

# **West Suffolk Council Community Chest Funding 2020/2021**

## **Guidance for applicants**

**West Suffolk Council's Community Chest provides grants to organisations that work to benefit local residents.**

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### **Contact us**

**If you have any questions about the council's Community Chest grants, or would like to discuss your project with us before making an application, please contact us on**

**01638 719235 or email [families.communities@westsuffolk.gov.uk](mailto:families.communities@westsuffolk.gov.uk)**

# 1. Our approach to funding

## 1.1. Introduction to the Families and Communities approach

The council is committed to supporting families and strengthening communities to enable them to help themselves, their neighbours and the local area.

Some of the difficulties experienced by our residents could be prevented or tackled early if support were available close to home, for example, from within the family or community. Through our Community Chest Scheme we welcome applicants from organisations who can help us to deliver our families and communities approach.

The Families and Communities approach is based on the 'West Suffolk Way' model. This sets out the five key elements we believe are the building blocks for resilient and thriving communities.

Element 1: **A safe place** – is about working in a way which increases the safety of a place and people's sense of the place in which they live, work or visit. It can apply to emotional safety as well as physical.

Element 2: **Recognising individuals** - is about working in a way which recognises people's individuality, that differences matter and that each person has different needs and strengths. It applies to the development of, and respect for important concepts such as self-identity, self-esteem and self-worth. It embraces culture and values

Element 3: **Understanding relationships** - is about working in a way which recognises the context of relationships and the connections that exist between people, in spite of difference, be they transactional, nurturing, emotional, practical etc.

Element 4: **Encouraging agency** - is about working in a way which encourages people to help themselves, validating their own ability whatever size, recognising that taking action is an important step to change, development and improvement. At a personal level this increases people's ability and capacity to demonstrate power, influence and control over their lives.

Element 5: **Developing vision** - is about working in a way which builds positive goals and an understanding of what is being worked towards.

The council is seeking to fund organisations who help communities work towards strengthening these elements and towards delivery of the **Families and Communities strategy**.

## 1.2. Available funding

There are two sources of funding provided to community-led groups and organisations by the council:

## Locality budgets

- Each ward councillor holds £2,812.50 each year
- Funds are allocated to community groups and organisations whose work directly benefits the residents of their Ward and helps councillors to meet their priorities
- Funded activities must have the support of the communities in which they are delivered
- These payments do not provide ongoing or repeat funding for the same project or service
- Community groups and organisations may apply for locality budget support by contacting the relevant Ward Councillor directly. The minimum amount that can be requested is £100

## Community Chest

- Typically one-time funding, although can be for two years (subject to budget setting)
- Includes core funding and delivery of services and projects
- Funded activities must help deliver the Families and Communities approach and Families and Communities strategy
- Eligibility criteria apply
- Includes an element of monitoring and evaluation
- The minimum amount that can be applied for is £1,000

Details on locality budgets and other available grants from the council can be found at <https://www.westsuffolk.gov.uk/community/community-grants.cfm>

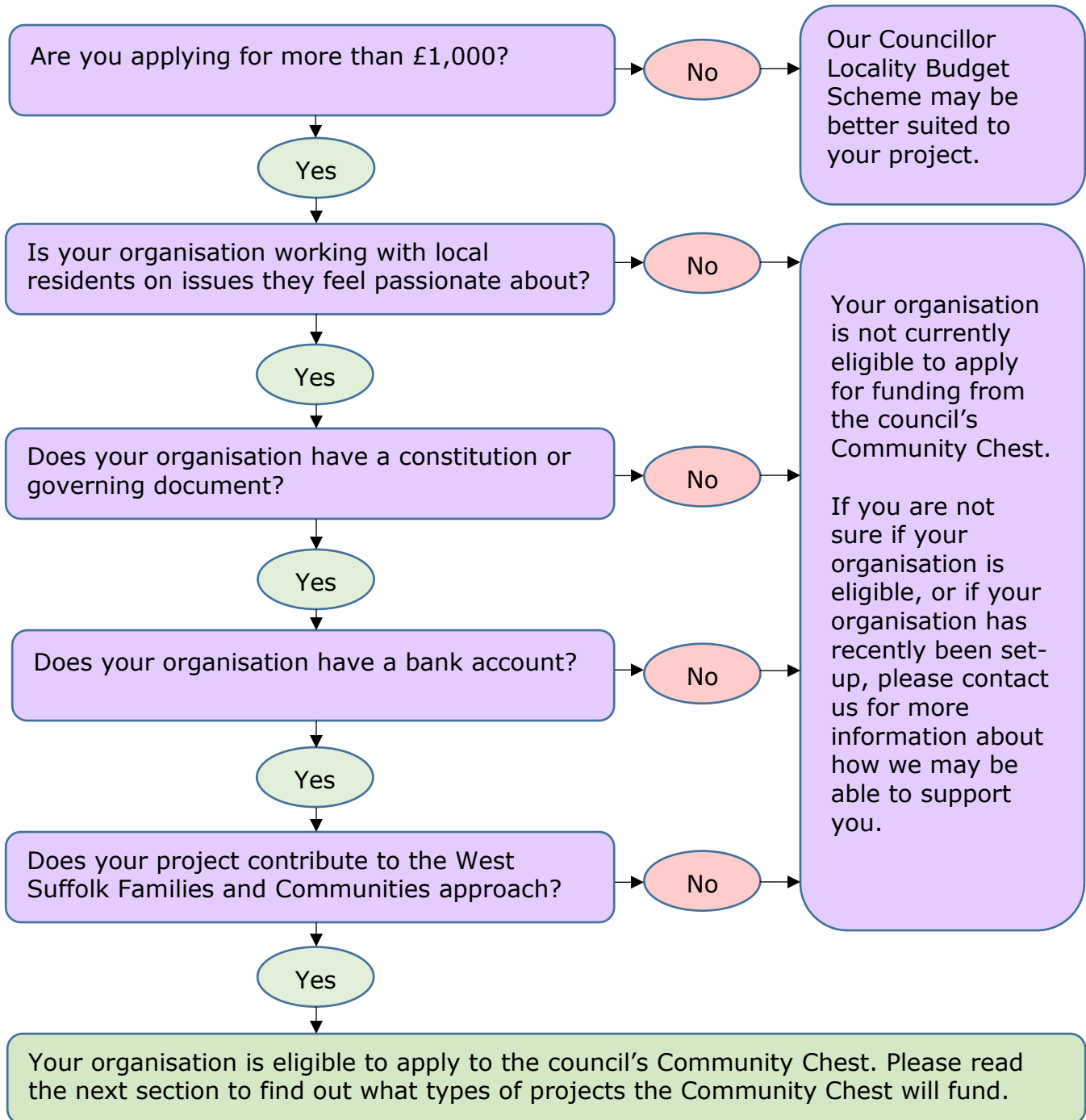
The West Suffolk Families and Communities strategy can be found at [https://www.westsuffolk.gov.uk/Council/Policies Strategies and Plans/More plans and policies/index.cfm](https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/More_plans_and_policies/index.cfm)

## 2. Who can apply to the Community Chest?

In order to apply for Community Chest funding, groups and organisations must:

- have a constitution or set of rules by which they operate
- have a management committee or board of trustees
- have a bank account requiring at least two unrelated signatories
- be seeking to deliver activities within the West Suffolk Council area for the benefit of its residents.

## 2.1. Is Community Chest funding for us?



## **3. Guidance and funding restrictions**

### **3.1. Eligibility criteria**

The applying organisation must:

1. be a voluntary, charitable, community, faith group or social enterprise organisation and not an individual, business, public body or political party
2. have a bank account in the name of the organisation and with two signatories
3. must have in place appropriate insurance, risk assessments and/or health and safety policies
4. report regularly to the West Suffolk Council on the use of the funding and its impact, including progress towards any agreed outcomes or targets.

### **3.2. Application guidance**

Throughout the application the applicant should evidence:

5. how the project has come from the community's desire to improve the lives of local people. Successful applications will show how the project is supported by local people, for example, by providing evidence of how the community have been involved in the project and any consultation that has taken place
6. how the funding will help local people support one another
7. how the funding will help grow voluntary, community or social enterprise organisations
8. the results that the funding will achieve in West Suffolk
9. how the project is supported by evidence that action is needed. This can be in the form of facts and figures as well as case studies and may be locally collected, or based on existing research
10. how the proposed project will contribute to West Suffolk's strategic objectives and specifically its Families and Communities approach  
[https://www.westsuffolk.gov.uk/Council/Policies Strategies and Plans/More plans and policies/index.cfm](https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/More_plans_and_policies/index.cfm)
11. how the project promotes innovation in working with communities, for example, by trying new approaches to supporting local communities that could be tried elsewhere in west Suffolk and beyond.

Please adhere to the word limits where stated. Any text in addition to the advised limit will be disregarded.

### **3.3. Funding restrictions**

Grants are awarded on the understanding that funding:

12. is for projects which are going to happen in the future (no retrospective applications)
13. is not just for research or analysis
14. is for work that will benefit people who live or work in West Suffolk Council area
15. is not for promoting a religious or non-religious belief or philosophy or party political view

16. will not be used for work or activities that are the statutory responsibility of a public body and already funded by the tax payer (for example, highway maintenance, mainstream education provision)
17. will, where possible, be match funded by funding from other organisations.
18. will not be awarded from more than one West Suffolk grant programme for the same work (for example, Community Chest and Locality Budgets). Match funding could include in-kind contributions such as volunteer hours;
19. should not usually be used to pay the running costs of an organisation, except on a seed-funding basis, that is, where an initial injection of funding is needed in order to help attract further support; and
20. will, usually be for a period of one year, but with the option of two year grant awards where appropriate (subject to budget setting).

## **4. How to apply for a grant from the Community Chest - Financial Year 2020/2021**

Applications are open until **12noon on Monday 30th September 2019**. Successful grants will be awarded by the end of December 2019 and paid in April 2020.

You can apply for a grant from the council's Community Chest by completing an application form. The Application Form along with other useful documents can be found at [www.westsuffolk.gov.uk/community/community-grants.cfm](http://www.westsuffolk.gov.uk/community/community-grants.cfm)

Community Chest funding is offered by West Suffolk Council. If you would like to discuss your activity or draft application before you submit it you are very welcome to do so using the 'Contact us' details on page 1.

## **5. How your application will be assessed**

- When you have submitted your application your project will be reviewed. We may contact you for clarification on the information you have provided
- Recommendations on funding will be made to either the Portfolio Holder for Families and Communities, a grant working party or by officers. This will be decided at the West Suffolk Cabinet on the 10<sup>th</sup> September.
- When the recommendations are approved we will write to you to let you know the outcome of your application. Decisions on applications are final and there is no appeals procedure

## **6. What happens next**

- If successful, you will be asked to sign a grant agreement, setting out the Terms and Conditions of your grant and the outputs and outcomes you will be expected to achieve and report to the council, taken from your grant application form
- Once your signed grant agreement is returned and verified, this will enable your payment to be made.

# 7. Community Chest scoring matrix

This is the scoring matrix the council uses to evaluate applications for Community Chest funding.

## Assessment criteria

### 1. Evidence of need and local community support

0 —————> 5 —————> 10 —————> 15 —————> 20

No evidence produced and/or no community involvement

Some evidence of need and a community desire for the project

Strong and clear evidence of need backed up with strong community support for the project

### 2. Building capacity of local people

0 —————> 5 —————> 10 —————> 15 —————> 20

No or limited opportunity for local people to be involved

The project identifies opportunities and supports upskilling of local people

The project has a strong element of capacity building for individuals and the wider community

### 3. Building capacity of the third sector

0 —————> 5 —————> 10 —————> 15 —————> 20

No or limited opportunities for third sector involvement

The project identifies opportunities and supports local third sector involvement

The project has strong, tangible links with the local third sector

### 4. Contribute to West Suffolk's priorities

0 —————> 5 —————> 10

No or limited evidence of the project having clear outcomes that fit with West Suffolk's priorities for families and communities

Strong evidence of the project having clear outcomes that fit with West Suffolk's priorities for families and communities

## 5. Promote prevention and early intervention

0 —————> 5 —————> 10

Limited evidence of preventative approaches being used

Strong evidence of prevention / early intervention approaches being used, to build resilience and avoid the need for crisis interventions later on

## 6. Promote innovation

0 —————> 5 —————> 10

The project provides little in the way of new and exciting thinking

The project is new in its approach and promotes innovation

## 7. Support continued partnership working

0 —————> 5 —————> 10

Little or no evidence of partner support for or involvement in the project

The project has the support of partners and/or involves them in joint working

The project has broad based support from partners and/or involves strong partnership working

## 8. Ability to deliver

0 —————> 5 —————> 10

The organisation has no track record in delivering projects

The organisation has some experience in delivering community work or related projects

The organisation has a clear track record of community work



## 8. Sample grant agreement

You will be expected to sign and return a completed grant agreement before your grant is paid to you. The council is aware that many voluntary organisations and charities spend a lot of time reporting to their funders and we would like to minimise this burden as much as possible, so you can get on with the important work of helping our communities.

We therefore do not have a prescribed monitoring form. You can provide monitoring in a format that suits you, as long as the agreed outputs and outcomes are clear and you provide a case study at some point during your grant period.

### Community Chest sample grant agreement

<b>Name of organisation/principal partner</b>	<b>Address</b>
<b>Contact details</b>	
<p><b>Funding</b></p> <p>Community Chest funding has been approved by West Suffolk council to the sum of £xxxx towards [name of project].</p> <p>This funding has been approved for the financial year xxxx/xxxx or or years XXXX/XXXX/</p> <p>This funding agreement is between the council and the service provider and shall begin on xx/xx/xxxx</p>	
<b>Summary of the purpose of the funding and outputs and outcomes to be achieved</b>	
<b>Outputs</b> (what has been delivered)	
<b>Outcomes</b> (the effect the activity has had on those taking part in or receiving it)	
<b>Monitoring</b>	<b>Officer comments</b>
We request the following information which we will require quarterly, by the end of the month following each quarter:	Monitoring information to be presented in a format decided by the grant receiving organisation.

<ol style="list-style-type: none"> <li>1. Delivery of the above project</li> <li>2. Number and demographics of attendees</li> <li>3. Evaluation evidence of the Outcomes in red.</li> </ol> <p>We request the following information which we will require annually, at a time of your choosing:</p> <ol style="list-style-type: none"> <li>4. A case study demonstrating the outcomes and impact of the project.</li> </ol>	
<p>[Name of organisation] will deliver adhere to the aims, activities and objectives outlined within the Community Chest Grant application.</p> <p>Payment of these grants will be made by the BACS transfer system direct to the bank account.</p>	<p>[information to be added as appropriate to each successful application]</p>
<p><b>Funding restrictions</b> - please refer to the information contained in the guidance section of the information pack.</p>	
<p><b>Withholding, suspending and repayment of grant</b></p> <p>The council's intention is that the grant will be paid to the recipient in full. However, without prejudice to the council's other rights and remedies, the council may at its discretion withhold or suspend payment of the grant [and/or require repayment of all or part of the grant] if:</p> <ol style="list-style-type: none"> <li>a. the recipient uses the grant for purposes other than those for which they have been awarded</li> <li>b. the delivery of the project does not start within the agreed time period of the commencement date and the recipient has failed to provide the council with a reasonable explanation for the delay</li> <li>c. the council considers that the recipient has not made satisfactory progress with the delivery of the project</li> <li>d. the recipient is, in the reasonable opinion of the council, delivering the project in a negligent manner</li> <li>e. the recipient obtains duplicate funding from a third party for the project;</li> <li>f. the recipient obtains funding from a third party which, in the reasonable opinion of the council, undertakes activities that are likely to bring the reputation of the project or the council into disrepute</li> <li>g. the recipient provides the council with any materially misleading or inaccurate information.</li> </ol>	
<p><b>To be signed (wet signature required) by an authorised official of the organisation</b></p> <p>The payment of this funding is subject to the delivery of the project detailed above and compliance with all funding restrictions.</p> <p>On behalf of the organisation above, I agree to the terms and conditions set out here and in the grant application documents</p>	

Signed	Print name
Position	Date
Organisation	

## 9. Sample monitoring form

<b>Name of organisation/principle partners</b>	<b>Address</b>		<b>Contact details</b>	
<b>Funding</b>				
<b>Please note:</b> The outputs and outcomes detailed below are for the year, you are not expected to have achieved all of them in Quarter1.				
	<b>Quarter 1: April to June 2020</b>	<b>Quarter 2: July – September 2020</b>	<b>Quarter 3: October to December 2020</b>	<b>Quarter 4: January to March 2021</b>
<b>Outputs</b> (Can be found on your grant agreement)				
<b>Outcomes</b> (Can be found on your grant agreement.)				
<b>Narrative/other comments</b> (Please include any other information or statistics you feel would be beneficial to share.)				
<b>Case Study (please tick)</b> One case study to be submitted across the year. Please submit as a separate document.				