

Neighbourhoods Fund 2024/25

Guidance notes

Closing date:
Monday 23 October 2023, 12 noon



Please ensure that you answer all the questions. Keep your answers brief and to the point. Writing lengthy responses to the questions will not improve the likelihood of your application being successful. Also, please note that for some questions there is a maximum of 50 or 300 words.

Please note these are guidance notes (do not complete).

Questions marked with an asterisk must be answered.

Section 1: About you

Please give your name and contact details, including your telephone or mobile number, as we may need to speak to you to discuss the details of your idea. Please tell us if you are applying as an individual (not a member of a group or organisation). Or, if you are applying on behalf of a group or organisation. You must hold an official position in the group/organisation (e.g. Chair, member of staff or board member).

Q1a Are you applying on behalf of a group or organisation?

Please select yes if you are applying on behalf of or as a member of a group or organisation.

Q1b Are you applying as an individual?

An individual is a person not applying on behalf of a group or organisation. Please select yes, if this applies.

Please note if successful you will be required to submit further, additional information as part of the submission process. Please contact an Empowering Communities Programme Officer prior to submitting your application for further assistance and advice.

Their names and contact details are listed in the Neighbourhoods Fund 2023/24 information sheet accompanying this document.



Q2 Which multi-ward and ward area are you applying for?

Please note funding is allocated by ward, so please select the ward in which the majority of the people are likely to benefit from your project. For example; West Central Cluster has five wards, you should select the ward where most of the people live who are benefitting from the project.

Q3 Please state the specific location(s) or address where your project will take place.

Name of organisation and location: Please give the full address of your organisation/group and where you intend to deliver your project (e.g. name of the building, building number, street name and full post code). If you are delivering your project in more than one location in the same multi-ward area, please list all locations.

Q4 Project contact details

Please include the contact details of the person responsible for delivering the project, their position in group, contact numbers and email address (preferably the group's email if applying on behalf of a group).

Group address: Please give the name of the group/organisation as it appears in your legal governing document. This may be your Constitution or Memorandum & Articles of Association. Do not use letters or abbreviations.

Q5 Are your premises owned by the Council?

Please select yes if your premises is owned by the council.

Q5a If yes, do you have a lease/licence for your premises?

(Please give the term of your lease/licence).

Q5b Are you up to date with your rent payments and service charges?

Please select yes if you're up to date with your rent payments and service charges.

Section 2: About the project

Please ensure that you answer all the questions. Keep your answers brief and to the point. Writing lengthy responses to the questions will not improve the likelihood of your application being successful.

Also, please note that for some questions there is a maximum of 50 or 300 words.

Q1 Name of your project/idea

Please give the full name of the project for which you are applying for funding.

Q2 Describe what the project is trying to achieve, including why it is needed and demonstrate how it is going to benefit residents of the ward you have selected above. Please explain in less than 300 words.

Please explain in less than 300 words. Tell us about your project/idea and what you are aiming to achieve, including targets and milestones. You should be able to show:

- Who was involved in identifying and defining the need of the project?

- What other projects exist to meet these needs, and how is your project different or adds value to other projects?
- How might your idea link up with other projects or initiatives

We want you to demonstrate that you have a clear idea of the time it will take to set up and deliver the project and identify any positive impacts.

Q3 In no more than 200 words state range of beneficiaries i.e., age, sex and ethnicity and approximate numbers.

Please state range of the beneficiaries i.e., age, gender and ethnicity etc., and approximate numbers. Please explain in less than 200 words.

Please include a brief description of whom are the expected beneficiaries, their age range, sex, race/ethnicity and approximate number of people that will attend your event/activity and where you think they will be coming from i.e., the ward, within the Multi Ward area, neighbouring council area [state which one], borough wide, outside the Borough.

Q3a Also, tell us in no more than 100 words how you will measure and record your aims and achievements.

Listed below are possible things you will need to consider, which include:

- Who are your main beneficiaries?
- Do you need to collect information about everyone or just a sample?
- If you plan to work towards specific outcomes, at different stages of the project as it progresses and how will you record this?
- How will you know if your project has made a difference?
- How many people do you think will attend the project/activity?

Q4 If you are working in partnership with another group to deliver this project please give details including their name, contact details and description of joint working. Please explain in less than 100 words.

In no more than 100 words, describe how you are working together with the other group, explaining how both group/organisation will deliver the project. Please provide the name of the other group or organisation as it appears in their legal governing document, for example their Constitution or Memorandum & Articles of Association.

(Also the name of the main person working with you to deliver the project; their organisation's full address and post code, telephone and/or mobile number and business email address).

Q5 When will your project start and finish?
Your project must be completed between 1 April 2024 and 31 March 2025.

Please include state your project start and finish date.

Q6 Please itemise expenditure relating to this application. The total will be what you are requesting from the neighbourhoods fund this year.

Please itemise expenditures relating to this application. The total will be what you are requesting from the Neighbourhoods Fund 2024/25. Applications are invited, generally between £500 and £5000, but larger amounts can be awarded in exceptional circumstances. You can apply for funding to cover revenue costs such as publicity, to purchase small items of equipment (such as gardening tools, removable football nets etc.) hiring equipment (i.e., generator) or consultancy fees etc.

Please note that applications for capital items such as printers, large fixed items, buildings etc., would not normally be funded. We do not fund staffing cost.

Please list all expenditures relating to this application, by providing details as to how the calculations have been made. Please be specific about what will be funded, for example see the table below: Hall hire x three hours @ £15 per hour = £45 and provide the total cost.

Q7 Did your group receive funding from the Neighbourhoods Fund last year?

Please select the relevant answer

Q8 Are you or your group receiving money from another funding body for this project in the coming year (2024/2025)?

Please select the relevant answer

Section 3: About your group

Q1 When did your group start?

Please give date of when the group was first formed.

Q2 Please describe in no more than 50 words the aims and activities of your group and your work in the community.

Q3 Does your group have a constitution or set of rules? UPLOAD

It is important that we know the legal status of your group. Please upload an up-to-date copy of your governing document i.e., Constitution/Memorandum & Articles/Terms and Reference etc.

Q4 Does your group have an appropriate safeguarding policy? UPLOAD

If you work with children and/or vulnerable adults, please upload a copy of your safeguarding policy.

Q5 Does your group have recent audited accounts? UPLOAD

Please upload your most recently audited accounts.

Q6 Does your group have a Equalities and Diversity policy? UPLOAD

Q7 If you are applying on behalf of a group, please provide contact details of another committee member such as the Chair, Treasurer or Secretary (not yourself). UPLOAD

Please attach a list of your committee members

Section 4: Bank details

Q1 Please provide your group's/organisation's bank account details.

Name on Bank/Building Society Account

Please provide the name of the group/organisation business account you wish your funds to be paid into. This must include the name on the bank account, name of bank, account number, sort code and group's address registered to the bank account. Please see example below:

Name of account: Another event

Bank/Building Society name: NatWest

Account Number: 12345678

Sort code: 07 - 08 - 09

Groups' registered address held by the bank:

Another event, 160 Tooley Street SE1 2QH

If you are applying as an individual:

Please provide the full registered address of the group (sponsor) that will receive your funds on your behalf. The address must be the same as that held by their bank, as the council does not accept personal bank accounts details.

Please note:

Grants are only payable to constituted organisations. You must find a constituted group that is willing to receive your funds on your behalf if you are successful. Failure to do so could result in your application being rejected/or funding withdrawn.

Checklist

Please ensure you have attached the following with this application form:

- Memorandum and Articles of Association or constitution – if possible please upload this, if not please attach the document to your email
- Safeguarding policy
- Most recent audited account or financial report
- Equalities and diversity policy
- List of committee members

How did you hear about the Neighbourhoods fund?

Please select all that apply as this information will help us with our monitoring.

Section 5: Declaration

I certify that the information on this application is true. Please ensure that the declaration is authorised by an appropriate Management Committee member such as the Chair or Treasurer stating their name in full name in capital letters, their official position and organisation/personal email address.

Also, please tick the box you have read both the information sheet and this guidance sheet.

Further information about the process:

If you need more help with your application please contact the appropriate Empowering Communities Programme Officer (ECPO) for the area you are applying for funding. Their names and contact details are provided in the information sheet accompanying the application.

- When we receive your application the ECPO will go through your application to ensure you that have provided all the relevant information and documents.
- Your project is then considered by your local ward councillors. Your local ward councillors will invite you to a multi-ward meeting in January to present your project(s) to decide which proposals receive funding and how much. Your local ward councillors will announce their decisions at the February/March 2023 Multi Ward meeting.
- If you are unsuccessful, you will be notified by letter within 15 working days of the decisions made at the Multi Ward meeting; or you can visit the Empowering Communities website six working days after the announcement.

- If you are awarded funding, you will be notified by letter via email of the Conditions of Funding Agreement within 15 working days of the decisions made at the Multi Ward meeting. The letter will outline the process and how you will be paid
- Successful applicants will receive a Neighbourhoods Fund information pack outlining the process. Officers will invite you to in April/May 2024, to explain the process in more detail.
- Successful applicants should aim to deliver the project between 1 April 2024 and 31 March 2025. If the project is not delivered within one year, your ECPO will undertake a review and inform councillors, who may decide that the funding is returned in full.

You can visit our Empowering Communities website for dates and location of multi-ward and ward meetings - <https://www.southwark.gov.uk/engagement-and-consultations/empowering-communities>

For other possible sources of funding please go to <https://www.southwark.gov.uk/engagement-and-consultations/empowering-communities/empowering-communities-programme>

<https://www.southwark.gov.uk/southwark-creates/funding/current-funding> and www.communitysouthwark.org/pages/category/funding

Data Protection Act Statement

London Borough of Southwark holds and manages data in strict accordance with the Data Protection Act 1998. Southwark Council is the data controller for the purposes of the Data Protection Act. No personal information you have given us will be passed on to third parties for commercial purposes

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For more further information, clarification or queries, please contact Pauline Bonner by either email neighbourhoodsfund@southwark.gov.uk or telephone 020 7525 1019.