Cardiff Neighbourhood Fund

Eligibility & Application Guidelines
Cardiff Neighbourhood Fund 2014/15

Please read all of the information below before completing your application

1. Purpose of the Fund

1.1 This is a new Neighbourhood Fund with £35,000 available in 2014/15 in each of the six Neighbourhood Partnership areas.

1.2 The purpose of the Neighbourhood Fund is to respond to local needs and address community priorities as identified in the area’s Neighbourhood Partnership Action Plan.

1.3 The Neighbourhood Fund is not intended to provide organisations with help towards meeting on-going running costs nor is it intended to replace a loss in funding.

2. Aims of the Fund

2.1 The aim of the fund is to encourage local delivery solutions to respond to local issues in each of the Neighbourhood Partnerships.

2.2 The Fund seeks to encourage community participation and ownership in developing innovative projects or services which support early intervention and prevention, community engagement and pump-priming of new service delivery models.

3. Funding

3.1 Funding will normally be awarded in the range of £250 - £2,500. However, in exceptional circumstances, funding may be considered up to a maximum grant of £5000. This decision will be made at the discretion of the Neighbourhood Assessment Panel and Chairs of the Operational Group.

3.2 Should the fund be over-subscribed then projects may receive a proportion of the funding they have applied for – this will be determined by the level if demand and the discretion of the Neighbourhood Assessment Panel and Chairs of the Operational Group.

3.3 Funding for city-wide bids may be submitted but they will need to demonstrate local benefits for communities across each of the Neighbourhood Partnership Areas.
3.4 Funding will be available to the third sector, community groups or collaborative bids from the public and third sector.

3.5 Funding may be used for both revenue activities and capital based works.

3.6 Funding will be awarded for 2014/15 with all expenditure required by 31st March 2015.

3.7 All applicants will need to demonstrate their expenditure in the form of receipts/invoices. Payment may be made in advance of the activity occurring but this will be dependent of costings being provided beforehand.

3.8 A performance report will be required to be submitted by all recipients of the Fund to detail activity and outcomes delivered as a result of the funding.

4. **Project Eligibility Criteria**

4.1 The 2014/15 Neighbourhood Fund will be focussed on addressing local need within the Neighbourhood Partnership area. Projects must fall under all of these categories to be eligible for funding:

- Be able to demonstrate that the activity/project supports the delivery of the priorities set out in the Neighbourhood Action Plan
- Be ‘sponsored’ by a local elected member from the ward in which the project will be delivered. In this instance, ‘sponsorship’ refers to a letter/email of support from the ward member.
- Be able to demonstrate how the activity/project aligns with other activities/Programmes in the area (i.e. core services, Families First, Communities First, Flying Start etc).

4.2 The project must provide a direct benefit to a local community and will not be supported if the activity is for the sole benefit of one group.

4.3 The project will be assessed against the Neighbourhood Partnership Action Plan and the level of funding awarded will be dependent on the extent to which the activity is consistent with the priorities and also the level of demand placed on the Fund.

4.4 No group will be awarded 100% funding for their proposed scheme although in-kind support may be included by applicants as ‘match’ funding.

5. **Applicant Eligibility Criteria**

5.1 Organisations/Groups applying for funding will need to be one of the following:
• an unincorporated voluntary or community group with a constitution
• a registered charity
• a community interest company
• a non-profit distributing organisation (such as a social enterprise that re-invests surpluses for social benefit)
• a public sector organisation working in collaboration with other public services or third sector organisations

5.2 We will not accept applications which include organisations from

• statutory organisations such as a school or local authority which are not working in partnership to deliver the project.
• individuals or sole traders
• organisations that make a surplus or profit which is not reinvested for social benefit

5.3 Applicants will also be expected to demonstrate that they:

• be legally able to undertake activities in Cardiff;
• have a bank account;
• have clear financial controls (Charity Commission leaflet CC8 Internal Financial Controls for Charities will give details).

6. Policy Background

Cardiff: What Matters. The 10 Year Strategy

6.1 The Neighbourhood Fund contributes to the delivery of the seven outcomes as set in the Cardiff: What Matters Strategy. This Strategy is the overarching strategic plan which organisations across the city deliver to ensure that:

• People in Cardiff are healthy;
• People in Cardiff have a clean, attractive and sustainable environment;
• People in Cardiff are safe and feel safe;
• Cardiff has a thriving and prosperous economy;
• People in Cardiff achieve their full potential;
• Cardiff is a great place to live, work and play;
• Cardiff is a fair, just and inclusive society.

Neighbourhood Partnerships

6.2 The Neighbourhood White Paper – “Building Communities – A New Approach to Neighbourhood working” sets out the background to Neighbourhood Partnerships and the agreed recommendations for its continued development as a framework for multi-agency problem solving at the local level.
6.3 The Six Neighbourhood Partnerships each have a Neighbourhood Action Plan which any funding applications will need to support the delivery of.

Cardiff Corporate Plan 2014 – 2017

6.4 The Neighbourhood Fund contributes to key objectives of the Council’s Corporate Plan by helping to support the delivery of:

- Economic development as the engine for growth and jobs;
- Education and skills for people of all ages to fulfil their potential and be well prepared for employment in the Cardiff economy and beyond; and
- Supporting vulnerable adults, children and young people in times of austerity.

7. Contact Details

7.1 The scheme is managed by Neighbourhood Partnership Team. If you have any queries, require further information, or have any special requirements please contact:

- **Cardiff North** (Rhiwbina, Heath, Lisvane, Llanishen, Cyncoed, Penylan, Pentwyn, Pontprennau & Old St Mellons)  
  Contact: Claire Green - Claire.Green@cardiff.gov.uk / 029 2087 3839

- **Cardiff East** (Llanrumney, Rumney, Trowbridge)  
  Contact: Eleanor Henley - EHenley@cardiff.gov.uk / 029 2087 2670

- **Cardiff South East** (Gabalfa, Cathays, Plasnewydd, Adamsdown, Splott)  
  Contact: Nicola Feneck - NFeneck@cardiff.gov.uk / 029 0287 3848

- **Cardiff City & South** (City Centre, Butetown, Grangetown)  
  Contact: Vineeta Shrivastava - Vineeta.Shrivastava@cardiff.gov.uk / 029 2087 2692

- **Cardiff South West** (Ely, Caerau, Canton, Riverside)  
  Contact: Alex Gray (AGray@cardiff.gov.uk) / 029 2087 3838

- **Cardiff West** (Creigiau / St Fagans, Pentyrch, Radyr & Morganstown, Whitchurch & Tongwynlais)  
  Contact: Carolyn Veal-Shaw - carolyn.veal-shaw@cardiff.gov.uk / 029 2087 3550

8. Pre Application Discussions

8.1 Groups are welcome to contact the Neighbourhood Partnership Officer for the relevant area to discuss their potential project, prior to submitting an application form. Officers will be able to offer advice about the eligibility of the project proposal.
9. Application and Project Deadlines

9.1 The deadlines for applications under the 2014/15 Programme are:

Round 1 - 30th April 2014
Round 2 – 30th June 2014
Project completion date – 31st March 2015

9.2 All questions on the application form should be answered and all supplementary information attached, when the application is submitted. Incomplete applications will not be processed.

9.3 Applications should be emailed to Whatmatters@cardiff.gov.uk or posted to Room 412, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

10. Assessment and Decision Making Process

10.1 Assessment of projects will take approximately 3 weeks.

10.2 Each application will be assigned to the relevant Neighbourhood Partnership Panel who will assess the project based on the scoring sheet set out in the application form. The Panel will include the Neighbourhood Partnership Officer, Communities First Cluster representative, the Council’s Corporate Grants Officer and up to 3 representatives from the Neighbourhood Partnership Operational Group. The representatives will be nominated by the Neighbourhood Partnership Operational Group Chairs.

10.3 Local Councillors are consulted on each application received within their ward to invite any comments for consideration by the Neighbourhood Partnership Panel.

10.4 The Panel will make a written recommendation to the relevant Neighbourhood Partnership Operational Group on which projects should be approved based on the published scoring guide. The Chairs will agree the recommendations as appropriate.

10.5 Successful projects will be granted funding under the Council’s Executive Scheme of Delegations.

11. Project Delivery

11.1 All activity needs to be completed by 31st March 2015.
12. Complaints

12.1 If applicants are unhappy with any aspect of the service received, the Neighbourhood Partnership Officer should be contacted immediately.