

## **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](#)<sup>1</sup>.

### **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.

## **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 submitted 12 clear working days before the 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.

<b>PART ONE: ABOUT YOU</b>		
1.	<b>Area Committee</b> To find out about Area Committees, click here	<input checked="" type="checkbox"/> Chipping Barnet Area Committee <input checked="" type="checkbox"/> Finchley and Golders Green Area Committee <input checked="" type="checkbox"/> Hendon Area Committee
2.	<b>Are you making an application at more than one Area Committee? If so which ones?</b>	No
3.	<b>Members Item Sponsored by and reported by</b>	Cllr Lisa Rutter
4.	<b>Sponsored Member's Statement</b>	I support this application to install a gate. Residents have been suffering with the constant fly-tipping, anti social behaviour and burglaries. By installing the gate this would give residents the security and peace of mind without worrying about their safety and will no longer have to put up with all the rubbish and the neighbourhood would be a nicer place to live and enjoy. I believe that the Council should be helping residents to achieve a safer, cleaner environment for the benefit of all.
5.	<b>Proposed organisation or Council department to deliver the proposal:</b>	Westwood Park Gate Project
6.	<b>What is the total cost of the project?</b>	£3,660.00
7.	<b>How much Area Committee funding are you applying for?</b>	50% of the above: £1,830.00
<b>PART TWO: ABOUT YOUR PROJECT</b>		
6.	<b>What is the project?</b> Please provide a brief overview of the project and what the funding will be used for.	
	The funding will be used for the installation of one set of gates at each end of the service track that runs from Parkside Gardens to West Road, which is located behind the houses in Woodfield Drive and West Walk.  <b>Please refer to the site plan attached.</b>	
7.	<b>Which priority area will the project / initiative address?</b>	
	<input checked="" 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 type="checkbox"/> Support local businesses	
	<input checked="" type="checkbox"/> Improves the local environment	
8.	<b>How will it benefit the local area?</b> Please state the area(s) within the constituency	

	(e.g. ward(s)) which will benefit from the project
	<b>These gates will greatly improve the safety of our community and improve our local environment within the Chipping Barnet Ward.</b>
<b>9.</b>	<b>Who will it benefit?</b> Please state the main beneficiaries of the project.
	<b>59 houses and residents in West Walk and Woodfield Drive and Parkside Gardens – it will greatly improve their safety and security. This includes a high number of elderly pensioners and families with young children, all of whom are very concerned about the anti-social behaviour that occurs because of the open access to the service track.</b>
<b>10.</b>	<b>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</b>
	<p><b>The 59 houses listed above will be protected from the following:-</b></p> <p><b>Incidents of major fly-tipping similar to that which occurred in Autumn 2016.</b></p> <p><b>See photo of fly-tipping attached to this application.</b></p> <p><b>This will help to deter and prevent burglaries in the area, by hindering access to the garages and the rears of the properties. PCSO Justin Burda of the Safer Neighbourhood Team has produced a report of these.</b></p> <p><b>See report and also photo of garage break-in attached to this application.</b></p> <p><b>It will also help to prevent the anti-social behaviour (such as graffiti on the properties) and drug dealing which occurs regularly behind these houses.</b></p> <p><b>See photo of graffiti attached to this application.</b></p>
<b>11.</b>	<b>How many people do you predict will benefit from this project or initiative?</b> Please state how you have arrived at this number
	<p><b>It will benefit the residents who live in the 59 properties backing onto the service track in West Walk and Woodfield Drive and Parkside Gardens – approximately 160 residents.</b></p> <p><b>This will be a one-off project which will not require on-going support from Barnet Council.</b></p>
<b>12.</b>	<b>What evidence of need is there for this project?</b> Please provide any supporting evidence of need, such as local statistics or information from a needs assessment.
	<b>Please see attached photos of the fly-tipping, garage break-ins and graffiti.</b>

	Please see also attached a copy of PCSO Justin Burda's report.
13.	Please demonstrate below how local people have been involved in developing this proposal
	<p>All 59 Freeholders have agreed to the installation of the gates, and to the specification of the installation.</p> <p>All but one of the 59 Freeholders of the properties have already contributed their portion of the money to make up 50% of the gate installation.</p>
14.	How will the project or initiative be promoted to local residents?
	<p>Door-to-door canvassing has already been carried out, and agreement already reached with residents of all 59 properties.</p> <p>Sufficient funds have been collected from the residents to cover 50% of the cost of the gate installation project, so should the Grant be approved, no further interactions with the residents will be required to proceed with the installation.</p>
<b>PART THREE: PROJECT DELIVERY</b>	
15.	What are the project timelines?
	All residents are keen to install the gates as soon as possible. A contractor has already been identified with the most acceptable estimate (and agreed upon by all residents) to carry out the installation, so as soon as all money is available, the installation will take place immediately.
16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?
	<p>A copy of the contractor's final agreed costings for the gate installation, totalling £3,660.00, will be brought along to the presentation.</p> <p>A Grant of £1,830.00 would cover 50% of this cost.</p>
17.	Who will be responsible for the delivery of the project?
	<p>The committee of the Westwood Park Gate Project.</p> <p>Chairman – Mr Michael Hawke of 15 Woodfield Drive.  Secretary – Mohammad Shah of 14 Parkside Gardens.  Treasurer – Clifford Nichol Lewis McKie of 8 West Walk.</p>
<b>PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY</b>	

