

BERNICA



Community Investment Fund

Application guidance notes



Bernicia has Community Investment Funding available this year to benefit our residents and the communities in which they live.

These guidance notes will assist you to complete the application and we advise you read these in full before starting your application.

Who can apply?

- Residents of Bernicia
- Charities
- Community groups
- Partner agencies.
- Voluntary organisations
- * This list is not exhaustive.

When can I apply?

The funding is available during the financial year from 1st April to 31st March.

What kind of projects might we fund?

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

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.

Supporting communities:

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

Employment, skills and training:

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

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
- Financial and budgeting support
- Community clean up days
- Volunteering opportunities
- Employment support
- 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 for
- Only two successful applications will be awarded annually per estate/organisation/group. Additional applications will not be considered.

How do I apply?

- Refer to the guidance notes and privacy statement included prior to completion of your application
- Complete the application form and include any supporting documents you think are relevant (for example, this could include photographs)
- Return your application 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 panel (made up of Bernicia tenants) will assess applications over £300
- Please note that panel members are not permitted to make decisions on funding which affect their own communities
- Submitting an application over £300 will result in the application being assessed by the investment panel. By submitting an application, you agree to your personal information provided on the application being shared with the panel.

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 to demonstrate sustainability and longevity.

Applications must 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)
- Information about relevant insurance, Disclosure and Barring service checks (if applicable)
- What your project is
- How it relates to one or more of our priority themes (please see adjacent themes):
 - 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, where appropriate
- A budget breakdown for delivering the project, including a minimum of two quotes where appropriate.

During the application process, further information may be required 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 start.

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 could involve a visit during the project or event. You may also be asked to provide an update on outcomes of your project/event.


Funding terms and conditions:


- You will only use the funding for the purposes outlined in the application. **Please note: we may ask for the funding to be repaid if it has been used for other purposes without our approval**
- You will not use the funding to pay for any goods or services bought or ordered before the funding was approved
- You must use the funding within three months of receipt unless alternative arrangements are approved by Bernicia.
- If the funding is not spent, the money must be returned to Bernicia
- Provide us with copies of receipts/ proof of purchase should we ask for it, for up to 12 months following the award
- You must be willing to provide evidence of how the funding was spent by providing proof of purchase via receipt. In lieu of receipts being available, we may request for example, photographs of events and personal statements of beneficiaries
- 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)
- You will ensure all risk assessments where appropriate are undertaken and follow all health and safety guidelines
- We may refuse future applications if you fail to comply with these terms and conditions.



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