

Guidance Notes



Contents

A.	How to Apply	2
B.	About the Grant Scheme	3
	Who can apply?	3
	Funding Schemes	3
C.	What we can fund	4
	Local Communities Fund	4
	Youth Fund	5
	Work & Skills Fund	6
D.	Exclusion - what we cannot fund	10
E.	Completing the Enquiry Form	12
	1. Your organisation	12
	2. Your Project	12
	3. Project Costs	12
	4. Support Documents	12
	5. What happens next?	12
F.	Completing the Application	13
	1. Your organisation	13
	2. Your Project	15
	3. Project Benefits	17
	4. Project Costs	17
	5. Project Completion	21
	6. Declaration	21
G.	What happens next?	22
	Small Grants:	22
	Large Grants:	22
	Grants Monitoring	23
	State Aid	24
H.	Meeting publicity requirements for Copeland Community Fund	25
I.	Appendix A – NDA Socio Economic Policy	27
J.	Appendix B - Outputs	28

A. How to Apply

➤ **Read the Guidance**

Please read these guidance notes in full to find out more about Copeland Community Fund's Grant Scheme and the sort of projects we are able to fund.

➤ **Check your project is eligible**

For details of Copeland Community Fund's funding criteria and exclusions please see Section D.

➤ **Where we fund**

Copeland Community Fund will accept applications for projects situated within the Copeland Borough Council boundary only, **NOT** the Copeland Constituency boundary.

➤ **Complete the online Eligibility Quiz**

This will help us to identify if you are eligible for funding.

➤ **Complete an online Enquiry Form**

We recommend that you contact us about your project before completing the online enquiry. Completing the enquiry form and uploading a project plan will help us ascertain if your group and project will be eligible (and are ready) to submit an application.

➤ **Complete an Application**

If your group and project are eligible we will email you with a link to the online application form. Applicants will require an email account. Please answer all questions in full.

➤ **Send all the required information**

Please refer to the checklist on the declaration section. Other than the information requested please keep additional attachments to a minimum. Applicants will be able to upload required documents as part of their application. The declaration should be printed, signed and posted (or scanned/emailed) to:

Grants Officer
Copeland Community Fund
c/o Whitehaven Commercial Park
Moresby Parks
Moresby
Whitehaven
CA28 8YD

It is recommended items are sent using the Royal Mail 'Signed For' service or Proof of Postage.

If you need any clarification, please contact Copeland Community Fund:

tel: 01946 598352

email: info@copelandcommunityfund.co.uk

B. About the Grant Scheme

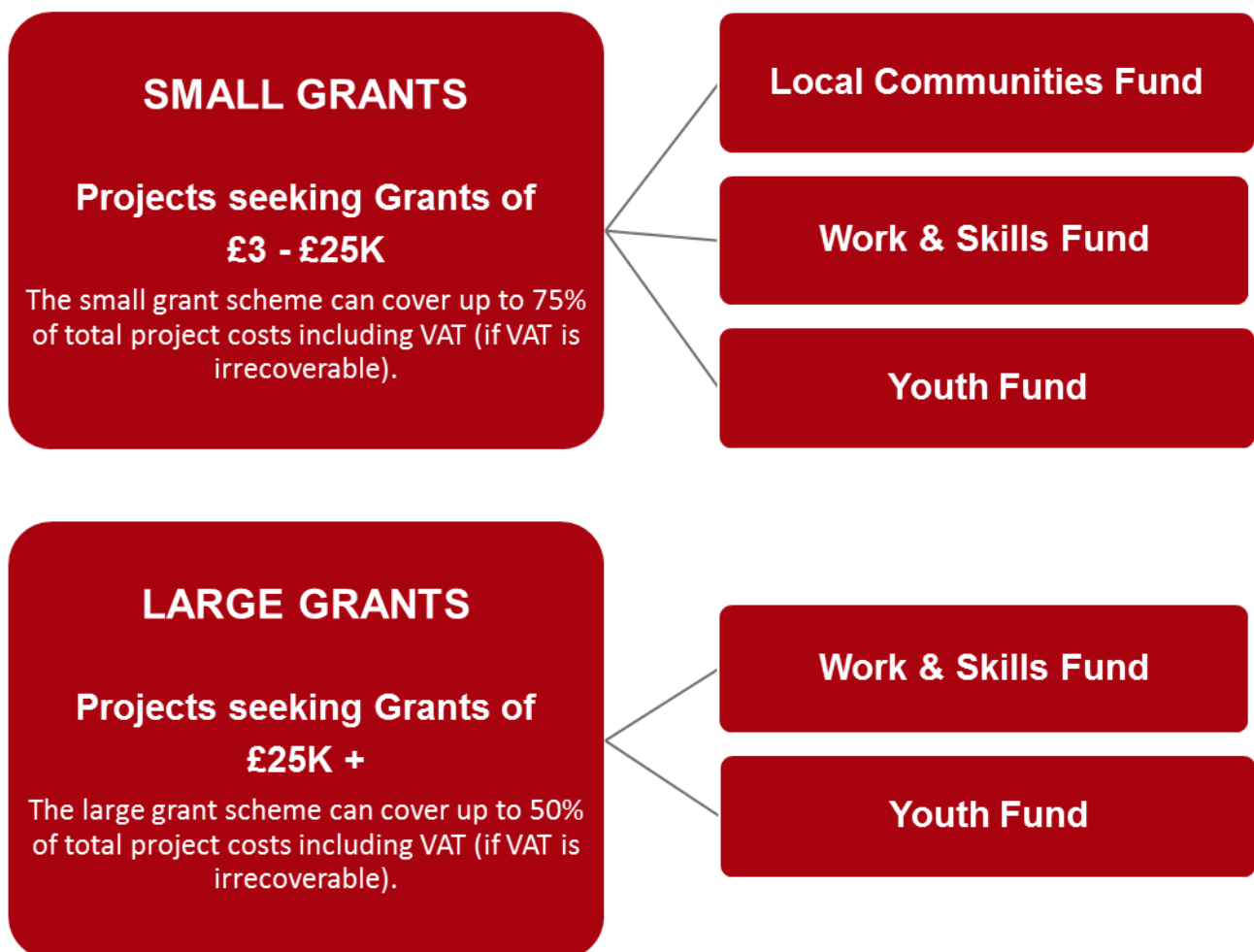
Who can apply?

To be eligible for a Copeland Community Fund grant, applications must come from community groups or organisations which are non-profit bodies. Parish councils and local authority partnership projects are also eligible. Applicants must have a constitution and bank account; they must be located within the Copeland Borough Council boundary or the project they are applying for must have a significant benefit to Copeland residents.

Due to the location of the Low Level Waste Repository site close to Drigg, we can only support projects that are in the local authority district of Copeland, this does not include the constituency boundary.

Copeland Community Fund prefer to be a funder of last resort, as such, it is expected that applicants thoroughly investigate other potential sources of match funding. However, Copeland Community Fund also recognise the need for local funding to act as an enabler for regional and national match funding.

Funding Schemes



C. What we can fund

Applications for capital and revenue funding.

Applicants must be able to demonstrate specific and measurable project outcomes (qualitatively or quantitatively) to show how your project will make a difference.

Local Communities Fund

Copeland Community Fund 2017-19 'Local Communities Fund' commits to funding for projects in Copeland. Projects seeking funding between £3,000 and £25,000 may apply. There are 4 areas (themes) in which a project may focus:

- **Quality Open Spaces**
- **Improvements to Built Environment**
- **Arts, Culture & Sports**
- **Community Action**

Projects must demonstrate that they can meet the NDA Socio Economic Policy.

Organisations can apply on an individual basis, however CCF also looks favourably on collaborative projects.

Applications to the Local Communities Fund require a minimum of **25%** match funding already secured or applied for.

Any project wishing to apply should consider how they can achieve and demonstrate the following outputs where relevant:

- Match Funding
- FTE Jobs Created
- FTE Jobs Safeguarded
- Local People Assisted in their Skills Development
- Number of Volunteer Hours
- Number of New/Improved Sports Facilities
- Number of New/Improved Cultural Facilities
- Number of New/Improved Community Facilities
- Hectares of Open Space Improved
- Sq Metres of New/Improved Floorspace
- Number of attendances at a tourism attraction, community venue, sport session or event
- No of local people who access a community/sport/cultural opportunity or facility

Youth Fund

Copeland Community Fund 2017-19 Youth Fund Strategy commits to two years funding for youth projects in Copeland. The purpose of the Youth Fund is to provide revenue support to existing provision within Copeland and consider new complementary provision.

- The Fund will accept applications for youth projects targeting children and young people from 0 – 19 years (or up to 25 years if the young person has special educational needs and/or a disability).
- Projects must demonstrate that they can meet the NDA Socio Economic Policy.
- Organisations can apply for youth projects on an individual basis, however, CCF also looks favourably on collaborative projects.
- The Fund encourages collaborative projects, and as such will consider Youth Fund projects for up to 100% funding, under exceptional circumstances and subject to CCF Board approval.
- Applications to the Fund (with the exception of collaborative projects noted above) require minimum match funding of:
 - 50% for projects with a grant request over £25k
 - 25% for projects with a grant request under £25k
- Youth projects will be limited to a two-year funding term.
- Youth projects are encouraged to reapply for support from the Fund, however, reapplications will only be eligible for salaries and associated costs.
- Any project wishing to apply should consider how they can achieve the 'Essential' output:
 - The number of individuals attending more than 10 sessions in a year.And contribute to the aspirational outputs such as:
 - Local Young People Assisted in their Skills Development
 - Number of Youth Volunteer Hours
- Capital costs to support revenue projects may be considered on an individual project basis.

Work & Skills Fund

Copeland Community Fund 2017-19 Work & Skills Fund Strategy commits to two years funding for Work & Skills projects in Copeland. There are 4 areas in which a project may focus:

(1) Work & Skills Projects

Projects delivering - Advice for Work

- E.g. Information, advice and guidance (including CV writing and job searches), employer education focusing on young people

Projects delivering - Skills for Work

- E.g. Sector based work academies, practical activities, basic skills (numeracy, literacy, personal development), targeted engagement, functional skills, work related course/certificate/licences, IT support

Projects delivering - Experience for Work

- E.g. Work experience coordination (all ages), volunteering schemes, traineeships, mentoring / coaching

Projects delivering - Access into Work

- E.g. Apprenticeship schemes/subsidies, job brokerage, graduate scheme, accessibility transport, employer engagement, employment factory

(2) Work & Skills Infrastructure

To support organisations delivering the Work & Skills agenda. Covering costs which will assist development; training, salaries and associated costs, external evaluations, volunteer expenses

(3) Project based - Creating Jobs and/or Safeguarding Jobs

- Employment and training as direct outputs
- Sustainability
- Developing a community business
- Entrepreneurs
- Social Enterprises

(4) Pathways into Work & Skills

- Projects which support individuals to overcome barriers into work
- Financial and / or digital inclusion to support pathways to unpaid and paid employment
- Access to and jobs created or safeguarded for projects with health and wellbeing output
 - E.g. Supporting homelessness, domestic violence, mental health, isolation, disability, or age specific targeted projects.

- Projects must demonstrate that they can meet the NDA Socio Economic Policy.
- Projects will be assessed on value for money / unit cost per job - For every £25,000 of grant, applicants must be able to create at least 1 new full-time equivalent job.
- Organisations can apply for the Work & Skills Fund on an individual basis, however, CCF also looks favourably on collaborative projects.
- The Fund encourages collaborative projects, and as such will consider such Work & Skills projects for up to 100% funding, under exceptional circumstances and subject to CCF Board approval.
- Applications to the Fund (with the exception of collaborative projects noted above) require minimum match funding of:
 - 50% for projects with a grant request over £25k
 - 25% for projects with a grant request under £25k
- Any project wishing to apply should consider how they can achieve and demonstrate a mix of the following outputs:
 - Social Enterprises Created
 - FTE Jobs Created
 - FTE Jobs Safeguarded
 - Local People Assisted in their Skills Development
 - Local People Helped to Secure Employment, Education or Training
 - Number of volunteer hours
 - No of Apprentices and/or Trainees
- Capital costs to support revenue projects may be considered on an individual project basis.

Copeland Community Fund has six themed areas which it supports through community development and funding. Below is a list of eligible projects within our six themes. It is not exhaustive but is indicative of the type of projects we will support. All applications must comply with our funding criteria – Section D.

Copeland Community Fund Board reserves the right to make the final decision on any application received.

ARTS, CULTURE & SPORTS (Local Communities Fund)

Museums and Exhibitions	Events/Festivals	Celebrating Heritage
Sports Facilities	Cultural Facilities	Sports Engagement
Promoting Health and Wellbeing Projects	Arts Engagement	

COMMUNITY ACTION (Local Communities Fund)

Cultural and Educational Trips for Community Groups	Support for the Elderly	Neighbourhood Initiatives
Family and Child Poverty Initiatives	Financial Inclusion Initiatives	Community Safety Initiatives
Community Renewable Energy Projects	Community Recycling Schemes	Sustainable Transport Schemes
Community Groups supporting community cohesion		

IMPROVEMENTS TO BUILT ENVIRONMENT (Local Communities Fund)

Community Facilities Creation	Village Hall Improvements	Community Centre Renovation
Asset Transfer Support		

QUALITY OPEN SPACES (Local Communities Fund)

Equipment for Play Areas	Multi Use Games / Exercise Area	Community Gardens/Growing schemes
Parks Improvements	Interpretation Trails	Allotments Projects
Pathways	Cycleways	Beach Enhancements

TRAINING, EMPLOYMENT & SOCIAL ENTERPRISE (Work & Skills Fund)

Employment Opportunities	Social Enterprise Initiatives	Community Co-ops
Fair-Trade Programmes	Apprenticeship Initiatives	Training Opportunities
Training Opportunities for Unemployed	Community Based Learning Projects	Lifelong Personal Development Learning
Tackling Worklessness	Job Creation	

YOUTH ACTIVITY (Youth Fund)

Early Learning Projects	Youth Clubs	Youth Engagement Initiatives
Raising Aspirations	Young People Safety Initiatives (Teenage pregnancy, alcohol and drug issues)	

Revenue Funding

Copeland Community Fund is able to provide revenue funding attached to a capital project or also on its own. Copeland Community Fund will fund the time spent by individual employees on the project. To calculate eligible salary costs for an employee add together gross salary costs, employer's NI contribution and employer's pension contribution. If an employee spends less than 100% of their time on the project then these costs will need to be apportioned. If your project includes staff costs you must provide a job description and individual salary costs (including employer's pension and NI costs).

The Fund will consider applications for revenue projects that run over a number of years with only Year 1 match funding already secured. But if match funding for future years is not secured, the grant may end early.

Costs which may be included when applying for a Copeland Community Fund grant include:

- Salary costs, including Employers NIC and pension contributions, together with internal training costs
- External training costs
- Health and Safety PPE
- Hired equipment costs
- Subsistence for volunteers whilst on site – limited to £5 per head per day (costs must be supported with written evidence and will be subject to agreement prior to Grant Offer)
- Mileage costs in line with the HMRC standard rate
- Appropriate overhead costs – at application stage we can agree a flat rate of up to 10% to cover your overhead costs or management fee. If you wish to do this, you **must** discuss this with a Projects Coordinator in advance of your application.

Grant Payments

Copeland Community Fund will make an initial upfront payment on each grant and further payments will be made once satisfactory progress reports are submitted. All large grants will also receive a monitoring visit a year. Project's Grant Acceptance Schedule (GAS) will detail payment schedules, any special conditions and the reporting requirements for your project. In general, we will set up the following payment Schedules:

Small Grants:

Standard payment percentages for Small Projects are 75% / 25% on an annual basis, based on the grant requirement detailed in application. Alternative percentages may have been agreed during appraisal / approval. All payments will be made on the basis of the schedule within each project's GAS.

Large Grants:

Standard payment percentages for Large Projects are 50% / 25% / 25% on an annual basis, based on the grant requirement detailed in application. Alternative percentages may have been agreed during appraisal / approval. All payments should be made on the basis of the schedule within each project's GAS.

Second & Subsequent Applications

Groups / organisations that have applied for funding from Copeland Community Fund will be able to make a subsequent application for different / separate projects once their initial grant has been approved.

Groups / organisations that have previously been awarded funding from Copeland Community Fund will not be able to make a subsequent application for the same project / continuation funding until the applicant can demonstrate that they have successfully delivered the original Copeland Community Fund funded project.

Declined applications may have one further opportunity to re-present their case for funding by means of a new application. This should not be seen or implied as a confirmation or guarantee that funding will be awarded on a second attempt to secure a Copeland Community Fund grant. The applicant must be also able to demonstrate that they have significantly developed the project based upon the development recommendations.

D. Exclusion - what we cannot fund

Copeland Community Fund are unable to fund the following:

- Applications for under £3,000
- National charities without a Copeland base/project
- Projects principally benefiting people outside Copeland
- Retrospective funding
- Faith based activities and venues
- Any works to highways. This does not include recreational footpaths, bridle paths or cycle ways
- Mini buses and other vehicles (unless part of a sustainable transport scheme)
- Medical/health establishments (including medical treatment/therapies)
- Direct replacement of activities which are a statutory obligation
- Residential activities including expeditions and overseas trips

Important Information:

Your project can only start once you have signed and returned a Copeland Community Fund Grant Acceptance Schedule. If you start your project before this time your project may become ineligible.

Upon project completion, the final amount of grant awarded may be reduced if the total cost has reduced or other match funding (including in-kind funding) has increased.

Costs which are excluded when applying for a Copeland Community Fund grant include:

- Purchase of alcohol for resale
- Vehicles (unless expressly agreed at application stage)
- Costs incurred before the start date of the project
- Interest charges
- Solar Panels

Funding Criteria

The Copeland Community Fund will consider eligible applications on their merits, in light of the funding available and how much match funding the project has already brought in. Due to high levels of applications The Copeland Community Fund may be unable to fund all the projects it would wish to.

Questions on the application relate directly to the assessment of your project so you will need to ensure that all questions are answered as fully as possible.

Applicants should be aware that project assessments will be based on the following criteria:

- a. **The project should be located in Copeland for the benefit of Copeland residents. If the project is outside Copeland it should have clear benefits for Copeland residents**
- b. **Applicants should have checked that the project is in line with the NDA Socio Economic Policy – see Appendix A**
- c. **The project should improve community life in Copeland for a significant number of people**
- d. **The project should be addressing a specific community issue or need**
- e. **There is clear evidence of need for the project i.e. no comparable facility/project exists nearby**
- f. **Your project has support from the local community and other organisations**
- g. **Projects are self-sustaining once the initial project funding has been invested. This will include ensuring that the project can be managed and maintained after the funding period ends i.e. provide a sustainable impact in the community**
- h. **For large grants evidence an attempt of securing at least 50% of project costs from other sources (including in-kind & own fundraising / funds).**
- i. **For small grants demonstrates an attempt of securing at least 25% of project costs from other sources (including in-kind & own fundraising / funds).**
- j. **Demonstrates value for money**
- k. **The project should demonstrate equality and diversity**
- l. **Applicant can demonstrate added value the project may include, such as:**
 - The use of volunteers
 - Training opportunities
 - Promoting social inclusion
 - Minimising the environmental impact of the project and low carbon emissions
 - Capacity building
 - Building a local asset
 - Quality design
 - Adding value to the community
 - Promoting Tourism

It is not expected that every funding criterion will be relevant to all projects, but your application must be able to demonstrate specific and measurable benefits for the local community.

The Copeland Community Fund Board reserves the right to make the final decision on any application received.

E. Completing the Enquiry Form

Please provide as much detail as you can for all sections.
We review enquiries every week.

1. Your organisation

- 1.1 Provide details of the organisation which will be applying for the grant.
- 1.2 Tell us what type of not-for-profit organisation you are.
- 1.3 Tell us briefly the main purpose of your organisation and what it exists to do.
- 1.4 Tell us about any previous experience in applying for funding.

2. Your Project

- 2.1 State in which Copeland Locality Area your project will be based or delivered. Please select up to 3 localities, if your project covers more than 3 areas please select Whole Borough. If you are unsure please contact the Project Coordinators on 01946 598317 / 593055.
- 2.2 State which theme your project primarily fits into.
- 2.3 state whether your project fits with our priority issue (see section D)
- 2.3 Provide a title for your project. This is the name which will be used in correspondence.
- 2.4 Provide a summary which reflects the intent of your project. (20-word restriction).
- 2.5 Tell us about any partners you will be working with to deliver this project.
- 2.6 Provide a description of your project, include the start and end date. You should give detail about the project including the aims and outcomes, the physical works to be undertaken and what the need for the project is.
- 2.7 Tell us how many people will benefit from your project and in what way.
- 2.8 We may be able to offer you an Enabling Fund grant of up to £5,500 for specific development costs. Please contact us if you would like further information.
- 2.9 Funding from Copeland Community Fund has to meet the NDA Socio Economic Policy. Please explain how your project will support one or more of the criteria in Appendix A.

3. Project Costs

- 3.1 Tell us the total cost of your project. Minimum total project cost is £4,000.
- 3.2 Tell us about other sources of funding you have applied for. State the name of the funder, amount and when it will be secured. If you have not made an attempt to secure other funding, this may impact on whether you will be eligible to make a full application.
- 3.3 Tell us how much you are requesting from Copeland Community Fund. Minimum request is £3,000. You can only apply for up to 75% of your costs for small projects and up to 50% for large projects.

4. Support Documents

Please attach a copy of your project plan or business plan. This is an essential requirement.

5. What happens next?

Once we have received your enquiry we will review it. We may have some supplementary questions about your project and will send these by email. We will aim to review your

enquiry within five working days, but if we have supplementary questions, it may take longer before a decision on eligibility can be made.

If you are eligible to proceed, we will send you an email with a link to the full application form.

You will have a period of six months to complete the full application. We will close your application after that date unless you contact the Fund to discuss and agree an extension to this period.

F. Completing the Application

Please provide as much detail as you can for all sections. Attach any relevant documents where requested including a picture of the existing project and supporting information. A checklist of documentation is included.

Other than the information requested please keep additional enclosures to a minimum. For grant deadlines please see our website. You **cannot** start your project before we have made a decision on your application.

In the full application some questions are similar to the enquiry form. We ask these questions again because projects often develop and change between enquiry and application stage. It is important that the application contains the most up to date information.

1. Your organisation

- 1.1 Provide details of the organisation which will be applying for the grant.
- 1.2 Your primary contact should be able to give us details about the project if contacted.
- 1.3 Please advise how your project will be managed and by whom.
Developing and managing a project is often too much work for one person to complete on their own and it is important that there is a clear structure or management group to coordinate this work and share the workload.
Your group may be dealing with other organisations and there may be a considerable amount of information to process and record. The project will therefore run more smoothly and efficiently if it is clear who the right person is to contact within your group and if there is a process for sharing information with everyone involved.
- 1.4 The secondary contact should be the Chair, Secretary or Treasurer of the organisation and different from the primary contact. The contact name provided should be, if required, able to discuss your project in detail and who are authorised by the applying organisation to sign on its behalf. For National Organisations it should be someone from the local branch.
- 1.5 Tell us what type of not-for-profit organisation you are and how many people are involved. Count people in the main category they fall under. For example, if your Directors are also volunteers, only count them under Directors. You will need to send us a copy of your constitution, bank statement from the last 3 months, latest set of accounts and annual report if you have one.

Tell us briefly the main purpose of your organisation and what it exists to do. This should be as per your constitution or governing document.

Tell us when your organisation was set up. The name of a guarantor will be required for groups having been established for less than 12 months.

A guarantor is an independent organisation who can provide an assurance with regard to your group against risk of delivering the project.

- 1.6 When financial support is given to an organisation it is necessary to consider whether such support constitutes **State Aid** i.e. whether the provision of funding would distort the free functioning of markets or competition between EU member states. State Aid which would distort competition and affect trade by favouring certain undertakings or the production of certain goods is illegal. Smaller amounts of state aid are regarded as too small to significantly affect trade or competition. Funding from Copeland Community Fund is automatically given under the De Minimis Regulation (EC) Article 87(1) of State Aid. The amount that you receive from all sources in any three-year period must be no more than €200,000 (GB pounds equivalent on the date of application). You must list all grant aid that has been given to you under the De Minimis Regulation in the last three years. A false declaration could give rise to the aid being recovered with interest.

If you believe that your project does not constitute state aid you must obtain your own independent state aid advice to ensure compliance. <https://www.gov.uk/state-aid>

- 1.7 Indicate whether or not your organisation is registered for VAT. If YES, please provide the VAT registration number.

If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown.

Copeland Community Fund is only able to pay VAT costs for projects where the organisation is unable to reclaim VAT.

You may need to pay VAT on purchases made as part of your project and we can pay for this within our grant. Make sure you check whether VAT needs to be included when you develop your budget. The amount you request should only include VAT where you do not intend to or cannot recover at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must repay this amount to us.

Copeland Community Fund cannot offer advice on VAT.

More information can be found on the HMRC website:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/vat-enquiries>

- 1.8 Ensure the name of your organisation is the same as the name on your bank account. We are aware that in some circumstances a separate account has been created specifically for a project and this account should be named.

2. Your Project

- 2.1 Provide a title for your project. This is the name which will be used in correspondence.
- 2.2 Provide a summary which reflects the intent of your project. Please restrict your description to 20 words.
- 2.3 State which theme your project primarily fits into.
- 2.4 State in which Copeland Locality Area your project will be based or delivered. Please select up to 3 localities, if your project covers more than 3 areas please select Whole Borough. If you are unsure please contact the Project Coordinators on 01946 598317 / 593055
- 2.5 The address must be the location of where the project is actually taking place. Enter the road name and main postcode that refers to the location, if your project is situated on land which has no postcode then please provide a grid reference and the postcode of the nearest building.
- 2.6 Select the relevant criteria of the NDA socio-economic policy which best describes your project. Please explain how your project will support one or more of the criteria in Appendix A.
- 2.7 Tell us the overall aims and objectives of your project. These should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
- 2.8 In order to assess your application we require a description of your project. (500 words maximum)
- 2.9 When do you expect the project to start and finish? Ensure this, and the key milestones for individual activities, are as realistic as possible and follows the grant notification date and not before. Milestones should be key points in your project timeline, they are an indication of whether your project is progressing as expected. Milestones should not be a repeat of output targets.
- 2.10 We want to know that your project will address a genuine community need. For example, if there is an existing facility how have you identified what needs to be done? If it is a new facility how did you identify what your community needs and have you carried out any work to show the project will meet those needs? This could include (but is not limited to) discussing your project with current or potential users, community consultations, parish plans, access, disability or energy audits. Evidence could include petitions, outcomes of community consultations or surveys, outcomes from open days, letters of support from new or existing users.
- 2.11 Does your project fit in with any parish, locality plan, regional or national strategy? If so, which ones and how? (If possible provide the website link to the relevant strategy and identify the section which applies to you project).
- 2.12 Describe what options you have considered for delivery of your project. Explain which option you have chosen and why. It is important to show you have considered other possibilities, such as 'do nothing' and alternative delivery models.
- 2.13 Tell us about the main risks of undertaking this project and what you have done to mitigate against them.
- 2.14 Has there been any objections to your project? It is not uncommon for a project to have some sort of local opposition which is highlighted when a project undertakes consultation or the planning process. This may be quite minor, and easily resolved, and it does not mean that you cannot apply, but it is important we know about what sort of objections have been raised and how you have dealt with them when we assess your project.

Provide evidence of consultation and support from the wider community including analysis of the results as well as priorities for improvement within the community. Evidence of support could also include a timetable of usage, questionnaires, photos, letters of support from new or existing users, local schools, Ward councillors and other governing bodies.

- 2.15 How often is the facility open or the service available to the public? Will this project enable the facility / service to be open more often or for longer?

To ensure maximum benefit to the community we would like to see that the facility is used as widely as possible by the community. For example, extension to opening times, increased timetable, increased variety of activities provided, broader range of users and increase memberships.

- 2.16 Who owns the land / building where the project is located? If the land is leased or managed under an agreement, please supply the names of all parties and details, including the length and expiry date of the present arrangements. A copy of the lease will be required. (Not applicable for Revenue Projects).

- 2.17 Does the project need any form of legal consent? E.g. planning permission. If yes, please provide details and a date when you expect to receive it.

Attach a copy of any planning permission/building regulations approval/listed building consent or other consents, if relevant. If approval is required and not yet granted, please indicate the likely timescales of when you expect to receive it.

- 2.18 Explain what you have done to reduce the environmental impact of your project. For example, the use of recycled materials, the use of energy efficient and water saving technology, sustainable building techniques, taking steps to be carbon neutral.

- 2.19 Have you considered the accessibility of your project?

Your project will need to comply with the Equality Act 2010 and evidence that it is accessible for all. Provide details of any organisations you have consulted with (Contact Copeland Community Fund on 01946 593055 / 598317 if you would like further guidance on this)

- 2.20 If your grant is approved it is expected that you will actively promote Copeland Community Fund and follow the Fund terms and conditions regarding publicity / marketing throughout the project lifespan. Explain how you will promote and market your project to ensure as many people as possible will benefit.

- 2.21 A business/project plan is required to be submitted for all applications on the attachment page. If you received support in developing your plan, please advise which organisation or individual provided that support.

- 2.22 Provide the name and address of a person who is not involved in your project but knows of your organisation / project. Referees need to be independent of the applicant's organisation. A signed, dated letter of support should be updated on the attachment page.

3. Project Benefits

- 3.1 How many people currently benefit from your project within a 12 month period?
- 3.2 State how many **additional** people will benefit over the lifetime of your project. If your project is a capital build, please include beneficiaries as a result of the completed build.
- 3.3 State which members of the population, and the ethnic origin, of those who will benefit from the project. Please state up to three main groups.
- 3.4 For each output that is applicable, explain how the project will achieve, measure and record them. Copeland Community Fund would not expect you to use all the outputs. For projects that are over more than 12 months, you must complete the Outputs Profile Spreadsheet, to highlight when outputs will be achieved over the project lifetime. Details on each output is in Appendix B.
- 3.5 Complete the project outcomes, by outcomes we mean changes that will result from your project either during or on completion of. Outcomes should not be repeats of the outputs given. They should relate to your project aims and objectives. You should explain how you will show you have achieved each outcome. If you are unsure please contact the Project Coordinators on 01946 598317 / 593055

4. Project Costs

4.1 **Total Cost.** State what is the total cost of your project (minimum of £4,000).

4.2 Match funding

Detail the amount of match funding secured or applied for from other sources. In our project appraisal we will take into account whether all other potential sources of funding have been investigated and applied for. Please also include any cash or in-kind contributions which will support your application.

The Copeland Community Fund grant will be offered for 6 months. If other sources of match funding have not been secured by the end of the offer period, then recommendations may be made to the Copeland Community Fund Board or Small Grants Panel.

4.3 Request Amount

Please ensure that you have not requested more than is eligible under Copeland Community Fund criteria. For large grants this must not be more than 50% of total project costs and for small grants no more than 75% of total project costs.

Funding and Expenditure Spreadsheet

You must also complete our standard funding and expenditure (budget) spreadsheet and attach it to your application. The information on this spreadsheet must match the information on the application form and the financial information in your project plan.

Costs

Provide the project cost by year distinguishing between capital and revenue costs.

Within your project budget please detail the staff costs for your project. Staff costs should only include:

- Salaries
- Employer's National Insurance contributions and,
- Employer's contribution to any occupational pension scheme or stakeholder pension scheme.

Please show each staff post separately and indicate if it is a new/existing post and if it is full or part time. Salary costs must be based on the actual salary that will be paid to the post holder.

Please include a job description for each post, including a percentage breakdown of time spent on this project.

If you are applying for revenue costs we are able to cover the costs of the following:

- Equipment costs – detail how the equipment aids the project
- Training – costs directly linked to physical works on site, both for staff and/or volunteers
- Health & Safety – costs of Personal Protective Equipment for both staff and/or volunteers
- Volunteer's Expenses – Copeland Community Fund will fund evidenced expenses for volunteers
- Travel costs – Mileage costs in line with HMRC standard rate.
- **Overhead Costs/ Management Fee** – we will consider a charge of up to 10% of the project cost to cover the overheads associated with your project. This would include costs such as: heating, lighting, telephone, rent, water, stationery, small proportions of management time etc. If you choose to use this budget heading, **you must not** also list these costs separately.

If you are successful in your application, we will expect to see evidence of the costs of your project when you report to us, with the exception of the overhead costs above. For these we will ask to see a sample of invoices and transactions at monitoring.

We would strongly advise that you discuss your budget with a Projects Co-ordinator or Grants Officer before completing this.

Match Funding

Please list each other funder applied to, with the amounts relevant to each year of the project

In-Kind Contributions

Where goods/services are donated to the project i.e. hire of specialist equipment, donation of goods (computers, building materials), these should be noted as how much they would have cost to the organisation if purchased. Proof or documented evidence will be required for these aspects. Such as an invoice from the supplier with the actual cost listed and provided at zero cost to the project group.

For in-kind time this can be noted on an In-Kind timesheet which can be downloaded from the website. Rates for in-kind time should be checked with a Project Coordinator, however, estimates can be calculated using the following:

Professional Services E.g. solicitors, architects, accountants, engineers, health professional (doctor, nurse, counsellor), project manager, construction design manager.	£50 per hour
Skilled labour E.g. electrician, construction workers, plumbers, sports coach.	£30 per hour
Unskilled/Voluntary	National Living Wage

NB: If in-kind funding is used as a match funding source, then the expenditure budget must clearly show an identical cost to the in-kind funding.

Where in-kind goods are donated post CCF funding approval, applicants must notify CCF team / Grants Officers asap and applicants are advised there may be an impact on the amount of funding allocated.

Request from Copeland Community Fund

Please enter the amount of grant request from Copeland Community Fund for each year of the project

Surplus/Deficit in Funding

The spreadsheet will automatically calculate the surplus or deficit in your application.

Value for Money

Projects should always offer best value for money sought through a tendering process. If you have already completed a tendering process, this information should be submitted with your application. If you are unable to obtain the required number of quotes for work, please give details and explain why your approach is the most cost effective. If work to be carried out is of a particularly specialist nature and it is only possible to obtain one quote for the work then evidence is required to show that the quote is not higher than that of similar goods and services.

Copies of all documentation relating to any procurement process should be retained.

Copeland Community Fund would require the following as a minimum, but if your own procurement process has lower limits on what is required, that must be abided by.

Estimated Value	Tender Action Required
Below £500	No quote required
£500 up to £2,500	3 researched prices – internet prints as evidence
£2,501 upwards	Minimum of three written quotes, based on a clear written specification of requirement

NB: Estimate prices are accepted for applications, however, projects are expected to undertake appropriate tendering once they have been officially approved by CCF.

5. Project Completion

- 5.1 All projects should be sustainable and well-maintained after a project has been funded. Please tell us if and how you plan to sustain/maintain your project once the Copeland Community Fund Grant has come to an end.

Support Documents

In order to process your application the supporting documentation identified as 'essential' must be attached. If all the relevant documents are not received by the application closing date, the application will not be appraised, and will be deferred until the next closing date.

Essential

Bank Statement from within the last 3 months
Constitution
Evidence of match funding i.e. offer letters, receipt of application
Funding and Expenditure (budget) Spreadsheet
Letter of support - referee
Most recent audited accounts
Outputs Profile Spreadsheet
Project/business plan
Signed Declaration page

Where appropriate

Access Survey
Annual Report
Bank Statement from Accountable Body
Child Safeguarding policy
Energy audit
In-kind contribution evidence i.e. invoice
In-kind timesheet
Job description – for revenue funding
Lease agreement or lettings policy
Letters of support
Maintenance Plan
Management Accounts
Marketing / Publicity Plan
Permissions
Photographs of the project site, or any plans or drawings
Public Liability Insurance
Samples of questionnaire / consultation
Strategy hyperlinks (for funding applications over £50k)
Three quotes for works
Vulnerable Adults policy

6. Declaration

The declaration is very important and no application will be assessed until a signed declaration has been received. The declaration must be signed by the Chairman, Secretary or Treasurer of the applying organisation.

If you have appointed an Accountable Body please also ensure they complete the declaration.

G. What happens next?

An appraisal of your application will be undertaken either by the Grants Officers or by the Economic Programmes Team at Cumbria County Council.

Small Grants:

Projects meeting the criteria will be considered by the Copeland Community Fund Small Grants Panel. Applicants will be notified by email if they have been successful or not, within 10 working days of the panel.

(On occasion an application may be referred to the Board of Copeland Community Fund for consideration.)

Large Grants:

Projects meeting the criteria will be considered by the Copeland Community Fund Board. Applicants will be notified by email if they have been successful or not, within 10 working days of the board.

If you are successful in being awarded a grant you will have six months in which to achieve any remaining match funding required. If match funding has not been achieved by this time, you must update us on the status of the project. Your grant may be at risk if sufficient match funding cannot be achieved.

A Grant Offer Letter and Grant Acceptance Schedule (GAS) will be forwarded. Upon the CCF Team receiving signed copies of the GAS, initial payments will be arranged via BACS. Payment profiles, performance targets and special conditions will all be listed on the GAS.

A special condition for all successful applicants is for two individuals from the project to attend a 'Managing Your Grant' session organised as a one-to-one meeting with a Grants Officer. Ideally CCF would recommend the organisation's project leader and/or Secretary/Treasurer/Chairperson attend these sessions. During the meeting a Grants Officer will advise applicants of the monitoring procedure for their project and what CCF will monitor e.g. organisation procedures, match funding, project outputs and expenditure.

A Grants Officer will then monitor the progress of your project and provide help and support along the way. Throughout your project you will be required to complete progress reports as detailed in the Grant Offer Letter and Grant Acceptance Schedule.

Grants Monitoring

Why do we monitor projects?

We monitor grants to assure ourselves that our money has been spent in the way intended. But more importantly, we hope that by monitoring individual grants and investments, we and those who we fund can:

- Learn from experience
- Record and share our learning and progress made
- Check that work is still wanted, needed and effective
- Identifying strengths and weaknesses and plan for the future
- Explain to funders and other interested bodies what has been achieved and how successful it is

How we will monitor:

Small Grants are expected to complete two reports per year, one progress report and one monitoring.

Large Grants are expected to submit quarterly report, three progress reports and one monitoring report annually. They will also be subject to an annual monitoring visit through the lifetime of the project.

It is also important that you keep in regular contact with us so that we are aware of your projects progress / changes for example, levels of expenditure (project total or budget headings), timescales or if you encounter any problems. All projects will be subject to at least one monitoring visit through the lifetime of the project.

Document Retention:

It is a requirement and the responsibility of your group for you to keep records of the documentation for the project for a minimum of 3 years for small grants and 6 years for large grants.

Your group will need to instigate systems and establish a clear audit trail.

- Official documentation – original application, amendments, offer letter, revised offers, claims
- Financial Records – original invoices, expense records, bank statements, timesheets, evidence of costs as specified in the Application and Offer Letter
- Outputs and Outcomes – appropriate documentation to verify you have achieved outputs and outcomes specified in the Offer Letter
- Evaluation Reports and Progress Reports
- Correspondence with Copeland Community Fund (including the Copeland Community Fund Team and Cumbria County Council – the accountable body for the Fund) and other match funders
- Publicity – newspaper cuttings, social media posts, posters, publicity material

State Aid

Funding from Copeland Community Fund is automatically given under the De Minimis Regulation (EC) Article 87(1) of State Aid.

Please certify whether you have received over €200,000 of public money in the last three years. Smaller amounts are regarded as too small to significantly affect trade or competition. They fall outside the category of state aid which is banned by the European Community Treaty and can be awarded without notification to or clearance by the European Commission. Member states are required to track state aid (called de minimis aid) and ensure that the amount from all sources in any three year period is no more than €200,000. Please provide details below of all other de minimis aid. A false declaration could give rise to the aid being recovered with interest.

If you believe that your project does not constitute State Aid you must obtain your own independent State Aid advice to ensure compliance. <https://www.gov.uk/state-aid>

H. Meeting publicity requirements for Copeland Community Fund

It is a condition of all grants from Copeland Community Fund that you acknowledge our grant on all promotional material. We require this for two reasons:

- to let members of the public know of the Fund's support and
- to promote the Fund to other groups who could be eligible for a grant

This requirement applies to promotional material, websites, press releases, job adverts for any posts supported by Copeland Community Fund funding and project sites.

Press release template

A template press release and photocall notice are available on the Fund website or on request. Any press release should include one of the following statements in the Notes to Editors section:

About Copeland Community Fund

Copeland Community Fund aims to make a lasting difference to the community of Copeland. From quality open spaces, community action, improvements to the built environment, youth activity, training, employment and social enterprise, arts culture and sports, we invest in every part of our diverse community. CCF has supported over 230 projects to the value of £16m since October 2010 for the benefit of Copeland residents.

Copeland Community Fund was established to recognise the unique role the Copeland community plays in hosting the national Low Level Waste Repository (LLWR) close to the village of Drigg. The Nuclear Decommissioning Authority pay £1.5 million per year into the Fund for every year that the current operational vault receives waste: in addition to an initial endowment of £10 million. A board of directors representing Copeland Borough Council, Cumbria County Council, Nuclear Decommissioning Authority, LLWR and two independent members manage the Fund.

For more information visit www.copelandcommunityfund.co.uk

Or

This project has been supported by the Copeland Community Fund Team. The team are hosted by Copeland Borough Council and funded by the Fund.

The Fund was established to recognise the unique role the Copeland community plays in hosting the national Low Level Waste Repository (LLWR) close to the village of Drigg. The Nuclear Decommissioning Authority pay £1.5 million per year into the Fund for every year that the current operational vault receives waste: in addition to an initial endowment of £10 million. A Board of directors representing Copeland Borough Council, Cumbria County Council, Nuclear Decommissioning Authority, LLWR and two independent members manage the Fund.

For more information visit www.copelandcommunityfund.co.uk

Websites

Websites and other electronic information such as presentations, should include acknowledgement of the source of funding using the strap line:

This project has been funded by Copeland Community Fund.

Websites should also include a hyperlink to the Copeland Community Fund website.
www.copelandcommunityfund.co.uk

Funding Acknowledgement

As part of the grant conditions we require successful applicants to acknowledge the grant from Copeland Community Fund by using the logo on their funder's plaque or signage.

Logos

The Copeland Community Fund logo should always appear on any of the methods of communication noted above (they are all available via the Copeland Community Fund website or from the Fund team).

I. Appendix A – How to fit the NDA Socio Economic Policy:

The full NDA Socio Economic Policy is available on Copeland Community Fund Website, the table below is a summary of that document.

In terms of applications to Copeland Community Fund, we are particularly interested in whether projects can show they meet the policy in at least one of the following ways:

- Improve the Wellbeing of Copeland residents
- Support Education and Skills Development
- Provide Employment
- Improve Economic and Social Infrastructure
- Diversify the Economy
- Provide Environmental Improvements

Criteria	Explanation
Does the proposal address a specific issue of deprivation, local community priority or economic opportunity?	<ul style="list-style-type: none"> • Is there evidence of need, e.g. indices of deprivation, health/employment statistics or forecasted etc? • Is the proposal referred to in the regional or sub-regional strategy/plan?
Does the proposal meet relevant national and local government and NDA's priorities and objectives?	<p>Does the proposal address:</p> <ul style="list-style-type: none"> • Local and/or UK Government/Devolved Administration Policy; • Employment • Education/skills • Economic or social infrastructure; • Economic diversification; or • Local supply chain/procurement support?
Is the proposal widely supported by local partners?	<p>For example:</p> <ul style="list-style-type: none"> • Economic Development Agencies (RDAs) • Local Authorities; • Other grant making agencies etc.
Are good governance arrangements in place?	<ul style="list-style-type: none"> • Evidence of adequate financial and project management, evaluation, monitoring and reporting systems. • Evidence that the requestor has appropriate experience for managing socio-economic projects.
Have efforts been made to maximise the impact of any potential NDA funding?	<ul style="list-style-type: none"> • Has match funding been secured? • Would NDA funding be joined to other funding streams? • Had additional private funding (e.g. from local businesses) been sought?
Is the proposal sustainable post-NDA funding?	<ul style="list-style-type: none"> • Does the request ask for capital or revenue funding? • Is there an adequate exit strategy for continuation once funding is withdrawn?
Is it an invest-to-save proposal?	<ul style="list-style-type: none"> • Would a one-off investment for the NDA generate sustainable savings of increased income?
Are expected outcomes clear?	<ul style="list-style-type: none"> • Does the request have clear objectives that can be measured, evaluated and reported?

J. Appendix B - Outputs

	Output	Description	Example of evidence to prove output
1	Full Time Equivalent Jobs Created	<p>For every £25,000 of Grant requested, applicants must be able to create 1 new full time equivalent sustainable job after the start date of the project. The standard accepted hours for 1 full time equivalent is 30 hours, therefore divide the number of new hours created by 30 to calculate your FTE.</p> <p>Created jobs need to be new posts within the organisation. Created after the start date of the project.</p>	<p>Copy of job description. Copy of letter of employment. Copy of payslips/salary report. Copy of job advert, displaying CCF logo.</p>
2	Full Time Equivalent Jobs Safeguarded	<p>The standard accepted hours for 1 full time equivalent role is 30 hours, therefore divide the number of new hours safeguarded by 30 to calculate your FTE.</p> <p>Safeguarded posts are those posts that would be made redundant without this funding.</p>	<p>Copy of job description. Copy of letter of employment. Copy of payslips/salary report.</p>
3	Local People Assisted in their Skills Development	<p>Skills development can be achieved by attending courses or by learning new skills through volunteering opportunities. The courses can be in a wide variety of areas. The output is the number of people assisted. This is aimed at informal training and learning.</p>	<p>Register with names and postcodes, signature of participant. Care must be taken not to count people twice if they attend more than one session.</p>
4	Local People Helped to Secure Employment, Education or Training	<p>This output should be used for formal education or training leading to recognised qualifications or assisting people to secure employment.</p> <p>It should not be used if you are directly employing people.</p>	<p>For projects offering Education or training – records should be kept for each individual of the course undertaken and the qualification achieved:</p> <ul style="list-style-type: none"> • Copies of the qualification certificate should be kept. • Copies of attendance registers should be kept. <p>For projects that lead to individuals securing employment, education-records should be kept for each individual showing the</p>

	Output	Description	Example of evidence to prove output
			support provided and the outcome: <ul style="list-style-type: none"> • Copies of letter of employment • Copies of education or training offer letter
5	Hectares of Open Space Improved	Improvements to an outdoor space. A hectare is 10,000 square metres (100m by 100m).	Plan showing area improved and a visual inspection of the area.
6	Match Funding	This is the difference between the full cost of the project and the funding provided by CCF	Match funding will be seen at the annual monitoring visit using bank statements showing match funding received into applicants bank account.
7	No of Apprentices	The number of apprenticeship frameworks completed through the project.	Copies of offer letter for the apprenticeship.
8	No. of Attendances at a tourism attraction, community venue, sport session or event.	This is the number of visits recorded to a tourism attraction, community venue, sport session or event. It may include repeat visits at different times of the year.	This could be evidenced by: <ul style="list-style-type: none"> • Ticket sales • Headcount record – methodology to be clearly explained • Registers
9	No. of Local People who access a community/sport/cultural opportunity or facility	This is the number of people who actually make use of the facility or opportunity. It should be used when you can monitor the individuals rather than attendances.	Register with name and postcode
10	No. of New/improved Community Facilities	Either the creation of a new community related facility or the improvement of it. To cover village halls and other such community facilities including play areas.	Plans showing proposed changes followed by visit to verify changes.
11	No. of New/Improved Cultural Facilities	Either the creation of a new cultural related facility or the improvement of it.	Plans showing proposed changes followed by visit to verify changes.
12	No. of New/Improved Sports Facilities	Either the creation of a new sport related facility or the improvement of it.	Plans showing proposed changes followed by visit to verify changes.
13	No. of Volunteer hours	No of hours spent by volunteers to support the project. This should cover all non-paid hours. In the application detail should be given about the type of volunteering.	A spread sheet listing each volunteer by name with hours volunteered each week or month. Volunteer details should be kept including postcode.

	Output	Description	Example of evidence to prove output
14	Social Enterprises Created	Formal (with legal structure) creation of a new social enterprise.	Paperwork that shows the creation of the enterprise.
15	Sq Metres of New or Refurbished Floorspace	New or refurbished floorspace for an internal project.	Plan showing area improved and a visual inspection of the area.
16	Young People – number of individuals attending more than 10 sessions in a year	For youth projects – in order to show some depth to the provision, young people should only be counted as benefitting once they have attended at least 10 sessions.	Records and registers showing the minimum number of attendances for each young person counted.