



Seven Arches  
Investments Ltd



**BRENTWOOD  
BOROUGH COUNCIL**

# Brentwood Community Fund

## Information and Guidance Notes

March 2024

### **What is the Brentwood Community Fund?**

The Brentwood Community Fund provides Brentwood's communities the opportunity to promote local initiatives to improve the quality of life for people living in the Borough. With the support of Axis and Seven Arches Investments Ltd, grants of between £5,000 and £10,000 are available.

The Brentwood Community Fund will open for applications on **Friday 26 March 2024** and will close on **Monday 22 April 2024**.

Bids will be assessed and reported to a relevant committee in June 2024, when a decision on the allocation of funding will be made. Applicants should continue to check [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding) to ascertain when a date for this committee has been set.

### **Who can Apply?**

The Council is inviting bids from not-for-profit groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. Schools and parish councils may apply.

All applications must benefit Brentwood's communities. Projects must be delivered in the Borough and take place between **1<sup>st</sup> July 2024 and 31<sup>st</sup> March 2025**.

Bids may be submitted by not-for-profit community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from the Brentwood Community Fund or the UK Shared Prosperity Fund.

We also ask that you state on your application whether you have applied for or have received funding from another department within the Council (whether it be confirmed or unconfirmed) and what this funding was for, how much was received and when.

### **How much can I apply for?**

You can apply for between £5,000 and £10,000. We would expect to see some form of match funding or in-kind support for all applications. However, applicants should remember that in-kind

support includes volunteers' time in both coordinating and delivering the project. Volunteer time in-kind can be estimated at £10 per hour per person (as an average).

### **How to Apply**

You can apply for funding using the Brentwood Community Fund application form, which is linked on the Brentwood Borough Council website [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding).

Please read these information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). You will need to complete and attach a budget template (available to download from the above web page). Additional supporting documents can be emailed to [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) by 22 April 2024 at the latest to ensure that these are considered along with your application.

For any advice, support, guidance or any queries relating to the completion of the form please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone Community Services on 01277 312500.

Please ensure that all fields on the application form are fully completed.

### **What will be funded?**

Projects will only be funded if they are firmly and directly aligned with the community-based priorities in the Council's 'Brentwood 2025: Where Everyone Matters' (a copy of which can be found on the Council's website [www.brentwood.gov.uk](http://www.brentwood.gov.uk)). In particular, we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

#### **The Council would expect to see clear links between the delivery of the proposed activity and the following criteria and expected outcomes:**

Growing our economy
<ul style="list-style-type: none"><li>• Projects support and increase community skills development, working with schools, businesses or training providers.</li><li>• Projects support a thriving high street by attracting greater footfall to our retail centres.</li></ul>
Protecting our environment
<ul style="list-style-type: none"><li>• Projects enable communities to take a more active role in delivering a cleaner, safer and greener environment, (i.e. encouraging the development of environmental partnerships).</li><li>• Projects improve leisure facilities for residents and visitors.</li><li>• Projects promote and protect our environment and green spaces (i.e promoting the reduction of single use plastics).</li></ul>
Developing our communities
<ul style="list-style-type: none"><li>• Projects encourage thriving and engaged communities.</li><li>• Projects encourage community engagement in developing improved and accessible health and wellbeing services.</li><li>• Projects encourage volunteering.</li><li>• Projects help to keep the Borough safe by protecting vulnerable people from harm and deliver crime prevention initiatives.</li><li>• Projects build relationships between new and emerging communities.</li></ul>

We would expect every application to benefit participants' health and wellbeing.

### **What will we not fund?**

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grants only.
- Repeat funding for projects previously funded by the Brentwood Community Fund (requests must be for a new project, however applications for separate project phases can be considered).
- We won't fund organisational running costs or salaried staff unless these staff are delivering programme sessions in addition to business as usual where the need has been identified.
- Start-up business costs.
- Political activities.
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- Ongoing costs incurred by the project, e.g. maintenance of equipment.

### **How will we assess your application?**

Each application will be scored against the criteria set out in the **Scoring Matrix** which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above.

### **Application Form - Questions Explained**

#### **Question 1 – Please provide a brief description of the project.**

- Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except where there are no ongoing revenue costs.

#### **Question 2 – How does your project meet one or more of the criteria outline in the guidance, and how will it deliver the expected outcomes?**

- Please look at the criterion and expected outcomes as outlined in the table previously and clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criterion but must meet at least one.)

#### **Question 3 – How do you know that the community needs or wants this project? Have you talked with project beneficiaries and local partners? If so, who? How have they helped you to identify the need and shape the project delivery?**

- Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it. The

community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership. There should be demonstrable community support for initiatives being put forward.

**Question 4 – Please explain how your project promotes volunteering.**

- Schemes should promote volunteering and community participation.

**Question 5 – Brentwood Borough Council is committed to Equality, Diversity and Inclusion in all its work and funding. How does your organisation and project delivery support this?**

- Tell us about your organisation's commitment to Equality, Diversity and Inclusion. What steps are you taking to ensure that everyone has fair and equal access to your project?

**Question 6 – Environmental impact – please tell us how your project will operate sustainably, including minimizing environmental impact and carbon emissions as part of the project itself or its delivery.**

- Tell us about your organisation's commitment to reduce its carbon footprint. What steps are you taking to reduce the environmental impact of the project.

**Question 7 – Project legacy and sustainability – How will you ensure your project has legacy past initial delivery. If there are ongoing costs, how will you manage these after the end of the project?**

- Tell us what the legacy of the project and what your plans are for ensuring it can be sustained past the initial funded delivery. Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

**Question 8 - Budget – Please complete the linked Budget Template and upload to your online application form.**

- Expenditure – Please give us a detailed breakdown of what you expect your project costs to be, for example venue hire, equipment or marketing materials etc.
- Income – Please list any income you may be receiving towards the project budget, including whether its confirmed or unconfirmed. This includes additional external grants, fundraising, funding from another Council department, or ticket sales. You must state if all income amounts are confirmed or unconfirmed. Brentwood Community Fund amount – Please tell us how much money you are requesting from the Brentwood Community Fund and ensure this matches the amount you have stated in your application form. You can apply for between £5,000 and £10,000.
- In-kind is the monetary value of any aspects of your project that are given for free. This may be donated venue time, donated materials, or volunteer time (volunteer time can be estimated as £10 per hour).

**Please ensure your total income and total expenditure matches.**

**Question 9 – Safeguarding – please tell us how you have considered safeguarding vulnerable people in your project delivery and throughout your organisation. A Safeguarding Policy or Statement must be submitted along with your application.**

- Tell us about your organisation's Safeguarding protocols and the actions you will take to safeguard vulnerable people during project delivery.

**Question 10- What are the health and wellbeing benefits of your project and how will these be measured?**

- Outline the specific health and wellbeing benefits of your project and how you intend to monitor and report these.

**Bank Details**

We will ask for your bank details should your application be successful. If you are new group and no bank account has been set up for your project/organisation please contact [localism@brentwood.gov.uk](mailto:localism@brentwood.gov.uk) or telephone 01277 312500 for advice and guidance.

**Permissions and Licenses**

For all bids received, it is the applicant’s responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

**Checklist**

When completing the application form please ensure that you include all relevant documents to support your application:

Completed Budget Template - <i>mandatory</i>
Safeguarding policy or statement - <i>mandatory</i>
Public Liability Insurance - <i>mandatory</i>
Letters of support or other supporting information - <i>recommended</i>
Evidence of community involvement - <i>recommended</i>
Cost estimates or price quotations - <i>recommended</i>
Relevant permissions/consent - <i>where appropriate</i>
Confirmation of any additional funding- <i>if applicable</i>
Your organisation’s governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc) - <i>if applicable</i>
Risk Assessments - <i>if required</i>

**Declaration**

Please read through your application form carefully before submitting.

**When will a decision be made on funding?**

Applications will be assessed by a panel of Council officers and external representatives. Recommendations will be reported to the relevant committee in June 2024. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

**Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed.

We also ask that successful projects use the Brentwood Borough Council, Axis and Seven Arches Investments Ltd logos on marketing materials relating to their funded project.