

## Community Investment Fund

### Application Guidance Notes

Bernicia have Community Investment Funding available this year to benefit our residents and the communities in which they live. The funding is available from 1<sup>st</sup> April each year. These guidance notes will assist you complete the application form.

#### Who can apply?

- Residents of Bernicia
- Community Groups
- Voluntary Organisations
- Charities
- Partner Agencies.

This list is not exhaustive.

#### What kind of projects might we fund?

All projects funded should fit within one or more of the following priority themes:

##### 4.1 Health and well-being

Projects that help Bernicia tenants and communities to create friendships, tackle social isolation, support healthy lifestyles and build links to support networks that help people live more independently.

##### 4.2 Supporting communities

Projects that promote opportunities for people to play a positive role in their community. This will include community led projects that improve the appearance of our estates and encourage pride in areas.

##### 4.3 Employment, skills and training

Projects that help people to develop their skills and access training and support to get employment.

##### 4.4 Financial well-being

Projects that promote routes to local services that offer impartial financial advice and help people to make informed financial decisions.

Previous projects have included:

- Garden and environmental projects
- Community clean up days
- Employment support
- Financial and budgeting support
- Volunteering opportunities
- Projects which engage and support young people.

This list is not exhaustive.

### **What kind of projects will we not fund?**

- Any projects that require future maintenance by Bernicia or which have service charge implications
- Projects which do not meet our commitment to equal opportunities
- Projects which are the statutory responsibility of others
- Projects which will not provide positive outcomes for residents and the community.

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

- There is no minimum or maximum amount for which you can apply
- Only 2 applications per estate will be considered on a yearly basis and these submissions must not be for repeat or projects or activities.

### **How do I apply?**

- Refer to these Guidance Notes and the Privacy Statement included prior to completion of your application
- Complete the application form and include any supporting documents you think is relevant, for example this could include photographs.
- Return it to the Customer Engagement Team either by email or post.

Support is available if required.

### **Who will consider my grant application?**

- The Customer Engagement Team will consider grants up to £300
- The Community Investment Fund Group will assess applications over £300
- The Group is made up of Bernicia tenants
- Please note that Group members are not permitted to make decisions on funding which affect their own communities.

## What will be considered when assessing my application?

Bernicia must ensure that any funds awarded are used as effectively as possible.

For all applications, the following criteria will be considered so please include this information in your submission:

- Potential outcomes for residents
- Potential outcomes for the wider community
- Value for money
- Environmental considerations
- Any match funding that may support your application.

Smaller applications from Community Groups and Bernicia Residents should include:

- Who you are
- What you are applying for
- What the funding will be used for
- A breakdown of your costs (if appropriate)
- A copy of your constitution if applicable
- Confirmation of Public Liability Insurance if applicable.

Larger applications from Voluntary Organisations or similar should include:

- Who you are
- What your project is
- How it relates to one or more of our priority themes (refer to page 1):
  - Health and Wellbeing
  - Supporting Communities
  - Employment, Skills and Training
  - Financial Wellbeing.
- The number of residents who will benefit and engage with the project including the number of Bernicia tenants
- How the project will be sustainable after this funding is used
- A budget for delivering the project
- A copy of your constitution (if appropriate)
- Information about relevant insurance, DBS checks if applicable.

Your application will be assessed by Bernicia staff and the Community Investment Group. During the application process, we may request further information to enable a final decision to be made on your submission. This may temporarily delay the decision. It is important that you provide as much information about your funding request from the outset.

## **What happens after my application has been considered?**

- If your application is successful, you will be notified of this and will either be awarded the funding in full or receive a partial award. At this stage you will be required to provide details of an appropriate bank account for the funds to be transferred.
- If your application is unsuccessful, you will be notified and informed of the reasons why.

Bernicia will assess the impact of all funding awards. This may occur after the project has ended or this could involve a visit during the project or event. You may also be required to provide an evaluation report.

## **Funding Terms and Conditions**

1. You will only use the funding for the purposes outlined in the application.
2. You will not use the funding to pay for any goods or services bought or ordered before the funding was approved.
3. You must use the funding within 3 months of receipt unless alternative arrangements are approved by Bernicia. If the funding is not spent, the money must be returned to Bernicia.
4. Receipts must be provided within 3 months of spend for goods and services.
5. You must be willing to provide evidence of how the funding was spent, for example, photographs of events and personal statements of beneficiaries.
6. You will acknowledge Bernicia in any publicity you receive in relation to the funding and agree to Bernicia using the project information and outcomes for its own publicity (please refer to our Privacy Statement).