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**Breckland Council Community Match Funding**

**Guidance Notes**

This guide has been designed to help you when applying to Norfolk Community Foundation for Breckland Council Community Match Funding. It details our expectations of applicants, the processes involved and the criteria that need to be met. It is designed to help you successfully secure funding for your project and follow best practice principals of project development.

**Please do not fill in an application until you have read this guide.**

**How much is available?**

Breckland Council is providing £100,000 per annum.

**How much money can I apply for?**

You can apply for a maximum grant of **£5,000**, up toa maximum of **50%** of your total project costs.

**How to apply**

Applications are made via Norfolk Community Foundation’s website [www.norfolkfoundation.com](http://www.norfolkfoundation.com) If, for any reason, you are unable to access the application form online, please contact **Norfolk Community Foundation on 01603 623958** to discuss your options.

**Who can apply?**

* Voluntary and/or community organisations operating in and benefitting the Breckland area and residents
* Parish or Town Councils from within the Breckland area
* Schools from within the Breckland area, looking to provide community activity\*
* Not for profit social enterprise or community interest companies\*\*
* Church/PCC groups for secular projects

*Remember - the organisation submitting the application must be the same as the organisation receiving the funding.*

**\*** Applications from schools are welcomed but we cannot fund activities or services that schools have a statutory obligation to provide. We cannot fund curriculum based activities or activities taking place during the school day. However, we can fund projects that are based on school grounds that take place for the benefit of the wider community (e.g. before or after the school day or during the holidays).

**\*\*** Social Enterprises/CICs are able to apply but such organisations should first read Norfolk Community Foundation’s guidance for these organisations.

**What we will consider funding**

* Community projects that can demonstrate that they address identified community and align to the Breckland Council Corporate Plan <https://www.breckland.gov.uk/media/13676/Corporate-plan-2019-20/pdf/Corporate_Plan_2019-2023_(1).pdf?m=637015442900400000>.

**What we can’t fund**

* Organisations that are not appropriately constituted
* Activities that have happened or will start before we confirm our grant offer
* Applications received less than 3 months before a project is due to start.
* Applications from groups who have not consulted their Breckland Ward Member
* Applications that do not clearly align with one of the Breckland Council corporate priorities.
* Any costs you incur before submitting your funding application to us
* Any costs or expenditure you commit to before we confirm our grant offer
* Contingency costs
* VAT that you can reclaim
* Fundraising activities – for example paying for a selection of raffle prizes for a fete
* Loans or interest repayments
* Projects or activities that the state has a legal obligation to provide
* Projects that cannot be maintained because of high ongoing costs or the need for specialist skills
* Projects that require planning permission but do not yet have it.

**NOTE**: Applications for funding towards highways improvements or Parish street lighting will **not** be considered unless exceptional circumstances can be demonstrated, and applicants can evidence that they have exhausted all other options for funding. It is recommended that groups interested in submitting such applications should contact the Breckland Council Communities department (tel: 01362 656870) before submitting an application via Norfolk Community Foundation.

**Who assesses my application?**

Norfolk Community Foundation will review your application and will contact you if they have any questions. Applications deemed incomplete will be discussed with the applicant and any necessary improvements or recommendations offered by NCF will need to be actioned by the applicant before a resubmission can be made. Once we are happy your application is complete, we will forward this through to Breckland Council for a decision.

**The decision process**

Breckland Council makes decisions on grant applications on a monthly basis. NCF grant officers will be able to advise when your application is likely to be considered, and this will depend on when your application is deemed complete and forwarded onto Breckland Council.

**Informing you of the decision**

Once a decision is reached, offer letters are sent out informing applicants of the decision. If your application is successful, Norfolk Community Foundation will send you a Grant Funding Agreement which will detail the amount awarded and the terms and conditions attached to the grant offer. You will need to sign and return a copy of the Funding Agreement to Norfolk Community Foundation to accept the grant offer.

**Promoting your project and funding award**

One of the conditions of receiving a grant requires you to contact the Breckland Council Community team at [Community@breckland.gov.uk](mailto:Community@breckland.gov.uk) in order to coordinate any subsequent press coverage where you will be obliged to acknowledge the financial input from Breckland Council and provide photographs of the project as it develops.

**Starting your project**

You can start your project once you have returned the Funding Agreement. In general, the grant can be paid up front but we reserve the right to vary this on a case by case basis. All projects and grants must be claimed and completed within 1 year of the offer being accepted, unless there are extenuating circumstances which would need to be agreed in writing with Norfolk Community Foundation on an individual basis.

**Monitoring and finishing your project**

During the course of your project you are required to complete an interim monitoring report to keep us updated on the progress with your project with a final report due on completion of the project so that we can see how successful your project has been and what benefits have been achieved as a result of the grant. We may visit or telephone you to check on the project at any time.

**Please note:** Once your organisation has been successful with a match funding grant from Breckland Council, you cannot re-apply for match funding again within the same financial year, even if it is for a different project. Before re-applying you must have spent the entire funding award for that project and have satisfactorily met all our monitoring requirements. This does not prevent you from applying to other (non Breckland District Council) funding streams operated by Norfolk Community Foundation*.*

**What documentation to include with your application**

Before completing an application form, please make sure you can supply us with the following:

* A copy of your constitution of governing document
* A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than a year)
* A copy of a recent bank statement
* Evidence that you have consulted with the community
* Evidence of match funding
* A copy of relevant safeguarding policies if your project involves work with children or vulnerable adults
* Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, services or similar (preferably three for each service/product)
* For projects involving building works or installations of e.g. of sports/play equipment - evidence that planning permission/ other relevant permissions are in place or that they are not required
* A copy of your equal opportunities policy/statement

**Frequently asked questions**

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| **Q** | **When is the deadline for sending in an application form?** |
| **A** | There are no deadlines. Applications can be submitted at any time and will be assessed at the next grant panel meeting available, subjected to the application being deemed complete. |
| **Q** | **How long does this funding opportunity run for?** |
| **A** | Indefinitely, however the funding pot each year is limited and once this is fully committed the fund may need to be temporarily closed. |
| **Q** | **I am unable to apply online, how else can I apply?** |
| **A** | Please contact Norfolk Community Foundation who will discuss options with you. |
| **Q** | **We do not have all the essential documents in place, what should we do?** |
| **A** | We suggest you seek advice from an agency such as Voluntary Norfolk or Community Action Norfolk in order to get some help and guidance in developing any missing policies or other documents. |
| **Q** | **If my application is unsuccessful can I apply again?** |
| **A** | If you are able to address any feedback in the decision letter then a re-application is possible. However we would recommend that you talk to Norfolk Community Foundation before you start a new application. |
| **Q** | **Can I apply for more than one year’s funding?** |
| **A** | No, the funding is for one year only. |
| **Q** | **What are the main problems you find with applications?** |
| **A** | Common problems are: providing answers that are too brief, not providing all of the required documents, not evidencing capital costs clearly and not making the project’s relevance to Breckland Council’s Corporate Plan clear. |
| **Q** | **Can I speak to a Grants Officer before starting an application?** |
| **A** | Yes, we encourage this. Please phone us on the number at the end of this document. |

**Data protection and Freedom of Information**

The information you give in your funding application is used to assess your application and will be shared with the grant panel members and relevant officers in both Norfolk Community Foundation and Breckland Council. If your project is successful the information will be kept for seven years.

**Fraud**

If you provide false or inaccurate information in your application or at any point in the life of any grant and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

**Freedom of Information**

Please be aware of the Freedom of Information Act 2000, which means that members of the public have the right to request information from Breckland Council. This could include information it holds from third parties, for example, grant applicants. If Breckland Council receives a Freedom of Information request, as long as there are no exemptions, it must comply, but would inform you first. Please state on your application form if you think that the information in your application should not be released as part of a Freedom of Information request.

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|  | **If you have any questions please contact:**  Norfolk Community Foundation  St James Mill, Whitefriars,  Norwich NR3 1TN  Tel: 01603 623958  Email: [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com) |