

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 <input type="checkbox"/> Hendon Area Committee
2.	Members Item brought by:	Councillor Williams
3.	Proposed organisation or Council department to deliver the proposal:	CBA Committee
4.	What is the total cost of the project?	£9733
5.	How much Area Committee funding are you applying for?	£9733
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. <p>We are proposing to implement an improvement scheme which will include:</p> <ol style="list-style-type: none"> Planted pairs of hanging baskets from each lamp post in the area (x 40) which will be themed at various times of the year, such as Remembrance Day, Valentine's Day, Halloween, Christmas, etc. <p>It is proposed that each pair of hanging baskets (ie, each lamp post) will be sponsored by a local business at approx £10 per month to ensure that the area can be continuously enhanced, although we anticipate that not all of the lamp posts will be sponsored at once. Each pair of baskets will carry a small sign designed to inform people of the sponsor.</p> <p>The sponsorship collected will be used for the ongoing upkeep of the hanging baskets and future maintenance expenditure.</p> <p>We have already enlisted the assistance of local florists who have promised to water the baskets during the growing seasons to ensure continued management and to assist with the themed events.</p> Replace the existing fir trees around the East Barnet war memorial with magnolia trees as planted in Church Hill Road, to add cohesion to the area, under the guidance of the Borough Tree Officer. Erect a noticeboard which will advertise local community events and shop offers. 	
7.	Which priority area will the project / initiative address?	
	<input type="checkbox"/> Improving community safety	
	<input 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 checked="" type="checkbox"/> Support local businesses	
	<input checked="" type="checkbox"/> Improves the local environment	

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>Proposed improvements to the shopping areas of Church Hill Road and East Barnet Road in East Barnet.</p> <p>To bring back the charm to East Barnet village by making the shopping area aesthetically pleasing to visitors and customers, which should result in increased footfall and therefore trade for local businesses, encourage more businesses to the area and thereby increase local employment.</p> <p>The different themes that are proposed will encourage repeat visitors to the area to view the ever-changing experience.</p>
9.	<p>Who will it benefit? Please state the main beneficiaries of the project.</p> <p>Local residents, traders and visitors/shoppers.</p> <p>Local wildlife including bees and butterflies.</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>To enhance the quality of life for local residents and shop keepers, and boost the local shopping experience, making East Barnet village more appealing and thereby encouraging more visitors and shoppers, and hopefully creating employment opportunities with increased shop rentals.</p> <p>This will be an ongoing initiative and the sponsorship monies will be used to continue to fund the project for many years to come.</p> <p>To encourage local wildlife.</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>Difficult to quantify.</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>Due to a decline in physical environment, the village has lost its identity as a community area and looks rather unloved at present.</p>

13.	Please demonstrate below how local people have been involved in developing this proposal														
	<p>We have formed an improvement committee (EBIC) made up of local trades people, including:</p> <p>James – Chas R Lowe Estates Peter – Powerpoint John – Village Jewellers Marie – Marie’s Shoes Athena – Prince of Wales public house</p>														
14.	How will the project or initiative be promoted to local residents?														
	<p>Local paper, leaflets, council magazine and East Barnet festival.</p> <p>Posters in local shops.</p> <p>Social media – Facebook, Twitter, etc.</p>														
PART THREE: PROJECT DELIVERY															
15.	What are the project timelines?														
	October 2016 - as we would like to prepare the hanging baskets for Remembrance Day.														
16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?														
	<table border="0"> <tr> <td>80 x Hanging baskets (inc contents)</td> <td style="text-align: right;">£ 4160.00</td> </tr> <tr> <td>80 x lamp post brackets</td> <td style="text-align: right;">£ 875.00</td> </tr> <tr> <td>80 x bracket straps</td> <td style="text-align: right;">£ 293.00</td> </tr> <tr> <td>4 x magnolia trees</td> <td style="text-align: right;">£ 520.00</td> </tr> <tr> <td>Noticeboard</td> <td style="text-align: right;">£ 690.00</td> </tr> <tr> <td>Printing & distribution</td> <td style="text-align: right;">£ 795.00</td> </tr> <tr> <td>Labour & materials</td> <td style="text-align: right;">£ 2400.00</td> </tr> </table>	80 x Hanging baskets (inc contents)	£ 4160.00	80 x lamp post brackets	£ 875.00	80 x bracket straps	£ 293.00	4 x magnolia trees	£ 520.00	Noticeboard	£ 690.00	Printing & distribution	£ 795.00	Labour & materials	£ 2400.00
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17.	Who will be responsible for the delivery of the project?														
	EBIC – East Barnet Improvement Committee														
PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY															
18.	Is the applicant or organisation part of a constituted group / organisation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														

18.1	<p>If no, the individual or group will need a sponsor organisation. Has a sponsor organisation been identified? Mr John Wilkes Friends In Need Community Centre Crescent Road East Barnet EN4 8PS</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the name of the organisation?	
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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
19.	<p>Does the proposed delivery organisation have a Safeguarding policy?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.	<p>Does the proposed delivery organisation have an Equalities and Diversity policy?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21.	<p>Are there any safeguarding issues that need to be considered?</p> <p>Confirmation from Barnet Council that hanging baskets are insured when attached to lamp posts (Public Liability).</p>		
22.	<p>Are there any equality issues related to this project?</p> <p>No</p>		
23.	<p>In the past 12 months have you sought or are you seeking funding from anywhere else, including another Council department, for this project?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
23.1	<p>If yes, please state where funding has been sought from</p>		
	Funder:	Amount:	Date:
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24.	<p>Date 09.06.16</p>		

**VIEWS OF PROPOSED IMPROVEMENT AREAS
CHURCH HILL ROAD, EAST BARNET ROAD, CAT HILL**