Community Boards Funding

Criteria and Process

Introduction

There are three funding streams allocated to Buckinghamshire Council's Community Boards in 2020/21:

1. Community Area Priorities Fund
2. Health & Wellbeing Fund
3. Local Infrastructure Fund

Community Board Members meet around 5 times a year to consider funding applications for each of the funding streams above. Applications will be considered separately in relation to each funding stream, owing to the differences in criteria & rules.

Community Board Coordinators will support the boards, administering the funding streams in their area and should be the first point of contact for organisations wishing to apply for funds. They work closely with the Community Board Chairmen to implement the vision of the board and address the priorities, so it is important that projects are discussed with them before completing applications to ensure that they are eligible and that there are sufficient funds available.

A list of the Community Board Coordinators and their contact details can be found at the end of this document

Applications for funding can be made at any time throughout the year and decisions will be taken at the following community board meeting.

In year one (2020/21) community boards will need to allocate their budgets by 31st March 2021. Allocated funds can be reserved into the following financial year to enable projects to be completed.

Once this budget has been fully allocated for the financial year the funding streams will close. If the budget has been fully allocated it may be possible to re-submit an application in the following financial year.

Coordinators will work with external organisations to help identify potential match funding from different sources to maximise impact. This includes considering pan-community board projects that may be supported by neighbouring board areas where appropriate.

Community Area Priorities Fund
(The level of funding each board receives is based on the population of the area)

The Community Area Priorities Fund will support local projects that will help improve outcomes for residents and that address the area priorities determined by each community board, as well as support the delivery of Buckinghamshire Council's Corporate Plan. **Each Community Board can allocate a maximum of 50% of its Community Area Priorities Fund towards transport / highways projects.**

Health & Wellbeing Fund
(The level of funding each board receives is based on the levels of deprivation in the area)

The Health & Wellbeing Fund will support local projects that improve the health & wellbeing of residents. Applicants must specify how their project will support the health & wellbeing of residents in the respective area in relation to at least one of the stated objectives (see funding criteria).

Local Infrastructure Fund
(The level of funding each board receives is based on proposed new houses in the area)

The Local Infrastructure fund will support community infrastructure needs. It can be used to support the upgrading of existing and/or new physical and/or social infrastructure. The funding source is from central government's New Homes Bonus Scheme. Applications would be expected to demonstrate the impact of growth on the relevant area and show the need or community desire for the proposed investment.

Criteria for Community Area Priorities Fund and Health & Wellbeing Fund

Eligible Organisations
In order to apply, organisations must fulfil the following basic eligibility criteria:

- Be "not for profit" with clearly stated aims and objectives
- Have a formal constitution, set of rules of articles of agreement
- Have a bank account requiring at least two unrelated signatories
- Operate with no undue restrictions on membership
- Have relevant policies in place e.g. Health and Safety, Safeguarding, Insurance and Data Protection

Applications must:

- Be for specific time limited and one-off projects that deliver sustainable outcomes.
- Show how the funding will be used to address one or more of the community board's area priorities or alternatively provide evidence a specific local need.
- Set out the project's intended outcomes and evidence how it will benefit communities within the community board area
- Demonstrate value for money.
- Where 'seed' funding is provided, include a sustainable project plan.
- Provide additional evidence such as audited financial accounts if required upon request.
- Show that other sources of funding have been sought, or that the community board's contribution is an essential part of a multiple funding package.
- Provide details of any match funding (contributions-in-kind will be considered). Proposals with match-funding will be prioritised.

In addition to the above, applications for Health & Wellbeing projects must specify how their project will support the health & wellbeing of residents in the community board area in relation to at least one of the following objectives:

- Promoting healthy lifestyles (helping people be more physically active, eat more healthily, reduce their alcohol consumption, reduce levels of smoking).
- Connecting and bringing people together.
- Improving mental wellbeing including promoting neighbourliness.
- Improving community engagement with disadvantaged and hard to reach groups with a wellbeing focus.
- Helping to create a greener and more sustainable environment for the purpose of improving health and wellbeing.
- Covid-19: Provides emergency provision or supports community recovery.

Applications must not:

- Be used to fund the statutory responsibilities of Buckinghamshire Council.
- Be for political purposes.
- Be for the benefit of a single individual.
- Seek to fund activity which has already taken place.
- Seek to fund core, ongoing, updating or maintenance costs of organisations.

- Seek to fund activity aimed at the promotion of political or religious beliefs.
- Come from a commercial organisation when the purpose is to increase profit making activities.

In addition to this the community boards would not normally fund initiatives for which funding is usually the responsibility of another body. There may be exceptions to this, e.g. where an application demonstrates shared outcomes and an evidenced local need but cannot be funded through another source.

Terms and Conditions:

- Acknowledge Buckinghamshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
- All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.
- If the project requires Planning Permission, Building Regulations or any other form of licence approval, this must be sought *before* submitting your application.
- You must be able to provide copies of all receipts and invoices associated with your grant upon request as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for three years following completion of the project.
- Funds awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the officers if there are any changes to a project awarded a grant by a community board.
- Community boards will make a significant investment each year into local communities. To ensure investment continues to target the correct projects, we require applicants to complete the agreed project evaluation process. Failure to do so will prevent you from being eligible to apply for a further grant in the future.

Criteria for the Local Infrastructure Fund

Applications would be expected to demonstrate the impact of growth on the relevant area and show the need or community desire for the proposed investment and should include firm costings, with a delivery plan and funding details.

In order to apply, organisations must fulfil the following basic eligibility criteria:

- Be "not for profit" with clearly stated aims and objectives
- Have a formal constitution, set of rules of articles of agreement
- Have a bank account requiring at least two unrelated signatories
- Operate with no undue restrictions on membership
- Have relevant policies in place e.g. Health and Safety, Safeguarding, Insurance and Data Protection

The scheme will **not** fund:

- Retrospective projects (i.e. projects that have started/will start before a funding decision has been reached or projects already completed.)
- Expenditure already incurred/committed.
- Core, routine or ongoing maintenance costs.
- Fundraising activities and events or organisations fundraising for outward distribution to other service providers.
- Political or religious activities or capital improvements to any religious building.
- VCS organisations, town or parish councils outside of Buckinghamshire.
- Applications from a commercial organisation when the purpose is to increase profit making activities.

The scheme would **not normally** fund:

- Highways Schemes – there may be exceptions for instance if there was a specific infrastructure need linked directly to housing growth which represented particularly good value for money and all other funding opportunities had been explored
- Facilities/services which would be funded by developer contributions or CIL.
- Initiatives that are the responsibility of another body
- Initiatives where the asset for which the funding is sought is not within the ownership of the applicant.
- Projects already receiving funding from Buckinghamshire Council.
- Projects involving membership-only organisations where the general public (i.e. non-members) are unable to use the facilities

Annex B: Funding Application Process

Pre – Application

- Community board sets Area Priorities
- Funding opportunities promoted centrally and locally to the not-for-profit sector.
- Applicant contacts Community Board Coordinator to discuss the project and application
- Community Board Coordinator discusses potential applications with Community Board Chairmen and local members

Submission

- Applications completed using online form
- Community Board Coordinator consults relevant service area and secures any internal service assessments needed e.g. all applications requesting transportation works will be assessed by Transport for Bucks (TfB) Network Improvement Team (NIT) for assessment and budget estimate (PID) ready for the following year's budget.
- For transport specific schemes the applicant and local members will be sent the PID to review & confirm desire to go ahead with application.
- Community Board Coordinator carries out an initial assessment and writes a report for the members of the community board
- Reports discussed with Chairmen and local members
- Reports shared with relevant sub groups or work streams

Decision

- Reports go forward to Community Board meeting
- Applicants invited to attend the meeting.
- Community board discuss and agrees to fund project
- Recommendations sent to relevant senior officer for ratification.

Implementation

- Applicants notified & award letters issued.
- Promotions as required.
- Invoices processed.
- Recipients complete evaluation form at end of project.

Community Board Coordinators

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