



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. Applications received before 1st of each month* should be decided at the committee meeting in the same month. Please keep this in mind when applying.

*Except August or where an application is incomplete.

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 were 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

To try and ensure that the limited funding is used where it makes most difference, we have also included some new guidance to promote small, local groups to apply. This means that the following conditions apply *except in exceptional circumstances**

- You should have an annual turnover (i.e. money in and out of your group) of less than £25,000 in total.
- You should have less than £4,000 of unrestricted reserves (i.e. money in the bank that is not being kept for a specific project or item).

*Please contact us to discuss your idea if your organisation sits outside these rules. Applications that fall outside these rules that haven't been discussed in advance will NOT be processed.

We cannot award to

- Companies that aim to make a profit
- Statutory bodies other than Schools or Health Bodies*
*we do not offer grants 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
- 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 makes an award* - this includes advertising any event.
- Costs incurred or expenditure committed (including deposits) before the Service Committee makes an award*.

*This is considered to be the meeting at which a formal decision is made.

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

- Youth
- Food
- Advice
- Building communities

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). Three quotes are required to ensure best value, wherever possible.
- 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 (this should be dated within the last two months)
- 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 can 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 as any applications that require amendment after the deadline date will be withdrawn from that month's Grant meeting and will not be considered until the following meeting.

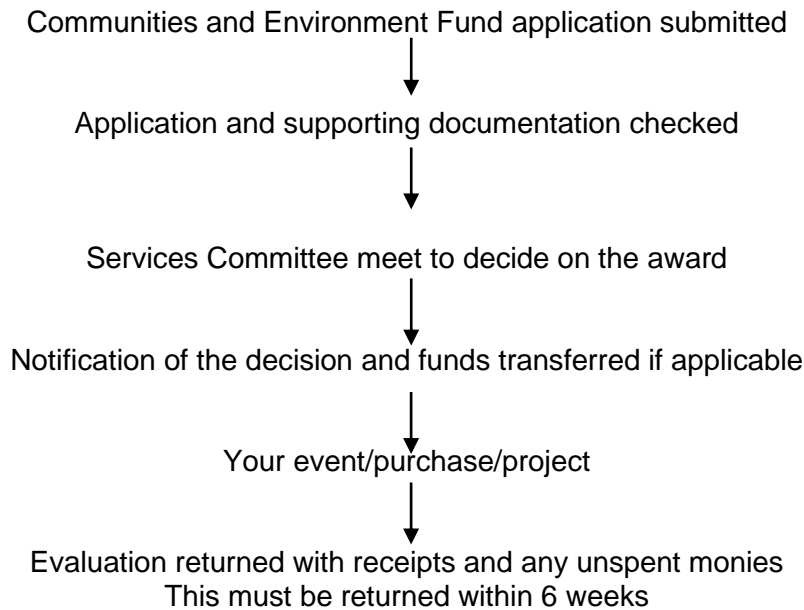
Conditions of the award

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 not be considered until the following meeting
- Application forms are amended on an annual basis so 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

reception@woughtoncommunitycouncil.gov.uk

www.woughtoncommunitycouncil.gov.uk/grants