

Housing Department
Community Action Plan Budget
2007/08
Application

This pack is to provide you with all of the information you will need to submit your interest for funding from the Community Action Plan Budget.

In order for your application to be considered it is a requirement that it demonstrates the following:

- partnership working between the local community and key service providers, s or an external agency
- a real need for the project in the area targeted, based on the views of the community
- planning in advance for delivery of the project in the next year

The key requirement is for partnership working between the local community and service providers. If this is not evident your application will be unsuccessful.

By following the above procedure we will ensure that local communities are fully involved in the planning of projects, that key service providers are on board to ensure their delivery, and that project ideas are fully developed to ensure they are sustainable.

Enclosed with this pack are the following documents that will help with your application:

- an application form
- guidance notes for completing the expression of interest form

If you have any queries or wish to discuss your project ideas prior to submitting your application please contact:

Theresa Rogers
Senior Community Development Officer
Housing Department
Tel: 020 8726 6100 extension 62065
E-mail: theresa.rogers@croydon.gov.uk

Frequently Asked Questions

1. What projects are eligible for funding?

Community development activities, i.e. sports, IT training, community garden projects, educational development or supervised youth related activities. These projects should primarily serve the interests of Council residents and be measurable in terms of improving their lifestyles. Projects will essentially be considered on their benefits for the community and their sustainability.

2. Who can apply for funding?

- resident and community groups that primarily serve the interests of Council residents
- officers of the Council or other relevant statutory, community, or private agencies who can deliver on projects
- resident and community groups representing housing association or private interests are not eligible to apply

3. What is the maximum funding for any project?

- There is no limit, however, each project is processed upon its own merit.

4. Will we have to contribute towards the funding?

- no, the community action plan budget can meet 100% of the cost of activities, however, projects with some match funding will obviously be positively considered

5. Can we apply for funding for more than one project each year

- yes, but the need to spread the benefits of the fund to as many communities as possible will be a major factor in determining which projects are successful

6. How do we put together our project ideas?

- discuss your ideas with residents or community group members and also with the wider local community, including young people, to see if they support them
- you should also ensure that a suitable organisation is on board who could deliver the project
- contact Housing's Community Development Team
- if you have difficulty identifying a suitable agency please contact ourselves for advice

7. Will we be able to submit project ideas in future years ?

- yes, as the budget is annual

8. Will we be able to submit project ideas in subsequent years if we have been successful in a previous year(s) ?

- yes, although again, the desire to spread the benefits across the borough will be a major factor in determining future projects, as will the quality of each project itself

9. Will we be able to submit project ideas that run for more than one year?

- Yes

10. Who will decide which project ideas are to be invited to submit final bids?

- Applications will be reviewed by Housing's Community Investment Manager and the Senior Community Development Officer

11. How will projects be reviewed ?

- if successful and your project is implemented you will be required to submit quarterly review forms throughout the year
- we will also agree with you the outputs and outcomes for your project at the outset and will require you to review these with users of the project

12. Who will ultimately deliver projects ?

- we would hope that local communities and key service providers will deliver projects in partnership, although we recognise that specialist organisations will need to lead in most instances
- whatever the project we require the involvement of the local community as much as possible in the planning, delivery and management of projects

13. Who will actually receive the funding ?

- in most instances the specialist agency will review the funding in order to deliver the project
- where the community is actively engaged in delivery of the project, can evidence the capacity to deliver, has a constituted group with a bank account, they may be allocated funding
- in most instances payments will be made quarterly throughout the year

14. What if we have further queries or wish to discuss our project ideas prior to our application ?

- please contact Theresa Rogers, on 020 8726 6100 extension 62065, or at theresa.rogers@croydon.gov.uk

Community Action Plan Budget

Your Guide To Completing The Application Form

These guidelines are intended to assist you in completing your application.

If you have any further queries or wish to discuss your project ideas please do not hesitate to contact:

- Theresa Rogers, Senior Community Development Officer, on 020 8726 6100 extension 62065, or at theresa.rogers@croydon.gov.uk

1. What geographical area will your project cover ?

If you are requesting funding for a project on a particular estate only eg. Shrublands then your answer will be "Shrublands". However, if your project will provide a service to a number of areas then please list them, e.g. Waddon, Shrublands, etc.

2. What are you applying for ?

In this section please tell us exactly what you are bidding for i.e. youth club or sports sessions, venue, period of the year or days/times.

Please indicate the age range targeted and if applicable whether or not any particular ethnic group or gender are targeted.

3. How do you know that this is something that the estate/area, residents and young people need/want ?

What issues exist in the area that support the proposed project? Have young people and residents been consulted or involved in developing the idea?

You could try the following:

- door to door questionnaire
- a meeting at a local youth or community centre
- ask local neighbourhood wardens (where applicable) or youth workers to ask young people on your behalf
- contact local community organisations working with young people in your target area to find out if there is a need

If you need support with this consultation please contact Theresa Rogers, Senior Community Development Officer, on 020 8726 6100, extension 62065. It may be that the Housing Department's Community Development Officer(s) can assist.

4. How would you publicise or promote the project ?

It is important that local young people and residents are made aware of the project if it is to have a real impact.

It may be necessary to produce leaflets and posters, distributed door to door or placed on notice boards. You can also use local meetings and community centres to spread the word. Word of mouth is great for this kind of thing.

Please let us know your ideas about how you would promote the project.

5. What are you trying to achieve by this project ?

In order to justify funding of projects we need to have a clear idea of what you are trying to achieve. What are your ultimate aims – outputs and outcomes?

For information: outputs refer to what you actually deliver eg number of youth club sessions and young people attending; while outcomes refer to the impacts of these outputs eg social and educational development of residents involved, reduced levels of anti-social behaviour, improved relations with within community, enhanced job prospects.

Are you trying to encourage adults and young people to become more active in their local community? Are you interested in the personal development of residents who take part? Are you keen to engage young people in positive activities that reduce issues such as anti-social behaviour?

Please let us know what your aims are.

6. How will you assess the impact of the project ?

In order to measure the impact of any project you would need to consider the following at a later date:

- how many residents participated and benefited ?
- were the residents representative of the local area with regard to ethnicity, age, and gender ?
- how have individual people benefited ?
- how has the area benefited eg. Have more residents progressed to further/higher education, has there been a reduction in anti-social behaviour?

It is best if you involve residents in measuring the impact if possible. You can do this through a questionnaire or talking to them.

Also, it is important to record information so it may be necessary to designate someone to be responsible for recording relevant information ie numbers, age, ethnicity, community views.

Please let us know your ideas for assessing the impact of your project.

7. How will the project promote equal opportunities ?

It is important to ensure that your project reaches as many residents as possible. Would there be barriers which would prevent some people from taking part in your project and if there are, how might we tackle these. You need to find out if there are local community groups that work with residents with specific needs ie disability, faith groups, or culturally specific groups, and involve them to support your project.

You could consider the following:

- monitoring the number, age, gender, ethnicity and disability of residents using the project through the use of a registration form where such information is recorded
- asking residents who are using the project how easy they have found it to access and recording this information down; again you could use a simple questionnaire

Again, please let us know how you might make your project as inclusive as possible.

8. How will the project be sustainable in the future?

Although we can consider funding for more than one year we cannot indefinitely fund projects, however successful, so it is vital that other funding sources are identified at an early stage for future years.

Working in partnership with resident groups there may be external funding sources that you can tap into, such as the lottery or charities.

For future information on these we recommend you contact the following:

- Croydon Voluntary Action – all sources of funding – 020 8684 3862
- Kris Witherington – national lottery funding – 020 8726 6000

CROYDON COUNCIL HOUSING DEPARTMENT
Community Action Plan Budget 2007/08
Application

Please read the guidance notes before completing this form

For office use only

Received	Acknowledged		

1. Project Partners

(a) Residents or Community Group:	
Name of Contact Person:	
Position of Contact Person in Organisation:	
Address:	Postcode:
Telephone No:	Mobile No:
Fax No:	E-Mail:
(b) Service Provider:	
Name of Contact Person:	
Position of Person in Organisation:	
Address:	Postcode:
Telephone No:	Mobile No:
Fax No:	E-Mail:

(c) Date residents or community group was established: _____

(d) Date service provider operational from: _____

(e) Details of residents or community group management committee (fill in as appropriate)

Chairperson	Name Mr,Mrs,Ms (delete)	Address	Tel
Secretary	Name Mr,Mrs,Ms	Address	Tel
Treasurer	Name Mr,Mrs,Ms	Address	Tel

(f) Details of service provider management committee (if appropriate)

Chairperson	Name Mr,Mrs,Ms (delete)	Address	Tel
Secretary	Name Mr,Mrs,Ms	Address	Tel
Treasurer	Name Mr,Mrs,Ms	Address	Tel

(g) What are the residents or community groups aims and objectives ?

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(h) What are the service provider's aims and objectives ?

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2. Project Details

a. In which estate / area is your project based ? (guidance note 1)

b. Please describe the project for which you seek funding (guidance note 2). Please complete on a separate sheet if necessary.

c. What evidence do you have from the community of a need for the project ? (guidance note 3)

d. To what extent have the local community (young people and adults) been involved in putting together this bid ? (guidance note 3)

e. Do you have any ideas about how you would let young people and residents know more about the project ? (guidance note 4)

f. What are your measurable aims (outputs and outcomes) for this project ? (guidance note 5)

g. How will you measure success against these aims ? (guidance note 6)

h. How will the project ensure or promote equality of opportunity for residents in the estate / area ? (guidance note 7)

(g) How will you ensure the project is sustainable in the long term future beyond any funding you may receive from the community action plan budget ? (guidance note 8)

4. Safe Working Issues

Child Protection

The council expects that all of its partners working with children and young people i.e up to the age of 18 years, to apply good practice with regard to child protection issues, in line with the policies and procedures operating within the Council, and which are compliant with the law.

Service provider partners will be required to demonstrate that they work to their own suitable child protection policy and procedures and that their officers are CRB checked.

Health and Safety

The Council also expects that any project it supports does not pose any other health and safety risks for the public.

The residents and community group and service provider partners will be required as part of the bid to submit a full risk assessment for the project, identifying how risks will be avoided, removed, reduced or managed.

Insurance Cover

If your residents or community group is actively engaged in delivery of the project should you be successful with your bid you will be required to secure adequate insurance that the Housing Department may be able to support you with. Service providers will be required to prove they have adequate insurance cover.

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5. Financial Details

a. Please give a breakdown of the projected expenditure for your project, the income your group currently has available, any contribution to the cost of the project, and the grant applied for. We need a fair amount of information here eg if you organizing a party provide costs for food, entertainment, prizes, hire of premises etc.

Projected Expenditure	
Type of Expenditure:	Cost:
Total expenditure	
Current Income (other sources)	
Source:	Amount:
Total Income	
Contribution to Cost of Project	
Grant Applied For	

6. Checklist

Before submitting, please ensure that you have answered all the questions and signed the declaration form at the end.

You can return forms in hard copy by post, or in electronic format by e-mail. If you have any queries or require support please contact:

Theresa Rogers
Senior Community Development Officer
Housing Department

Room 1.30, Fell Road, Croydon, CR9 1DH
Tel: 020 8726 6100 extension 62065
E-mail: theresa.rogers@croydon.gov.uk

7. Declaration

Residents or Community Group

This form must be signed by two representatives of the residents or community group, one of whom must be an office bearer of your committee ie. Chair / Secretary / Treasurer

I _____ am an authorised representative of _____ (name of organisation). To the best of my knowledge the information provided on this form is correct.

Signed _____
Position _____
Date _____

I _____ am an authorised representative of _____ (name of organisation). To the best of my knowledge the information provided on this form is correct.

Signed _____
Position _____
Date _____

Service Provider

This form must be signed by two officers of the service provider, one of whom must have management responsibility for this service area.

I _____ am an authorised representative of _____ (name of organisation). To the best of my knowledge the information provided on this form is correct.

Signed _____
Position _____
Date _____

I _____ am an authorised representative of _____ (name of organisation). To the best of my knowledge the information provided on this form is correct.

Signed _____
Position _____
Date _____