

Community Development Fund 2018-2019

Guidelines



1. Introduction

Slough Borough Councils community development team invites applications that directly support new or existing community development projects and initiatives which support the delivery of the council's five year outcome plan.

Community development supports and facilitates a variety of work, from small scale social groups through to large, multi-agency strategic projects.

Projects should take the following into consideration:

- reach out to those excluded or disadvantaged
- create community organisations who can represent the community and develop solutions to local issues
- promote dialogue between communities and agencies to encourage more residents to do more for themselves.

Slough Borough Council's community development team will work with you to:

- encourage everyone to play an active role in their community
- secure external funding for localised community projects and initiatives, events and activities
- provide a point of contact for community and voluntary organisations and develop practical tools, training and support to build capacity in the community
- encourage increased and more intensive use of the council's community centres through developing community programmes with residents
- develop local community ideas into practice
- advertise and promote all community activities in community centres and hubs across Slough.

Vision

To work in partnership with Slough's communities to increase community capacity and build strong community partnerships which support more residents doing more for themselves.

We will achieve this by:

- Supporting cross-cultural activities
- Identifying community priority needs
- Connecting communities with providers and brokering relationships with other groups and voluntary sector organisations across the borough
- Bringing groups together to work more strategically
- Supporting the development of skills of the local workforce
- Supporting community groups and building community capacity
- Promoting opportunities and encouraging public participation
- Using engagement activity to deliver the council's five year plan outcomes
- Supporting the voluntary sector on external funding opportunities.

We will actively promote our services, demonstrating their impact and value to the community and other service providers; identifying and promoting the team's 'unique selling point(s)' including:

- Innovative and creative solutions to address challenges within communities e.g. community safety, health inequalities, skills and worklessness, community cohesion
- Excellent track record in attracting external funding
- Excellent track record in the delivery and management of community projects
- Multi-talented team with transferable skills and community engagement expertise.

2. Fund Guidelines

Timescale for delivery

All delivery must be completed within 12 months of receiving the fund. This is for one-off projects - no future bids will be accepted.

Five Year Plan

Projects should focus on the Five Year Plan and in particular:

A. Our people will become healthier and will manage their own health, care and support needs

- Work with our partners to improve the health and wellbeing of our residents
- Build capacity within the community to enable a focus on supporting more people to manage their own health, care and support needs
- Reduce loneliness and isolation - more people - more connected - and happy

B. Our children and young people will have the best start in life and opportunities to give them positive lives

- Enable children and young people to have physically and emotionally healthy lives, ensuring they are supported to be safe, secure and successful
- Promote the voice of children and young people in service developments.

C. Slough will be an attractive place where people choose to live, work and stay

- Work with stakeholders to ensure that crime prevention and community safety is at the heart of an attractive and vibrant Slough
- Co-create strong, and attractive neighbourhoods and promote community cohesion

Type of Activity

Below are types of activities that could be considered for funding:

- A project that focuses on a particular local issue or subject that a group of residents are interested in exploring
- Activities for residents that improve their health and wellbeing
- Preventative approaches to ensure that vulnerable people become more able to support themselves, e.g. fitness classes, support your neighbourhood schemes
- Build capacity within the community to enable a focus on supporting more people to manage their own care needs
- Projects that celebrate diversity and promote community cohesion and focus on under represented groups

Venue(s)

If using a venue there must be an up to date building risk assessment available. When considering venues it is important that they are accessible for wheelchairs and have a disabled toilet. If a crèche is to be offered then there should be adequate facilities for young children.

Sustainability

When considering your programme or activity you will need to consider how your project will be supported beyond the initial period you are applying for funding support. You will need to note how your project is sustainable and this could be through attracting external grant support, self funding through participants or other fund raising activity. The community development team can offer advice and support with this.

Priority areas

The service has identified some priority geographical areas where we would be particularly interested in supporting:

- a. Within the following wards/areas of Slough:
Britwell
Chalvey
Langley
Baylis and Stoke
Wexham

The applicant will need to state which of the above areas it intends to undertake work in. We will also consider applications from outside of the above areas.

3. Staffing/volunteers

Staff/volunteers must have the appropriate qualifications, training and/or experience to deliver the activity.

4. Funding and monitoring

Bids of up to the value of £2,000 are invited which must detail all costs. Community development funding is increasingly seen as a contribution to the delivery of local priorities and therefore the service is keen to identify additional funding that can be added to any funding that is allocated to your particular application. This may be in the form of voluntary staff time, match funding, venue costs and/or contributions from the participants. We will prioritise organisations that are constituted community/voluntary groups, registered charities and community interest companies.

The concept that those who can afford to contribute to activities is one of the community development principles. Therefore we encourage applicants to consider charging, where appropriate, a nominal participation fee where possible.

We can fund a wide range of items and below are some examples of these. This isn't exhaustive, so you should contact us if you're unsure.

We can fund:

- equipment
- one-off events
- small capital projects
- transport
- utilities/running costs
- volunteer expenses.

We can't fund:

- alcohol
- contingency costs, loans, endowments or interest
- electricity generation and feed in tariff payments
- paying someone else to write your application
- political or religious activities
- profit making/fundraising activities
- recoverable VAT
- statutory activities.

Monitoring and payments

1. The service will only pay when the applicant has signed their contract letter and completed additional documentation.
2. A final report from the organisation is required that will include:
 - a. Profiling information including the numbers of people that took part.
 - b. A brief overview of how the activity went and if you would have changed anything if you repeated the activity.
 - c. A summary of the feedback of the views of participants.
 - d. How well the outcomes were met.
 - e. An income and expenditure breakdown.
 - f. The social value of the project and outcomes (we can assist with this).

5. Quality assurance framework

All programmes should have clear aims with clear outcomes. It is also important for there to be a process through which participants can evaluate their experience, highlight what they have gained and if the outcomes for the programmes have been met. We have a framework in place to support/advise you on the above. The community development team can assist with this.

6. Due diligence

In order for the council to enter into a contract with any organisation it is important that the organisation completes a due diligence check. Appendix one of the application form should be completed and returned with your application. If your organisation/group does not meet the due diligence conditions then you may wish to consider partnering with a sponsoring organisation.

7. Application process

Scoring

Your application will be assessed using the scoring process is based on the following:

Area	Section	Score
Partnerships	A3a	5
Community need	B3	20
Priority outcomes	B4	20
Priority areas	B6	5
Value for money	B9a	10
In kind contributions	B9b	10
Sustainability	B10	10
Equality, diversity and accessibility	C1 b & c	10
Success factors	C1d	10
Total		100

The service will make one of the following decisions:

1. Application fully accepted.
2. Deferred with additional clarification required or a smaller amount offered.
3. Rejected with an offer of feedback and additional support given to identify potential alternative funders/grants that may be better suited to the project.
4. Rejected with an offer of feedback.

All organisations who submit an application will be allocated a member of staff with whom the service will be able to liaise with, this would normally be one of the community development officers who will monitor and support the organisation through the implementation right through to the final payment.

Closing date

The closing date for all applications is: 11 September 2018. Applications received after this date will not be accepted. We strongly advise all applicants to speak to the Community Development Team prior to submitting the application form.

Further information

If you have an idea and would like support on how to complete the application form then please contact the service on either 01753 875413 or 07740 540899 and ask for the manager responsible for commissioning:

Zulf Awan
Email: Community.Development@slough.gov.uk
Tel: 01753 875413 or 07740 540899

Data Protection

We store information securely about community groups that we fund and/or work with including contact details of the organisation and individuals involved. We get in contact with these groups and individuals from time to time in order to share events and funding opportunities.

If you would like to receive event and funding information via email from the Community Development team, please tick the relevant box on the application form.

If you have any queries relating to fair processing please visit www.slough.gov.uk/yourprivacy or email dataprotectionofficer@slough.gov.uk

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