

Waverley's Community Partnership Fund

AIMS

The Community Partnership Fund aims to:

- Encourage financial investment within Waverley by attracting grants and sponsorship
- Provide direct benefit to residents by improving local facilities and services particularly in the areas of greatest priority
- Encourage and supports schemes initiated and developed by local communities
- Link directly to the implementation of the Community Strategy
- Support partnership projects which brings together different expertise and resources

PRINCIPLES

The Community Partnership Fund will be managed with the following principles:

- The scheme has clear aims and objectives linked to the Council's priorities and the aims, objectives and action plans of the Community Strategy.
- Grant criteria is:
 - Open
 - Specific – reflects objectives
 - Approved
- The grant programme is managed efficiently and effectively with appropriate checks and controls but with minimum bureaucracy for applicants.
- It is an open and equitable grant programme.
- Support and advice is provided for organisations to complete applications and to seek other funds.
- The scheme attracts additional funding and does not replace local fundraising effort.
- Scheme maximises the Council's funding by generating 75% leverage from other funding sources.

- Projects within schools and churches are eligible, if there is a wider community benefit.
- Arts projects will be eligible provided there is an educational or community benefit.

Please note that:

- Costs for general maintenance and repair of facilities or buildings are *not* eligible.
- Funding for recurring events is outside of the scheme. The definition of a recurring event is where it is held more than once over a period of three years.
- Retrospective funding will **not** be granted.

Grant Criteria

Each application will be assessed on the degree to which the project meets the following key criteria:

- **PARTNERSHIP** - The project has been developed in partnership with local communities and with appropriate local, regional or national organisations;
- **COMMUNITY INVOLVEMENT** - The project demonstrates community participation and consultation to determine support for the project;
- **COMMUNITY NEEDS** - The project meets a clearly identified need within Waverley and will benefit Waverley residents;
- **COMMUNITY BENEFIT** - Projects that provide a clear community benefit particularly those that benefit communities in greatest need will be given priority;
- **WAVERLEY'S PRIORITIES** - Projects that meet Waverley's priorities and Community Strategy objectives, including community and parish plans.

The range of projects that can be supported by the Community Partnerships Fund includes:

- ◊ youth facilities
- ◊ community safety
- ◊ parish and community plans
- ◊ facilities for older people
- ◊ disability facilities
- ◊ cultural and arts schemes
- ◊ heritage projects
- ◊ environmental protection and enhancement
- ◊ leisure, sports and play facilities
- ◊ community transport schemes
- ◊ community buildings/village halls (please see notes below)

Community Buildings / Village Halls

- For projects improving community buildings or village halls costing over £10,000, please apply under the Community Buildings Grants Scheme. Please contact: Mr Martin Moss, Village Halls & Community Buildings Advisor, Surrey Community Action, Astorist, Coniers Way, New Tim Lane, BUELDFORD, Surrey GU4 7HL. ☎ 01483 459297
- For community buildings projects with total project costs under £10,000, please apply under Waverley's Small Grants Scheme, as detailed in this guidance note.

2006/07 Priority

Projects that improve services and facilities for young people may be given priority in 2006/07.

Project Proposal – Main Grants

For projects with total costs over £15,000, please submit a project proposal up to a maximum of four pages, in addition to completing the application form. The project proposal is an opportunity to provide greater detail about your project and to supply any additional information that is not covered in the application form.

However, please ensure that the following information is included within your proposal:

- What are the main outputs and outcomes from your project;
- If relevant, please describe how your project meets the 2006/07 priorities, as detailed above;
- Provide a more detailed timetable and budget breakdown than on the application form and detail any gifts-in-kind;
- The relevant skills, knowledge and experience within your organisation to enable the project to be achieved and how any additional expertise will be obtained;
- How the project will be monitored to ensure completion to the required standard and within budget;
- How the project will be maintained once it is completed. What the maintenance/revenue costs will be and how these will be funded; And
- How the project ties into relevant local and regional strategies.

Financial Reserves

Waverley will prioritise funds to areas where they are most needed. Organisations with general reserves (excluding any designated funds for specific projects) will need to justify the level of reserves in relation to the grant requested.

Organisations with general reserves will need to submit a written reserves policy as part of their application and will be considered on a case-by-case basis. A short guidance note on writing a reserves policy, based on the Quality Commission's recommendations is available. For a copy of the guidance note or for further assistance please contact the Partnership Funding Office as detailed below.

Assessment of Applications

- The Council has limited funds and therefore not all applications will be successful.
- Projects will be assessed on the basis of the information supplied on the application form. It is therefore important that all questions are answered to the fullest extent possible. Please ensure that each section of the application form is completed.
- All applicants will receive an acknowledgement of their application within a week of submission. Please contact us if you do not receive an acknowledgement.
- Applications will be assessed according to their eligibility and on the degree to which they meet the grant criteria, including the 2006/07 priority.

How to Apply

Hand-written or typed applications are welcome. The application form is available electronically but the form must be printed and signed and a hard copy returned.

If you require any advice or information about making your application or if you are unsure whether your project is eligible, please contact the Partnership Funding office as detailed below.

Please complete all questions on the application form.

Enclose the following supporting information:

- A copy of your organisation's latest accounts and signed constitution or set of rules;
- A location or site plan of the project if applicable;
- Evidence of any permissions or consents required e.g. planning permission or landowner consent;
- For projects applying to the main grants round (*projects costing over £15,000*) please attach a project proposal as detailed on page 3; and
- For applicants requesting funding from the main grants round, please contact the relevant service officer in Waverley. Please contact the Grants Administrator as detailed below if you require a contact name and telephone number.

Send the completed application form to: Jane Todd, Grants Administrator, Waverley Borough Council, Council Offices, The Burys, GODALMING, Surrey GU7 1HR
Tel: 01483 523067 or email: jtodd@waverley.gov.uk

Further Information

To discuss any questions about your application, or to obtain further information about Waverley's grant programmes or other funding sources, please contact Jane Todd in the Partnership Funding Office at Waverley Borough Council, as detailed above.

COMMUNITY PARTNERSHIPS FUND

2006-07

KEY DATES

2005

PROGRAMME APPROVALS

Weds 10 th August	Chief Officers Group
Tues 13 th Sept. (24.08.05)	Environment & Leisure O&S Committee
Mon 19 th Sept. (31.08.05)	Corporate O&S Committee
Mon 26 th Sept. (31.08.05)	Community O&S Committee
Tues 11 th Oct. (21.09.05)	Executive
Tues 25 th October	Council

APPLICATION ROUND

Wed. 22 nd October – Onwards	Application round opens Application packs sent out
End November (Thurs. 24 th Nov ⁰⁵)	Grants seminar for applicants

2006

Mon 16th January **Application deadline**

APPLICATION ASSESSMENTS

Mon 16 th – Weds 18 th January	Summary table of applications and copies to officers & Area Partnership groups
Thurs 19 th January (pm)	Area Partnership Groups briefing meeting
Mon 23 rd Jan – Fri 3 rd February	Assessment of applications by Service Officers & Area Partnership Groups
Mon 23 rd Jan. – Fri 3 rd February	Consideration by the Local Strategic Partnership
Week of 30 th Jan – Fri 3 rd Feb	Meetings of Area Partnership Groups – a 4 meetings
Mon 6 th – Fri 10 th February	Preparation of recommendations and COG report

GRANT AWARDS

Weds 15 th February	Chief Officers Group
Mon 13 th March (21.02.06)	Community O & S
Tues 14 th March (27.02.06)	Environment & Leisure O & S
Mon 20 th March (27.02.06)	Corporate O and S

June 4th April **Executive**

On-line information available on the Community Partnerships and Strategic Services website

Tues 25th April

Council

April

Grant Award Letters sent to applicants