

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.

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 <input type="checkbox"/> Hendon Area Committee
2.	Members Item brought by:	Cllr David Longstaff
3.	Proposed organisation or Council department to deliver the proposal:	Friends of Barnet Environment Centre (FOBEC) Charity No 1165515
4.	What is the total cost of the project?	£11,406 (Most labour costs being saved by volunteer help.)
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>In May 2016, FOBEC's base was transferred from the old LBB Curriculum Centre building to a new Centre on the same site. The area behind this Centre needs considerable work to create a garden, which will include a central lawn area, herbaceous beds and seating. It will also be necessary to make it safe for use by children. The project is the "Centre Garden".</p> <p>Noah's Ark Children's Hospice (NACH) acquired the 7.5 acre site in Byng Road, High Barnet, on a 125 year lease from Barnet Council. As part of the planning conditions, a base had to be provided to allow the Friends of Barnet Environment Centre (FOBEC) to continue their environmental education work. This building has now been opened, and is used jointly by FOBEC and NACH.</p> <p>The Centre Garden will serve two purposes:</p> <ul style="list-style-type: none"> – to be an area where all visitors - school groups, disabled children, visitors to the reserve and adults attending meetings at the Environment Centre – can relax surrounded by the wonderful nature reserve. It will also be a lovely space for the children to have their breaks or lunch. – to contain a variety of shrubs, grasses, plants and native wildflowers, providing attractive habitats for a range of birds and insects throughout the year and to enable visitors to interact more closely with nature. <p>The project requires the following tasks:</p> <ul style="list-style-type: none"> – Preparing the soil and turfing the central area - this will be the main 'relaxation' area, as well as being an attractive open space. – Erecting fencing, to match the existing style, around the whole garden perimeter and in front of the attenuation ponds, to ensure that it is safe for use by all groups. – Preparing herbaceous beds around the perimeter of the Centre Garden, and planting them. – Purchasing and installing seating facilities. – Constructing an Educational Activity Area beside the Centre Garden. <p>The funding will be used for each of these tasks, supplemented by many volunteer hours.</p>	

7.	Which priority area will the project / initiative address?
	<input type="checkbox"/> Improving community safety
	<input checked="" type="checkbox"/> Improving local mental and physical health, physical activity and independence
	<input type="checkbox"/> Supports local people to improve their skills or find employment
	<input type="checkbox"/> Support local businesses
	<input checked="" type="checkbox"/> 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
	The Friends of Barnet Environment Centre (previously known as the Friends of Barnet Countryside Centre) have been organising community events for over 20 years and running school visits and other environmental education activities on the site since 2006. This year over 1500 young people have benefitted from these visits – mainly Nursery, Infant and Junior children from a wide range of Barnet Primary Schools, but also students from Secondary Schools for specific courses and for Work Experience, and youth groups such as Brownies.
	The majority of our school visits were from local (Chipping Barnet) primary schools, the work experience students were from East Barnet and Mill Hill County High, and the youth groups were attached to local churches.
9.	Who will it benefit? Please state the main beneficiaries of the project.
	The main beneficiaries will initially be the schools and other youth groups that visit, as well as all the adults from the local community who make use of the Centre Garden. Our many volunteers also benefit from the opportunity to contribute their time and skills to a very worthwhile cause – we all believe strongly in helping young people learn about their environment and the importance of its conservation. Increasingly, the Centre will be open to the local community for environmentally-focussed events. Once the Hospice is constructed and in use, the Centre Garden will be used by the families visiting or staying in the Hospice – disabled access has been a major consideration throughout the planning process. Maintenance of the Centre Garden will create tasks for a wider range of abilities. Working and being in the natural environment has widely acknowledged positive benefits for all.
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
	<ul style="list-style-type: none"> - Visitors and school groups using the Garden will be able to work or relax in a wonderful and safe environment. - The beds will contain a wide variety of shrubs, grasses, plants and native wildflowers, to provide attractive habitats for a range of birds and insects; this will enhance biodiversity and also provide an educational tool for visitors. - The Garden and Educational Activity Area will provide an alternative to the surrounding nature reserve in which nature study can take place. This will be ideal for disabled visitors or when the reserve is particularly muddy. - The view of the Centre Garden from the large windows of the Classroom and Meeting Room will be an ideal background for study and learning.

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>In the academic year 2015/2016, more than 1500 children attended environmental educational sessions at the Environment Centre. The feedback from these visits is consistently outstanding, and we anticipate having to turn down school requests for summer visits next year. We must not overuse our natural resources but can expand into the autumn, winter and spring seasons if we can use the new Garden.</p> <p>Adult use of the Environment Centre, both for FOBEC and NACH groups, is expanding rapidly. It is difficult to estimate the annual figure – the new building only opened in May – but we anticipate that well over 1000 adults per annum will use the Centre for meetings or for activities around the nature reserve and thereby benefit from this project.</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>Before the new Environment Centre was constructed, FOBEC activities were based in the dilapidated buildings constructed around 1950, but school groups usually had lunch sitting on a large sloping grassy area surrounded by trees. The children were free to play in a safe enclosure, listening to the birds or exploring the flowers, shrubs and trees around the picnic area.</p> <p>As the new Centre was built on that open space, we are very keen to provide a similar environment in the Centre Garden. The only negative comments we have recently received on our school feedback forms have been teachers’ expressions of regret that an outdoor picnic or play area is no longer available!</p> <p>We have been unable to offer our usual community events during the Centre construction but a low key open day for local residents was held on 3rd July and attracted 157 adults and children. Most of these visitors were new to the Centre. This is a clear demonstration of local support for the Centre. We need the Centre Garden to provide adequate space for such events in the future.</p>
13.	<p>Please demonstrate below how local people have been involved in developing this proposal</p> <p>A Centre Garden Team was formed comprising FOBEC Trustees and members of the local community so that the final design of the building and the garden incorporated as many elements as possible of an ideal base for our work. Teachers’ feedback indicates that these aims have been achieved within the building and useful comments and suggestions have been made on our Garden design ideas.</p>
14.	<p>How will the project or initiative be promoted to local residents?</p> <p>In the past we have opened up the Centre and the Reserve on a regular basis for specific environmental activities for local families – Dawn Chorus walks, Bat walks, ‘bio-blitz’ days, plant swaps etc. These will continue and be increased now that our indoor facilities are so significantly improved, but we desperately need the outside space to cater for them adequately. We are currently planning an opening of the Centre Garden in the spring which will be a community event for local people.</p> <p>We hold frequent twilight sessions for all interested teachers – we email all Barnet Primary schools, local Secondary schools, and youth groups. These sessions give potential visit organisers the chance to see how we are developing the Centre’s facilities, including the Centre Garden.</p>

PART THREE: PROJECT DELIVERY	
15.	What are the project timelines?
	<p>Autumn is a good time to prepare soil and lay turf in the central area of the Centre Garden. If we are successful in our bid, we would start work immediately preparing and planting in the extensive perimeter beds. We have volunteer sessions every Monday afternoon, on the first Sunday of each month and also on special 'Make a Difference' days, some of which we would use for specific activities such as weed clearance, topsoil spreading and digging in compost. Preparing and laying the lawn and most of the herbaceous bed work could be done in the autumn, but we will keep some of the funding back for purchasing plants that would not prosper if planted before the winter frosts.</p> <p>The fence construction will be done by external specialists and will take less than a week.</p> <p>The preparation and laying of a suitable Educational Activity Area surface will again be done by an external contractor, and will take less than two weeks.</p> <p>The seating can be ordered and delivered immediately.</p> <p>We are planning to have a Garden Opening event in Easter 2017.</p>
16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?
	<p>We have obtained estimates for these tasks as follows :</p> <p>Turfing - <i>£1500 VAT exempt</i> Fencing - <i>£3750 VAT exempt</i> Herbaceous Beds - We have been in contact with London Waste and they have delivered one load of compost from municipal green bin collections, but we still need topsoil and more appropriate compost for the perimeter beds, and of course suitable plants – we are hoping to obtain some of these from volunteers and by making contact with local companies – maximum cost <i>£1000 inc VAT</i> Secured Seating –we want to provide sufficient fixed seating for 30 children with accompanying adults,: Six benches in recycled material with secured bases <i>£2268 inc VAT</i> Educational Activity Area - laying of suitable surface, approx. <i>£1500 inc VAT</i> Two children’s potting tables (one for wheelchair users) <i>£1388 inc VAT</i></p> <p>The total cost is therefore estimated at £11406</p>
17.	Who will be responsible for the delivery of the project?
	We have set up a Garden Project Team, consisting of both Trustees and local volunteers who have the appropriate range of experience, knowledge and skills. The whole project is being overseen by the Vice Chair of the Trustees.
PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY	
18.	Is the applicant or organisation part of a constituted group / organisation?
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.1	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 If yes, what is the name

