

## **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.

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<sup>1</sup> <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.	<b>Area Committee</b> 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.	<b>Members Item brought by:</b>	Barry Rawlings
3.	<b>Proposed organisation or Council department to deliver the proposal:</b>	Barnet Furniture Centre
4.	<b>What is the total cost of the project?</b>	£35,190.00
5.	<b>How much Area Committee funding are you applying for?</b>	£9,999
PART TWO: ABOUT YOUR PROJECT		
6.	<b>What is the project?</b> Please provide a brief overview of the project and what the funding will be used for.  <b>To provide a new van for Barnet Furniture Centre,</b>  <p>We are a local furniture re-use registered charity, with a 5 year successful track record based in Friern Barnet, London, We operate across the North London Waste Authority (NLWA) We are seeking funding for a new collection and delivery van to replace a leased vehicle provided to us by Barnet Council who are now asking us to renew the lease at a cost of £800 per month. The van is vital in delivering the service and a platform for work placement training.</p> <p>Our project provides affordable good quality second hand furniture, household items which we collect from the local area free of charge. These items are then sold on at low cost to the families and people on low incomes. The proceeds from the sale of furniture helps to cover our operating costs and allows us to focus on our main aim which is to alleviate hardship and to improve the quality of life of vulnerable people within the community. This often includes homeless families and individuals and others in some form of housing crisis. We do this by working in partnership with Social Services, Housing Associations, Women Refuges, CAB's, Drug &amp; Alcohol rehab teams, etc. When clients are referred we can offer larger discounts and in cases of severe hardship some essential items without charge.</p> <p>Barnet Homes refer their new tenants to us by way of voucher referrals, so do many other housing associations; they include our referral pack and leaflet in their new tenant sign up packs; this helps the new tenants to furnish their homes with nice furniture at a low cost and also provides a stepping stone to avoid them getting into debt with pay day loans or with new purchases from high street retailers.</p>	

<b>7.</b>	<b>Which priority area will the project / initiative address?</b>
	<input type="checkbox"/> Improving community safety
	<input type="checkbox"/> Improving local mental and physical health, physical activity and independence
	<input checked="" 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
<b>8.</b>	<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>The new van will allow us to continue helping low income families / people to purchase good quality reusable furniture at affordable prices, helping families /people access affordable furniture will reduce the stress and anxiety, also increasing children’s prospects by being able to furnish their homes providing essential items to help with a child’s development.</b>
	<b>It will allow us to continue offering a free furniture collection service around the borough, instead of the items going to landfill or being fly-tipped on the streets.</b>
<b>9.</b>	<b>Who will it benefit?</b> Please state the main beneficiaries of the project.
	<b>We are currently working with the local work place providers and volunteer bureaus to recruit more volunteers and we expect to offer 48 placements per year and will improve life chances for those placements, they are more likely to gain permanent employment from the new skills and work experience.</b>
	<b>Some of our customers and donors have also become volunteers as they really support the work we do, and some of our volunteers who are placed on the mandatory work placements continue to volunteer with us once their placement has ended, many learn new IT, Woodwork and warehouse skills.</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>
	<b>We will be able to continue helping families and people in the borough.</b>

11.	<p><b>How many people do you predict will benefit from this project or initiative? Please state how you have arrived at this number</b></p>
	<p><b>Based on figures in 2015/16 we have helped over 1794 families/people furnish their new homes. With the new van our aim is to continue providing help to those who aren't in a position to spend what little money they have to purchase new furniture and to provide good quality reusable furniture at low cost prices</b></p> <p><b>Since opening in 2011 we have made over 7800 collections of furniture and appliances (Based on 5 collections per day @ 260 working days per year operating for 6 years.)</b></p> <p><b>On average we have been diverting 100 tonnes per year from landfill and will continue to work with local residents and Barnet Council's Street Base Services team to reduce fly-tipping by offering a free collection service.</b></p>
12.	<p><b>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.</b></p>
	<p><b>A presentation and meeting was held in September 2010 with the Strategy/Technical Managers of 6 North London Boroughs (Enfield was not present) and the Strategy and Contracts managers of NLWA. All authorities present confirmed in this meeting they are keen to expand the services they procure with the community reuse sector, where economically advantageous.</b></p> <p><b>The Barnet Furniture Centre was established by social landlord Barnet Homes in 2011 and was made possible thanks to more than £200,000 funding (50% loan &amp; 50% grant funding) from the London Reuse Network and further contributions from Future Jobs Fund and the Milly Apthrop Trust and in 2011, the investment funded the first 3 years.</b></p> <p><b>The Barnet, Enfield area has had a large gap in provision for affordable furniture. There are high levels of deprivation in North London with Barnet &amp; Enfield in the top 20% and Haringey in the top 10%, High levels of deprivation mean a high demand for basic affordable items that our project supplies; Barnet Homes manages over 15,000 households, which they provide unfurnished to new tenants, Barnet Homes provide new tenants with vouchers which they can spend at BFC.</b></p> <p><b>We also work with other housing associations, local authorities, social services, and Women's aid, CAB's, refugee services and many others all of which use our services on a regular basis, and often tell us we provide a valuable service.</b></p>

13.	<p>Please demonstrate below how local people have been involved in developing this proposal</p> <p>We offer volunteer opportunities for long term unemployed people and offer work experience placement to local schools. We also have a number of local residents who volunteer on a regular basis helping with sales, the office and workshop.</p> <p>We have found the workshop to be a popular placement as people enjoy working on upcycling furniture giving the items a new lease of life.</p> <p>We work with Urban futures to offer placements on the DWP mandatory work programme, individuals are placed with us to gain work experience in our office, warehouse and workshop, these placements helps the individuals gain confidence, build up self-esteem and assists them back into employment.</p>
14.	<p>How will the project or initiative be promoted to local residents?</p> <p>We have a great customer base from a variety of ethnic backgrounds visiting our project and since opening the Centre in 2011 we continue to strive. We have a number of revisiting customers as well as new referrals, customers continue to pass on the word to family and friends and we continue to accommodate new referral agencies.</p> <p>We have recently updated our website due to the increase of site visits, we have a great presence on social media and continue to get great reviews. We have great distribution of our promotional leaflets across libraries, CAB's council offices, community centers and in local businesses. We also have a regular feature in the Barnet Homes At home magazine reaching 15,000 tenants and we recently had an article in Barnet Councils, Barnet First magazine which is distributed to every household in the borough.</p> <p>We attend community events promoting upcycling and reuse, we usually have a stall and run workshops allowing the public to get their hands dirty by trying a bit of sanding and painting.</p>
<b>PART THREE: PROJECT DELIVERY</b>	
15.	<p>What are the project timelines?</p> <p>Once we have ordered the new van it can take up to 3 months to be delivered. Our goal will be to get the van on the road in April 2017. We expect the working life of the vehicle to be 6 years plus.</p>

16.	Please provide a breakdown of how the project intends to spend the Area Committee funding?
	<p>The funding will go toward the purchase of the new van; Euro 6 compliant with the 2020 low emissions zone.</p> <p>Purchase of new Ford Transit with Luton body : £32,000  Sign writing: £490  Insurance : £2,400  Sat Nav, van ties, blankets, 1<sup>st</sup> Aid kit, PPE £300</p> <p>Total Cost - £35,190</p> <p>Funding has been sourced from the following bodies;</p> <p>Jesus Hospital - £6250 (awarded March 2015)  Eleanor Palmer Trust - £6250 (awarded March 2015)  The Big Lottery Fund - £10,000 (application pending, awaiting decision)  Barnet Furniture Centre Reserves - £2691 (funds available)</p>
17.	Who will be responsible for the delivery of the project?
	Brigid Casey, General Manager.
<b>PART FOUR: DUE DILIGENCE AND ACCOUNTABILITY</b>	
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 of the organisation?
18.2	If yes, does the proposed delivery organisation have a summary of latest accounts (Account year ending date, total income for <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	the year, total expenditure for the year, surplus or deficit for the year, total savings or reserves at the year-end).	
19.	Does the proposed delivery organisation have a Safeguarding policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	Does the proposed delivery organisation have an Equalities and Diversity policy?	<input checked="" type="checkbox"/> Yes <input 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?	
	No	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23.1	If yes, please state where funding has been sought from	
	Funder: The Big Lottery Fund	Amount: £10,000 Date: 6 <sup>th</sup> December 2016
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<b>24.</b>	<b>Date 6<sup>th</sup> December 2016</b>		