

Cartrefi Cymunedol Gwynedd Community Investment Fund

Application Guidelines



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Introduction

The Community Investment Fund Programme

The programme is targeted at community and voluntary organisations who can demonstrate that a grant will impact positively on the communities and improve quality of life for residents of Gwynedd.

The Community Investment Fund aims to strengthen and develop groups and enterprises within the voluntary sector. The purpose is to enable the voluntary sector to play a full role in the Gwynedd communities by reflecting one or more of the **aims** below:

- i. Improving social, linguistic, cultural and recreational opportunities
- ii. Enhancing employment prospects, enterprise and skills of the local people, particularly young people and those at a disadvantage, and promote equality of opportunity for all
- iii. Safeguarding and improving the local environment and infrastructure, and bring land and buildings into effective use
- iv. Improving community safety and prevent, or reducing the fear of crime
- v. Promote, conserve, enrich and improve the environment / reduce pollution
- vi. Promote and support voluntary action and volunteering and working together to reach common goals
- vii. Encourage joint working and increase pride and confidence
- viii. Contribute towards reducing deprivation in the most deprived areas

Examples of projects or activities that the programme **could** support include:

- Improvements to a community resource or facility
- A project that helps people into a job, full and part time, jobs that recruit, support and develop volunteers.
- Small local environmental projects
- A training project that teaches people a new skill or enables them to get a qualification, e.g. first aid, committee skills, food hygiene, organising events, Health and Safety, fundraising, contacting the press / media etc.
- Setting up a new social enterprise
- The establishment of a much needed new service or activity in a community

- Setting up a small transport scheme that enables people to access opportunities difficult to access because of their location
- The provision of places for after school clubs, holiday play schemes, playgroups or nurseries
- Activities that promote volunteering and net new people involved as volunteers, e.g. educational activities, dinner clubs, setting up a community café/shop, providing facilities for tourists, starting up a community enterprise
- Organising events; for new events and established events that have not received a grant from us before, in order to improve the financial sustainability of the event
- Planning and developing a website. These applications would need to include training provision for volunteers to update and maintain the website
- Developing marketing resources and community activities, e.g. production marketing materials / information, information boards or historical pamphlets, that have been developed by volunteers
- Developing a Business Plan; paying for professional fees, commission a business consultant for a enterprise / new activity that will improve the groups financial sustainability or for a group that is facing financial difficulties
- Feasibility studies / option appraisals; paying for professional fees to research the viability and feasibility of enterprises / new activities
- Energy Efficiency Assessments; pay for professional fees to assess energy efficiency in community building and produce a report stating the steps that need to be taken to improve performance.

The Community Investment Fund reflects the aims and targets of Cartrefi Cymunedol Gwynedd's charitable objectives.

It is important to note that the revenue support is based on a specific project. It will be required for groups that have previously received revenue financial support ensure that they present clear evidence between the ending of one project and applying for funding to start a new project.

Each application will be assessed on its own merits.

Eligibility

Applications must be for the benefit of communities within Gwynedd but will also include postcode areas that fall outside the Gwynedd boundary but are part of the estate of Cartrefi Cymunedol Gwynedd.

Projects can be for the benefit of the wider community and not solely for the benefit of tenants.

Eligible organisations include new or existing charities, not for profit groups, social enterprises and community organisations.

Only one grant application can be made per year.

It is expected that applications are based on new projects or services that achieve specific and clear objectives. A grant will not be given towards usual or regular maintenance of buildings, or to maintain usual or permanent activities /services.

Who can apply for funding?

Community groups with a project within Gwynedd, which provides for its residents, may apply for support through the Community Investment Fund. It is important you meet the following criteria before applying for funding through this fund:

- It must be a community or voluntary organisation located within, or operating on behalf of a scheme within Gwynedd
- Your organisation cannot distribute profit
- Your organisation must have a legal and constitutional framework. The constitution or set of rules must also have an acceptable 'dissolution' clause which guarantees that any assets purchased with a grant from the fund are kept for the benefit of the community even if the group comes to an end or is dissolved. In the absence of a clause as described above the grant offer and subsequent terms and conditions state that if a group comes to an end within 5 years of grant approval, the asset must be transferred to another similar project / group with CCG's approval
- Your organisation must have a clear management structure
- It must have clear financial management, a bank or building society account (with accompanying statements covering a period of 3 months wherever possible) in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment. (Please note that it is good financial practice to ensure that these people are not related)
- Your organisation must possess annual accounts (for groups that have been established for more than 12 months), or a 12 month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited / approved independently
- It must have operational principles which accord with legislation on employment, health and safety, equality for workers and volunteers
- Show an understanding and commitment to equality in respect of access, language, culture, sex and ethnic matters
- Possess aims and objectives that accord with the activities financed through this grant
- Show that the applicant's activity achieves one or more of the following: job creation, getting people back into work, getting people ready for work, arrangement and motivation of communities
- Show that other groups in the area support the activity/scheme
- Show how the activity/scheme contributes towards long term economic regeneration
- It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme, such as ensuring that your project follows the Tender

Application Guidelines (copies are available from the Cist Gwynedd office) for the work/service, in particular in respect of capital projects

- That principle of protecting vulnerable adults and children, in accordance with the legislation, are in operation. For example, Equal Opportunities Policy, Child and Vulnerable Adults Policy etc.

If promoting religion is your group's main aim please contact the Cist Gwynedd Senior Officer.

It will be a requirement that every project approved comply with the terms and conditions of the Community Investment Fund. In some circumstances special conditions may be placed on a project.

Who cannot apply for funding?

The following are not eligible for support:

- Individuals
- Private businesses
- Statutory bodies
- National organisations
- Parish, town and community councils
- Organisations with total unrestricted income and/or reserves (from all sources) above £50,000
- Organisation that we perceived to be in a poor financial position or whose financial management systems are not in good order
- 'Friends of Groups' where the end beneficiary will clearly be a statutory body
- Special interests clubs where the benefits are not available to the wider community or there is closed membership
- Organisations not established in the UK

Ineligible Applications

Grant applications are not eligible if;

- they do not meet our funding themes or charitable objectives.
- the project beneficiaries are located outside our recognised communities.
- they are mainly set up to promote religious or political beliefs.
- the activity is a statutory responsibility, or a replacement for statutory provision.
- the activity conflicts with the interests of the applicant group.
- it will result in individual gain / benefit.
- previous grants have been unsatisfactorily managed.
- the grant request is for more support for the same activity or beneficiary group. The fund may impose limitations on the length of time any one group/project is supported.

Costs we can fund

We will contribute towards the eligible capital and revenue costs of a project for up to 12 months.

We can contribute up to 100% of the total project costs. The fund will encourage partnership working and will part fund projects where the remainder if the funding has been censured and evidence of funding can be produced. Projects that have secured match funding may be given priority in order to add value to the fund.

Please note that the total grant request must not exceed £10,000 and that **all costs must directly link to your project and its delivery.**

Costs we cannot fund

- Overseas travel costs and expenses
- Animal welfare activities
- General appeals
- Deficit or retrospective costs (on other words, costs you owed or promised to pay before your application was approved)
- School fees
- Medical or research equipment
- Bank or audit charges
- Depreciation or amortisation
- Recoverable VAT
- Fees for independent or external professional fundraisers
- Private pension schemes

Please note that the above list is not exhaustive.

Outcomes

Outcome	Description	Examples of evidence we need for monitoring purposes
<p>Number of community facilities created/ improved</p> <p><i>(This includes any works/refurbishment to community buildings and facilities.)</i></p>	<p>Improvements to a facility are those that increase potential or actual market value and extend the range of services offered at the facility.</p>	<p>Contractors' invoices</p> <p>Photographs</p> <p>Launch event and publicity material</p>
<p>Number of jobs created/ safeguarded</p> <p><i>(This includes jobs that are directly funded through the grant.)</i></p>	<p>Jobs must be full-time equivalent and expect to last 6 months (paid work of 30 hours or more per week). Part time jobs can be counted on a pro-rata basis (i.e. a 15 hour a week job counts as 0.5 FTE).</p> <p>To be counted as new, it must not be a job that is at risk without funding from the trust.</p> <p>To be counted as safeguarded it must be a job that is at risk without funding from the trust.</p>	<p>Job descriptions and person specifications</p> <p>Recruitment details (job adverts)</p> <p>Contract details confirming employment including length and hours</p>
<p>Number of people assisted in skills development</p> <p><i>(Skills development must be a minimum of 6 hours training. This training need not lead to a formal qualification.)</i></p>	<p>Activities may include general or vocational/job specific training.</p> <p>The training need not lead to a formal qualification.</p>	<p>Personal development plans</p> <p>Individual portfolios</p> <p>Copies of attendance records showing times and periods</p>

<p>Number of adults gaining NVQ Level 2 or equivalent</p> <p><i>(This includes the number of people gaining a recognised qualification as a result of the project. Please detail the qualification within the project description.)</i></p>	<p>Examples of the main level 2 qualification include 5 or more O Levels, GCSEs or equivalent, BTEC or first or general diploma, GNVQ Intermediate, RSA Diploma.</p>	<p>Name of the person and the qualification gained</p> <p>Copy of the qualification awarded</p>
<p>Number of enterprises created</p> <p><i>(This includes a business with a social objective whose surpluses are largely reinvested for that purpose or in the community, rather than being profit-driven.)</i></p>	<p>Business with a mainly social objective whose surpluses are largely reinvested for that purpose in the business or in the community, rather than being profit driven.</p> <p>This can be counted when a new enterprise starts trading and is sustained for at least 12 months as a direct result of trust funding.</p> <p>‘Starts trading’ refers to the date on which the enterprise registers for VAT or national insurance (class 2) contributions.</p>	<p>Name of the enterprise and certificate of incorporation or other constitutional documents</p> <p>Copies of any press releases</p>
<p>Number of people and young people participating in healthy lifestyle activities</p> <p><i>(This includes activities that improve health. For example and individual’s health improves as a result of participating in the activity/project.)</i></p>	<p>Activities include those that directly contribute to improved health outcomes including the provision of advice, sports and exercise classes and events.</p> <p>Young people are those under 18 and should be counted separately.</p>	<p>Attendance lists (to include whether 18 or over)</p> <p>Publicity</p> <p>Dates, times and locations when and where sessions take place</p> <p>Photographs</p> <p>Activities list / timetables</p>
<p>Number of access schemes</p> <p><i>(This includes projects that provide improved or new services within the area. For example, childcare, debt advice.)</i></p>	<p>Projects which reduce physical isolation.</p> <p>Please evidence how the community is linked to services not currently provided.</p>	<p>Publicity</p>
<p>Number of transport schemes</p> <p><i>(This includes community transport schemes, park and ride schemes, wheels to work etc.)</i></p>	<p>Projects that improve transport links can be counted only when they are not replicating other mainstream provision of transport.</p>	<p>Timetables of services including routes</p> <p>Records of how they are used, the area covered and data to support usage</p>

<p>Number of new childcare places, including after school provision</p> <p><i>(This can include after school play schemes as well as registered childminding and nursery schemes.)</i></p>	<p>Number of childcare places provided by CRT supported projects.</p> <p>The places may be full-time or part-time (e.g. after school play schemes as well as registered childminding and nursery schemes.)</p> <p>Please note that you should only claim once per child.</p>	<p>Location of childcare places</p> <p>Dates and times the childcare places are available</p> <p>Attendance lists to show after school and holiday play schemes</p>
<p>Number of new volunteers</p> <p><i>(This includes new volunteers recruited to help deliver or take part in your project.)</i></p>	<p>Voluntary activity is formal volunteering - giving unpaid help.</p> <p>To be counted, a volunteer must give up time at least once a month.</p>	<p>Volunteers' names, date recruited, type of work and date left</p> <p>CRB checks</p>

Please be advised that priorities are subject to change throughout the lifetime of the programme.

Required Documentation

The following documents must be provided before we can progress your application. The submission of certain documents will be dependent on the nature of your project or activity.

- Original bank statement for your nominated bank account (less than 3 months old)
- Documents confirming ownership of property/land to be developed
- Where relevant, a copy of the lease
- Where relevant, landlord's permission to carry out the works for the which the grant has been applied for
- Where relevant, copy of planning permission as per local planning regulations
- Where relevant, evidence that planning permission is **not** required
- Confirmation that self employed sessional workers have been advised of their responsibility for accounting for income tax and national insurance tax on fees
- Written quotes for single capital items costing £250 or more and two written quotes for contracted work up to the value of £5,000.
- A signed copy of your organisation's constitution
- Recent accounts (income statements for organisations less than a year old)

Please be aware that we may request additional information about the project at any stage of the application process.

Sample Policy Guidance

Below is a sample guidance note for a Child Protections and Vulnerable Adults Policy.

THE CHILD PROTECTION AND VULNERABLE ADULTS DECLARATION Guidance Note

The protection and safety of children, young people and vulnerable adults is everyone's responsibility.

CCG is committed to this principle and the development of best practice within those community groups it supports.

Definition of Children and Young People

Those who have not yet reached their eighteenth birthday

Definition of Vulnerable Adults

A vulnerable adult, based on the Law Commission's definition, is a person who:

'may or may not be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation.'

In clarifying this further, the fund management adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years and over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach the fund will take is based on and reflects the principles of both legislation and guidance and it is:

- the welfare of the child, young person or vulnerable adult that is the paramount consideration.
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation, have a right to protection from harm or abuse.

The fund requires that all groups seeking funding for activities which involve the delivery of service to children, young people or vulnerable adults have the following in place:

- an acceptable child protection/ vulnerable adults policy, which addresses recruitment and selection procedures and issues of confidentiality.
- relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement Local Area Child Protection Committee procedure.
- a code of practice highlighting acceptable behaviour with children, young people and vulnerable adults.
- all groups intending to work with vulnerable adults should secure a copy of the 'North Wales Vulnerable Adults Protection Guidelines'. Copies are available from either Social Services Department, Gwynedd Council (01286 672255) or North Wales Police (01492 517171). A copy of the 'Child Protection Guidelines 2008' is available to third sector organisations by contacting Mantell Gwynedd on 01286 672626.

The fund cannot award grants if appropriate policies are not in place.

The Application Process

How to apply for funding?

You may apply for funding through the Community Investment Fund by completing the appropriate application form. It is important that you follow the notes carefully and ensure that your project responds to the guidelines and criteria.

Cartrefi Cymunedol Gwynedd is available to provide you with guidance. It is advised that you contact CCG's Community Involvement Co-ordinator, to discuss the project before applying:

Elin Morris, Community Involvement Co-ordinator

Tel: 0300 123 8084

Email: enquiries@cwgwynedd.org.uk

Applications should be submitted to;

Heather Williams, Senior Cist Gwynedd Officer

Tel: 01286 679153

Email: cistgwynedd@gwynedd.gov.uk

Timetable

The decision process for application to the Community Benefit Fund is as follows:

Date	Phases in the decision process	Who is responsible
30 th June 30 th September 31 st December	Closing dates for submitting your application	Cist Gwynedd Senior Officer
July October January	Assessment of and consultation on applications received	Cist Gwynedd Senior Officer and other relevant officers
July / August November February	Recommendation and decision	Cist Gwynedd Steering Group and Cist Gwynedd Panel
July/ August November February	Applicants informed of the Panel's decision	Cist Gwynedd Senior Officer

When should an application be submitted?

You should ensure that the application form has been completed and **all the supporting, technical, necessary documents have been submitted by the above dates each year.**

Decisions will be made on all applications by **August, November and February.**