



Communities and Environment Fund Guidance notes

Thank you for requesting a Woughton Community Council Communities and Environment Fund application pack.

Please take time to read these guidance notes carefully. You may also find it helpful, when planning your project and making your application, to get some advice from the Community Officer or a Local Councillor.

You can apply at any time throughout the year and we aim to notify you of our decision within **twelve weeks** of receiving your completed application. Please keep this in mind when applying.

What is the Communities and Environment Fund?

The Communities and Environment fund is a local Grant Scheme managed by Woughton Community Council, with the aim of improving the quality of life of the people who live in the Woughton Community Council area. Last year there was a range of successful grants of varying sizes.

Who can apply?

You can apply if

- You are a Voluntary/Community Organisation, School or Health Body operating or delivering within the Woughton boundary, Tinkers Bridge, Coffee Hall, Netherfield, Beanhill, Leadenhall, Eaglestone, Peartree Bridge, Redmoor & Bleak Hall.
- You have a bank account that requires at least two people to sign each cheque, or have an agreement with an established organisation who are willing to hold the funds on your behalf
- You have a Committee with at least 3 unrelated members
- You can provide all the relevant supporting documentation

We cannot award to

- Companies that aim to make a profit
- Statutory bodies other than Schools or Health Bodies*
*we are unable to Grant for educational items
- Individuals

Woughton Community Council can fund a wide range of projects

Here are just a few examples of projects and Community activities that we are likely to fund:

- Training for Volunteers
- Supporting a Residents Association and Local Action Group
- Set up costs for a sports club
- A creative arts project for young people
- Computer access for older people

We will not fund:

- The running cost of your organisation for example rent and utilities
* Recognised local Residents Associations/Action Groups are exempt from this rule
- Items which only benefit individuals
- Salaries
- Activities promoting Religious beliefs
- Political Activities
- Activities which a statutory body is responsible for
- Loans or interest payments
- Projects that take place or start before the Service Committee meet to make a decision, this includes advertising
- Costs incurred or expenditure committed (including deposits) before the Service Committee has met to make a decision

Every application for funding is different and we score each one accordingly, it will also have to meet at least **one** of the **three** focus strands to meet Woughton Community Council's

Poverty Priority

- Youth
- Food
- Advice

All applications are scored independently by at least 6 officers or councillors, based on the following criteria:

1. The need for the project is clear, that the purpose of the project is not being met by other organisations or groups and that this application will support the need identified
2. This project will aim to be, or work towards being sustainable in the longer term
3. This project will help reach those people who are most in need
4. Other sources of funding have been looked at / a charging policy is in place
5. The amount requested in the application is reasonable, properly budgeted and provides best value
6. Meets the priority areas of Woughton Community Council and supports people in Woughton
7. Meets environmental criteria - improves physical environment, builds sustainability, improves green spaces (where applicable)

Scores will be awarded on the following basis:

- 0 - doesn't meet criteria,
- 1 - barely meet the criteria
- 2 - partially meets the criteria
- 3 - mostly meets the criteria
- 4 - fully meets the criteria
- 5 - more than meets the criteria

Applications that score an average of below 15 will not be awarded.

Applications that score between 16 – 24 will be discussed

Application that score an average of over 25 will be awarded (except in exceptional circumstances)

Communities and Environment Fund check list

Can you provide all the required documentation?

- Fully completed application form
- Evidence of cost outlined within the application (this can be in the form of Official quotes/emails/web page printouts/catalogues)
- Audited accounts if your Group is **more** than one year old or project/activity budget if the group is **less** than one year old
- Signed copy of constitution or rules
- Equal Opportunities Policy
- Child Protection Policy – if your group works with Children and Young People under the age of 18
- A copy of your current/latest bank statement
- A copy of the group's minutes agreeing the application submission

Should you have already applied in this financial year we only require a copy of your latest bank statement, quotes and the minutes from your meeting agreeing the application.

Some points to consider

We aim to notify you of a decision within **twelve** weeks, this must be considered when applying

- Have you allowed enough time from applying to the start of your activity/project starting?
- How are you as a Group raising funds?
- Has your target audience been fully consulted?

The more information you are able to provide, the better chance your application has of being successful.

Please ensure you are happy with all the information you have provided within the application, any applications that require amendment after the deadline date will be withdrawn from that months Grant meeting and will be not be considered until the following meeting.

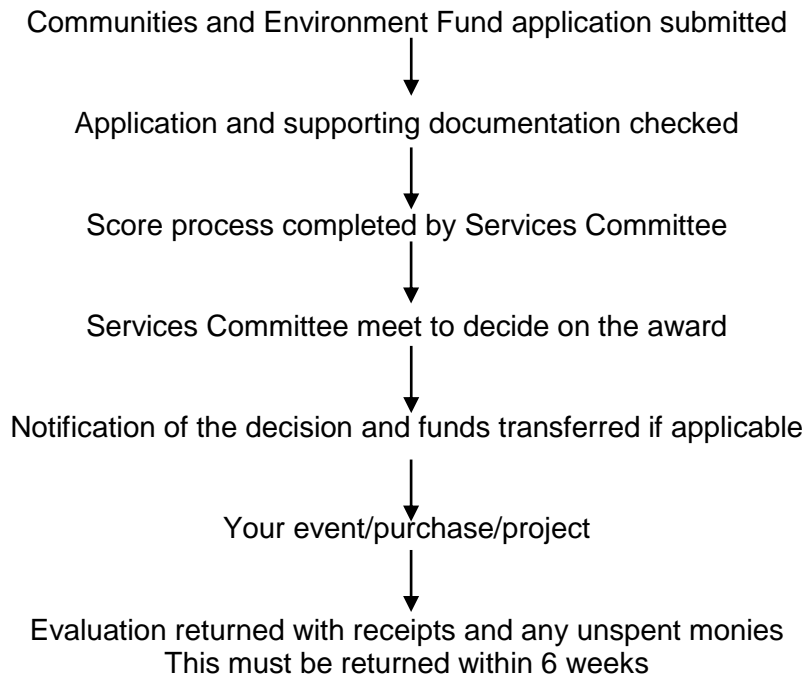
Conditions of the award

Group successfully awarded monies from the Communities & Environment fund **must** display the Woughton Community Council logo on their promotional advertising, a copy of this can be provided to you on request in numerous formats, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the funding has benefited the local community

For successful Applications, we require a completed evaluation form with copies of receipts within **six weeks** of the project/event/purchase. If we have not received your completed evaluation form within **four weeks**, we will issue a formal written reminder. Failure to return the completed evaluation form within the designated time will automatically make your group ineligible to reapply for any further funding with us for a 12-month period from the date of closure of the evaluation.

Any unspent monies must be returned with the evaluation form.

How the Communities and Environment Fund process works



Important information

- We are unable to process Applications that are not accompanied by all the required supporting documentation
- Any applications that require amendment after the deadline date will be withdrawn from that months Committee meeting, and will be not be considered until the following meeting
- Application forms are amended on a regular basis please ensure you are completing the current forms; the date can be found on the bottom right of the application
- We are more than happy to support you in completing the application form, please contact the Officer on the details provided

Once you have read the Guidance notes, and have decided as a group that you wish to apply to the Communities and Environment Fund, the Application Form and all supporting documentation should be returned it to the address below

FAO Community Services Manager
Woughton Community Council Hub
Local Centre
Garraways
Coffee Hall
Milton Keynes
MK6 5EG

Woughton Community Council - Coffee Hall Office 01908 395681
Community Services Manager – 07983 590551