

**Sevenoaks District Council**  
**The Big Community Fund 2012/13**  
**Scheme Guidelines**

**1 Aims of the scheme**

The scheme exists to help Members to work with their local communities to improve their area. In particular:

- 1.1 To make physical improvements to the area;
- 1.2 To strengthen local communities;
- 1.3 To help more vulnerable people in local communities
- 1.4 To improve safety and well-being in local communities

**2 Maximum grant available**

Members are invited to submit applications for projects in their ward at any time during the year. The maximum grant available for any single application is £3,000. Members can work with Members in other wards and submit an application for a maximum of £6,000.

There is no restriction as to the number of applications a Member can submit in any one year. However, the Members' Project Appraisal Panel will take into account the value of previous grants in the ward when making their decisions.

A total of £10,000 will be made available each month.

**3 Eligibility**

Members can put forward an application for a project to be delivered by any 'not for profit' organisation offering open access to the community unless they are:

- 3.1 schools or parent teacher organisations;
- 3.2 Church councils; however, applications from voluntary organisations linked to a church or religious body will be considered;
- 3.3 individuals seeking sponsorship;

Members can put forward an application for the District Council, town or parish councils to deliver a project. Other statutory bodies are not eligible.

Any delivery organisation other than the District Council, town or parish council must have a constitution and bank account.

#### 4 What the scheme will fund

Projects that demonstrate benefits to a local Community and will have a lasting positive effect. The scheme will not contribute to any form of on-going running costs.

#### 5 The Local Members' role

Local Members can:

- Promote the Scheme in their ward
- Work with and consult local community groups, voluntary organisations or town and parish councils to identify and plan projects that meet an identified local need;
- Satisfy themselves of the feasibility and long-term sustainability of the project;
- Liaise with other Local Members in their ward to ensure that the project is supported by all Members;
- Submit an application in partnership with the local delivery organisation, to include a supporting statement from the Local Member and confirmation that other Local Members' views have been taken into account;
- For approved projects, ensure that the District Council's support is acknowledged in any publicity, attend any launch or local event regarding the project and submit a short summary of the project for the Members' Bulletin;
- Monitor the project 6 months after the funding approval to ensure that it is progressing well.

#### 6 The decision-making process

Applications will be referred to a Project Appraisal Panel made up of Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs and the work involved is not the responsibility of the landowner or delivery organisation.
- 6.6 The extent to which the ward has already benefitted from the scheme.

Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient

funds are available in any one month or if a minor change in the project would increase its chances of success.

### **Performance monitoring**

- 7 Performance monitoring will be 'light touch'. The Project Appraisal Group will set simple performance indicators for each project recommended for approval and the grant will be conditional upon those indicators. At the end of the 12 month period following approval, the project delivery organisation will be asked to report back on the achievement of the performance indicators and the spending of the grant. Any funding not spent on the project should be returned to the Council.

### **Submitting completed application forms**

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:  
Simon Davies  
Partnership & Project Officer  
Community & Planning Services Department  
Council Offices  
Argyle Road  
Sevenoaks  
Kent TN13 1GP

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward:
2	Name of Member:
3	Name of delivery organisation: Address of delivery organisation: Name of the main contact who will be accountable for the delivery of the project: Telephone number of main contact:
4	Description of Project:
5	Total project cost: £ How will the money be spent?  If the total cost exceeds the amount requested from Big Community Fund, please state here how the remaining cost is to be met:  Amount requested from the SDC Big Community fund: £
6	Your community How have you been able to involve the local community in planning this project?

7	<p><b>What is the need for the project?</b></p>
8	<p><b>Long term benefits</b></p> <p>Please comment on the lasting effects of the project:</p>
9	<p><b>The impact of your project</b></p> <p>How will you know whether the project has been a success?</p>
10	<p><b>Ongoing costs</b></p> <p>If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?</p> <p>The extent to which this project is in addition to work that is more appropriately funded by the landowner, the delivery organisation or another agency.</p>
11	<p><b>Supporting statement from the sponsoring Local Member:</b></p> <p>Signed ..... (sponsoring Local Member)</p>
12	<p><b>Agreement of other Local Members that they are happy with the proposed project:</b></p> <p><b>SIGN NAMES:</b> <span style="float: right;"><b>PRINT NAMES:</b></span></p> <p>..... (Local Member)</p> <p>..... (Local Member)</p>
13	<p><b>Declaration by project delivery organisation:</b></p> <p>I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.</p> <p>Signed .....Date .....</p> <p>PRINT NAME:</p>

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy