a psychoeducation group • Empower parents to manage challenging behaviours more effectively • Improve parent-child interactions, in a calmer stress free environment • Reduce the need to exclude children from school, by teaching them strategies to manage their own behaviours. • Less parents receiving treatment themselves for depression (Our survey showed 50% of parents were taking Anti-Depressants). • Educating parents about ADHD and managing behaviours, may empower them to become befrienders and volunteer to support other families and the wider community. • Preschool intervention may reduce the need for referral to CAMHS • Children centres in the Hendon area will be better informed and trained to support the families more effectively • Free training will be offered to local family practitioners to become 1 2 3 magic licenced parenting practitioners
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>We predict over 100 families, however as ADHD can affect the whole family it could positively change the outcomes of up to 500 people, if we include both parents and possible siblings and grandparents.</p> <p>We also predict that a large number of teachers and schools would benefit from this project.</p> <p>Woodcroft School has been using our programme very successfully for around three years now and Rosh Pinoh have just been trained by us to implement an ADHD specific behaviour policy across their whole school.</p>

	<p>In time we would hope to share our knowledge with Children centres across the Borough so that eventually each children centre will be trained and able to support families affected by ADHD.</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>The evidence for this project are:</p> <ul style="list-style-type: none"> • There is no other Charity or Organisation in the area delivering this specialist service. • When we recently held a few meetings and talks we were overwhelmed with phone calls and e-mails, from families wanting to know when we were going to hold more meetings. • The last Adult meeting at Hendon Town Hall, we had 30 adults attending. • We recently facilitated a talk on ADHD and relationships and we had 80 people attending. • We received many phone calls from local schools, health visitors, children’s centres and Social Workers asking for advice for parents. • We have met with the Family Nurse service at the Graham Park Medical Centre who are desperate for this kind of project and who would be making referrals to the project <p>Statistically there are over 6000 up to 7% of young people in Barnet who would meet the diagnostic criteria for ADHD. We cant reach all of them but we can make a start to help those most critically in need of support.</p>
13.	<p>Please demonstrate below how local people have been involved in developing this proposal</p> <p>We have spoken to parents, clinicians, teachers, health visitors and local Councillors some of whom have attended our workshops. They feel this is fantastic project which is needed by families in this area.</p> <p>We have also talked to Barnfield childrens centre manager who would like to be involved and is very enthusiastic about supporting this project..</p> <p>We have spoken at length to parents who are so desperate for such a project.</p>
14.	<p>How will the project or initiative be promoted to local residents?</p> <p>The project will be promoted initially through:</p> <ul style="list-style-type: none"> • Information flyers distributed to GP’s, CAMHS, Children’s Centres, Health Visitors and Schools. • Barnet Community Network

	<ul style="list-style-type: none"> • ADHD tends to presents its greatest challenges in the school environment, schools will be able to identify parents and refer as necessary. • It will also be promoted through our website, social media and parents who use the service. • But the need is so great we know word of mouth would be enough. 																																	
PART THREE: PROJECT DELIVERY																																		
15.	What are the project timelines?																																	
	<p>On confirmation of the grant the post will be advertised immediately. The project can be up and running fully within 6 weeks of approval.</p> <p>ADDISS will continue to source funds and negotiate contracts to ensure the project becomes sustainable.</p>																																	
16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?																																	
	<p>We hope the funding will be available across the three areas to enable us to employ a full time worker. The full project cost is as follows</p> <table> <tr> <td>Salary :</td> <td>£32,000</td> <td>includin8 pension and NI</td> </tr> <tr> <td>Supervision:</td> <td>£5000</td> <td></td> </tr> <tr> <td>Materials Books and resources;</td> <td>£1000</td> <td></td> </tr> <tr> <td>Mobile phone:</td> <td>£360</td> <td></td> </tr> <tr> <td>Deskspace</td> <td>£600</td> <td></td> </tr> <tr> <td>Travel</td> <td>£500</td> <td></td> </tr> <tr> <td>Training:</td> <td>£2000</td> <td></td> </tr> <tr> <td>Total:</td> <td>£42460</td> <td></td> </tr> <tr> <td>Less Contribution from ADDISS</td> <td>£12,463</td> <td></td> </tr> <tr> <td>Amount needed for full project</td> <td></td> <td>£29997</td> </tr> <tr> <td><u>Total amount requested for Hendon area only</u></td> <td></td> <td><u>£9,999</u></td> </tr> </table>	Salary :	£32,000	includin8 pension and NI	Supervision:	£5000		Materials Books and resources;	£1000		Mobile phone:	£360		Deskspace	£600		Travel	£500		Training:	£2000		Total:	£42460		Less Contribution from ADDISS	£12,463		Amount needed for full project		£29997	<u>Total amount requested for Hendon area only</u>		<u>£9,999</u>
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17.	Who will be responsible for the delivery of the project?																																	
	<p>ADDISS (Attention Deficit Disorder Information and Support Services)</p> <p>ADDISS is the only ADHD Charity/Organisation in the UK which has been established for over 20 years, with a professional board of expert advisers.</p>																																	

	<p>This project will create a new Vacancy which will be advertised locally. The successful applicant will receive an intensive training package, by Andrea Bilbow OBE the CEO of ADDISS.</p> <p>Three of our trustees are highly specialised ADHD parent trainers and practitioners. They will be monitoring the project.</p> <p>Supervision will be provided by Andrea Bilbow OBE and Colin McGee our in house Psychotherapist and behaviour specialist.</p> <p>Both Andrea and Colin will co facilitate from time to time.</p> <p>ADHD in Barnet is a project managed by ADDISS</p>
PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY	
18.	<p>Is the applicant or organisation part of a constituted group / organisation?</p> <p><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p>
18.1	<p>If no, the individual or group will need a sponsor organisation. Has a sponsor organisation been identified?</p> <p><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No 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).</p> <p><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p>
19.	<p>Does the proposed delivery organisation have a Safeguarding policy?</p> <p><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p>
20.	<p>Does the proposed delivery organisation have an Equalities and Diversity policy?</p> <p><input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</p>
21.	<p>Are there any safeguarding issues that need to be considered?</p> <p>We would always be mindful of any safeguarding issues we may encounter and follow the correct procedures. We are also aware some parents may have conditions themselves; Mental Health problems, depression, misuse of drugs and alcohol. Other members of the family may be involved with drugs or other criminal activities.</p> <p>All staff will be trained up to date in safeguarding and DBS enhanced checked.</p>
22.	<p>Are there any equality issues related to this project?</p> <p>There are no equality issues related to this project, as an organisation we promote equal opportunities and diversity and are always mindful of peoples differences. We will explore</p>

	ways to support families where English is not the first language and will seek the advice of local ethnic minority organisations who may have a similar remit.	
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	
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