

Community Investment Fund



Application Guidelines 2017/18

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Introduction

Cartrefi Cymunedol Gwynedd

Cartrefi Cymunedol Gwynedd (CCG) is a housing association set up in 2010 following a 'yes' vote from Gwynedd Council tenants.

As north Wales' largest housing association, we provide quality, affordable homes and services to our tenants and strive to protect and develop the culture and heritage of the communities we serve as we do so.

As a registered social landlord, our primary purpose is to provide affordable rented homes to those in housing need. We are an independent not-for-profit organisation registered and regulated by the Welsh Government. Being not-for-profit means any surplus income is put back into the business, so that we are able to continue providing homes and services and achieve our objectives.

We have over 6,300 homes and we are responsible for the management and maintenance of these properties. The majority of our properties are located in the county's main towns of Bangor, Caernarfon, Pwllheli, Blaenau Ffestiniog, Dolgellau and Bala but we have property across the county in towns, villages and rural areas. As part of our housing stock we have 400 sheltered units for older and more vulnerable individuals.

Over the past six years we have invested £137 million in our properties to achieve the Welsh Housing Quality Standard (WHQS).

We also have over 3 million square metres of land throughout the county which we are responsible for maintaining.

Our Vision

To be a leading provider of quality housing - meeting the needs of customers, valuing communities.

Our Values

- Fair
- Accountable
- Open
- Innovative
- Approachable

The Community Investment Fund

The Community Investment Fund was set up in 2011 and is aimed at community groups and voluntary organizations that can prove that the fund will benefit our communities, and improve our tenant's and resident's standard of life.

The fund's aim is to support, strengthen and develop the communities serviced by CCG, through the delivery of one or more of the following objectives:

- i. Tenants** - Improve the standard of life for CCG tenants and residents
- ii. Sustainable Communities** – Creation of sustainable communities
- iii. Employment & Skills** – Increase work, skills and volunteering opportunities within our communities, especially amongst young people, and those who are disadvantaged; and also increasing investment in and the development of the local economy
- iv. Health** – Improve the health and wellbeing of CCG tenants and residents and/or reducing deprivation within our communities.
- v. Environment** – Encourage, protect and enrich the environment
- vi. Culture** - Identify and respond to the community's social, linguistic and cultural needs
- vii. Safety** - Improve safety and prevent or reduce anti social behaviour within communities

Examples of projects that *can* be financed include (the projects funded are not restricted and prescriptive to the following list):

- A scheme which supports people to receive full or part time employment, employment that recruits and supports volunteer's development.
- Training scheme that teaches a new skill or gives people a qualification, i.e. computer / digital technology skills, dealing with finances, independent living.
- A scheme that improves health and well being, especially for vulnerable groups i. e healthy eating workshops, self confident workshops, a new community exercise activity / enterprise
- The establishment of a new community enterprise
- Improvements to resources and community facilities
- Local environmental schemes

- Schemes to prevent or reduce anti-social behaviour or crime
- The establishment of a new service or activity that is needed within the community
- The establishment of a small transport scheme, to support people who find it difficult to reach opportunities due to their location
- The establishment of new facilities/opportunities in after school clubs, play schemes during the holidays, play groups and nurseries.
- Activities that promotes volunteers and attract new people to become volunteers, i.e educational activities, lunch clubs, establish a café / community shop, offer resources for visitors, establish a community enterprise
- Arrange events – such as new events and existing events that have not previously received any funding by us, to improve the sustainability of the event
- Develop marketing resources for community activities i.e. produce marketing/information/information tables material or historical leaflets, developed by volunteers
- Prepare a business plan; pay for the professional fees, commission a business advisor for the enterprise / new activity that will improve financial sustainability, or to support a group that faces financial difficulty
- Feasibility study / option evaluation: pay for feasibility research fees and the enterprise's practicality / new activity or pay architect fees
- Energy Efficiency Assessment; pay the professional fees to assess the energy efficiency within a communal building and prepare a report to note the steps that should be taken to improve performance
- A scheme that promotes/encourages the use of digital technology amongst our tenants and residents

All applications will be assessed on their merit and their ability to reach and achieve the Community Investment Fund's objectives.

Eligibility

- Applications must be for the benefit of communities within Gwynedd but will also include postcode areas that fall outside the Gwynedd boundary but are part of the estate of Cartrefi Cymunedol Gwynedd.
- All projects must benefit CCG tenants and residents.
- Eligible organisations include new or existing charities, not for profit groups, social enterprises and community organisations.
- Financial support will be allocated for specific schemes only.
- Only one grant application can be made per year.
- A complete project will only be funded once. Groups who have previously received financial support need to ensure that they present clear financial evidence between completing one scheme and presenting an application for additional funding to begin a new scheme.
- It is expected that applications are based on **new projects** or **services** that achieve specific and clear objectives. A grant will **not** be given towards the usual or regular maintenance of buildings, or to maintain usual or permanent activities /services.
- **Note:** When scoring an application against the criteria set out in the application form, points will be deducted from the application, if a group has previously received grant funding from CCG's Community Investment Fund for a previous project/s.

Who can apply for funding?

Community groups with a project within Gwynedd, which provides for its residents, may apply for support through the Community Investment Fund. It is important you meet the following criteria before applying for funding through this fund:

- It must be a community or voluntary organisation located within, or operating on behalf of a scheme within Gwynedd, or a community or voluntary organisation, which operates in a postcode area that falls outside the Gwynedd boundary but forms a part of CCG's estate
- Your organisation cannot distribute profit
- Your organisation must have a legal and constitutional framework. The constitution or set of rules must also have an acceptable 'dissolution' clause which guarantees that any assets purchased with a grant from the fund are kept for the benefit of the community even if the group comes to an end or is dissolved. In the absence of a clause as described above the grant offer and subsequent terms and conditions state that if a group comes to an end within 5 years of grant approval, the asset must be transferred to another similar project / group with CCG's approval
- Your organisation must have a clear management structure
- It must have clear financial management, a bank or building society account (with accompanying statements covering a period of 3 months wherever possible) in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment. (Please note that it is good financial practice to ensure that these people are not related)
- Your organisation must possess annual accounts (for groups that have been established for more than 12 months), or a 12 month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited / approved independently
- It must have operational principles which accord with legislation on employment, health and safety, equality for workers and volunteers
- Show an understanding and commitment to equality in respect of access, language, culture, sex and ethnic matters
- Possess aims and objectives that accord with the activities financed through this grant
- Show that the applicant's activity achieves one or more of the following: job creation, getting people back into work, getting people ready for work, arrangement and motivation of communities
- Show that other groups in the area and/or the local community support the activity/scheme

- Show how the activity/scheme contributes towards long term economic regeneration
- It must be shown that the principles of value for money have been followed in developing, implementing and running the scheme, such as ensuring that your project follows the Tender Application Guidelines for the work/service, and in particular in respect of capital projects
- That principle of protecting vulnerable adults and children, in accordance with the legislation, are in operation. For example, Equal Opportunities Policy, Child and Vulnerable Adults Policy etc.
- All approved schemes must conform with the Community Investment Fund's terms and rules.
- In some exceptions, special terms can be determined to some schemes.

Who cannot apply for funding?

The following are not eligible for support:

- Individuals
- Private businesses
- Statutory bodies
- National organisations
- Parish, town and community councils
- Organisations with no more than six months worth of reserves – every case will be considered on their own merit, and based on the organisation's financial regulations
- Organisations that we perceive to be in a poor financial position or whose financial management systems are not in good order
- 'Friends of Groups' where the end beneficiary will clearly be a statutory body
- Special interest clubs where the benefits are not available to the wider community or there is closed membership
- Organisations not established in the UK

Ineligible Applications

Grant applications are not eligible if;

- They do not meet our funding themes or charitable objectives.
- The project beneficiaries are located outside our recognised communities.
- They are mainly set up to promote religious or political beliefs.
- The activity is a statutory responsibility, or a replacement for statutory provision.
- The activity conflicts with the interests of the applicant group.
- It will result in individual gain / benefit.
- Previous grants have been unsatisfactorily managed.
- The grant request is for more support for the same activity or beneficiary group. The fund may impose limitations on the length of time any one group/project is supported.
- The group has previously not adhered to the grant terms and conditions.

Costs we can fund

- We will support long-term projects but will only be able to contribute towards the eligible capital and revenue costs of a project for up to 12 months.
- We can contribute up to 100% of the total project costs. The fund will encourage partnership working and will part fund projects where the remainder if the funding has been censured and evidence of funding can be produced. Projects that have secured match funding may be given priority in order to add value to the fund.
- Please note that the total grant request must not exceed £1,000 and that **all costs must directly link to your project and its delivery.**

Costs we cannot fund

- Overseas travel costs and expenses
- Animal welfare activities
- General appeals
- Deficit or retrospective costs (in other words, costs you owed or promised to pay before your application was approved)
- School fees
- Medical or research equipment
- Bank or audit charges
- Depreciation or amortisation
- Recoverable VAT
- Fees for independent or external professional fundraisers
- Private pension schemes

Outcome Examples

Outcome	Description	Examples of evidence we need for monitoring purposes
<p>Number of community facilities created/ improved</p> <p><i>(This includes any works/refurbishment to community buildings and facilities.)</i></p>	<p>Improvements to a facility are those that increase potential or actual market value and extend the range of services offered at the facility.</p>	<p>Contractors' invoices Photographs Launch event and publicity material</p>
<p>Number of jobs created/ safeguarded</p> <p><i>(This includes jobs that are directly funded through the grant.)</i></p>	<p>Jobs must be full-time equivalent and expect to last 6 months (paid work of 30 hours or more per week). Part time jobs can be counted on a pro-rata basis (i.e. a 15 hour a week job counts as 0.5 FTE).</p>	<p>Job descriptions and person specifications Recruitment details (job adverts) Contract details confirming employment including length and hours</p>
<p>Number of people assisted in skills development</p> <p><i>(Skills development must be a minimum of 6 hours training. This training need not lead to a formal qualification.)</i></p>	<p>Activities may include general or vocational/job specific training. The training need not lead to a formal qualification.</p>	<p>Personal development plans Individual portfolios Copies of attendance records showing times and periods</p>
<p>Number of adults gaining NVQ Level 2 or equivalent</p> <p><i>(This includes the number of people gaining a recognised qualification as a result of the project. Please detail the qualification within the project description.)</i></p>	<p>Examples of the main level 2 qualification include 5 or more O Levels, GCSEs or equivalent, BTEC or first or general diploma, GNVQ Intermediate, RSA Diploma.</p>	<p>Name of the person and the qualification gained Copy of the qualification awarded</p>
<p>Number of enterprises created</p> <p><i>(This includes a business with a social objective whose surpluses are largely reinvested for that purpose or in the community, rather than being profit-driven.)</i></p>	<p>Business with a mainly social objective whose surpluses are largely reinvested for that purpose in the business or in the community, rather than being profit driven. This can be counted when a new enterprise starts trading and is sustained for at least 12 months as a direct result of trust funding.</p>	<p>Name of the enterprise and certificate of incorporation or other constitutional documents Copies of any press releases</p>

	<p>'Starts trading' refers to the date on which the enterprise registers for VAT or national insurance (class 2) contributions.</p>	
<p>Number of people and young people participating in healthy lifestyle activities</p> <p><i>(This includes activities that improve health. For example and individual's health improves as a result of participating in the activity/project.)</i></p>	<p>Activities include those that directly contribute to improved health outcomes including the provision of advice, sports and exercise classes and events.</p> <p>Young people are those under 18 and should be counted separately.</p>	<p>Attendance lists (to include whether 18 or over)</p> <p>Publicity</p> <p>Dates, times and locations when and where sessions take place</p> <p>Photographs</p> <p>Activities list / timetables</p>
<p>Number of access schemes</p> <p><i>(This includes projects that provide improved or new services within the area. For example, childcare, debt advice.)</i></p>	<p>Projects which reduce physical isolation.</p> <p>Please evidence how the community is linked to services not currently provided.</p>	<p>Publicity</p>
<p>Number of transport schemes</p> <p><i>(This includes community transport schemes, park and ride schemes, wheels to work etc.)</i></p>	<p>Projects that improve transport links can be counted only when they are not replicating other mainstream provision of transport.</p>	<p>Timetables of services including routes</p> <p>Records of how they are used, the area covered and data to support usage</p>
<p>Number of new childcare places, including after school provision</p> <p><i>(This can include after school play schemes as well as registered childminding and nursery schemes.)</i></p>	<p>Number of childcare places provided by CRT supported projects.</p> <p>The places may be full-time or part-time (e.g. after school play schemes as well as registered childminding and nursery schemes.)</p> <p>Please note that you should only claim once per child.</p>	<p>Location of childcare places</p> <p>Dates and times the childcare places are available</p> <p>Attendance lists to show after school and holiday play schemes</p>
<p>Number of new volunteers</p> <p><i>(This includes new volunteers recruited to help deliver or take part in your project.)</i></p>	<p>Voluntary activity is formal volunteering - giving unpaid help.</p> <p>To be counted, a volunteer must give up time at least once a month.</p>	<p>Volunteers' names, date recruited, type of work and date left</p> <p>DBS checks</p>

Required Documentation

The following documents must be provided before we can progress your application. The submission of certain documents will be dependent on the nature of your project or activity.

- Original bank statement for your nominated bank account (less than 3 months old)
- Documents confirming ownership of property/land to be developed
- Where relevant, a copy of the lease
- Where relevant, landlord's permission to carry out the works for which the grant has been applied for
- Where relevant, copy of planning permission as per local planning regulations
- Where relevant, evidence that planning permission is **not** required
- Confirmation that self employed sessional workers have been advised of their responsibility for accounting for income tax and national insurance tax on fees
- Two written quotes will be required for single capital items costing £250 or more and three written quotes for items costing over £1,000.
- A signed copy of your organisation's constitution
- Recent accounts (income statements for organisations less than a year old)

Please be aware that we may request additional information about the project at any stage of the application process.

The Application Process

How to apply for funding?

You may apply for funding through the Community Investment Fund by completing the appropriate application form. It is important that you follow the notes carefully and ensure that your project responds to the guidelines and criteria.

It is advised that you contact the following to discuss the project before applying:



Community Involvement Team
Cartrefi Cymunedol Gwynedd
PO Box 206, Bangor, Gwynedd LL57 9DS
Phone: 0300 123 8084
Email: cymunedol@ccgwynedd.org.uk

When should an application be submitted?

The closing dates for submitting applications are noted below:

- **31 July 2017**
- **31 October 2017**
- **28 February 2018**

These closing dates are subject to funding still being available. You should ensure that the application form has been fully completed and that **all the supporting, technical, necessary documents have been submitted.**