

Contents

A.	How to Apply	2
B.	About the Grant Scheme	3
C.	What we cannot fund.....	4
D.	What we can fund.....	6
E.	Completing the Enquiry Form	10
1.	Your organisation	10
2.	Your Project	10
3.	Project Costs.....	10
4.	Support Documents.....	10
5.	What happens next?	11
F.	Completing the Application.....	11
1.	Your organisation	11
2.	Your Project	13
3.	Project Benefits	14
4.	Project Costs.....	14
5.	Project Completion	17
6.	Declaration	17
G.	What happens next?	18
	Small Grants.....	18
	Large Grants.....	18
	State Aid.....	19
	Grants Monitoring	19
H.	Meeting publicity requirements for Copeland Community Fund.....	21
I.	Appendix A – NDA Socio Economic Policy.....	22
J.	Appendix B – Outputs	23

A. How to Apply

➤ **Read the Guidance**

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

➤ **Check your project is eligible**

For details of The Copeland Community Fund's funding criteria please see Section E.

➤ **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 community development support or funding.

➤ **Complete an online Enquiry Form**

We recommend that you contact us about your project before completing the online enquiry. Completing the enquiry form 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 The Copeland Centre
Catherine Street
Whitehaven
CA28 7SJ

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

If you need any clarification please contact The 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 the 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.

Projects must be able to demonstrate they have secured or applied for match funding.

What do we fund?

Applications for capital and revenue funding are eligible.

Applicants must be able to demonstrate specific and measureable benefits for the local community against the Copeland Community Fund funding criteria in Section E.

The Copeland Community Fund has six themed areas which it supports through community development and funding:

- **Arts, Culture & Sports**
- **Community Action**
- **Improvements to Built Environment**
- **Quality Open Spaces**
- **Training, Employment & Social Enterprise**
- **Youth Activity**

In addition to the six themes, we also have a priority issue for 2014-2016: "Improving Wellbeing of Copeland Residents, by equipping individuals to be able to take advantages of opportunities to move individuals from dependence to independence."

How much can you apply for:

The small grant scheme can cover up to 50% of total project costs including VAT (if VAT is irrecoverable):

- **Small Grants from £3,000 - £50,000**

If a project total is over £150,000 regardless of how much applying for it will be regarded as a large grant.

The large grant scheme can cover up to 40% of total project costs including VAT (if VAT is irrecoverable):

- **Large Grants above £50,000**

The Copeland Community Fund cannot provide retrospective funding.

Important information:

Your project can only start once you have signed and returned The Copeland Community Fund grant acceptance and schedule. If you start your project before this time, your project may become ineligible.

The Copeland Community Fund Grants Officer will 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 Acceptance Schedule and Offer Letter.

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. We will also carry out a monitoring visit at least once in each financial year. For grants over more than one year, this pattern will be repeated. Your Grant Acceptance Schedule will detail your payments, any special conditions and the reporting requirements for your project.

In general, we will set up the following payment Schedules:

For **Small capital grants** upfront payment of 75% will be made.

Prior to the remaining 25% payment being paid a satisfactory progress report and evidence of spend will be required and a monitoring visit will be conducted.

For **Small revenue grants under £10,000** upfront payment of 100% for each year will be made.

At the end of the grant period a satisfactory progress report and evidence of spend will be required, if the full grant was not required, a refund may be requested. A monitoring visit will also be conducted.

For **Large capital and revenue grants over £10,000** upfront payment of 50% will be made.

Quarterly satisfactory progress reports and evidence of spend will be required. A monitoring visit will be conducted after quarter 1. Satisfactory progress reports in quarter 2 and quarter 3 will trigger two further grant instalments. In the final year of the grant, the final payment will come after the quarter 4 report and a final monitoring visit.

Upon project completion, the final grant awarded may be reduced if the total cost has reduced or other match funding has increased.

C. What we cannot fund

The Copeland Community Fund are unable to fund the following:

- Applications for under £3,000. *(The Copeland Community Fund have made a conscious decision to award grants of £3,000 and over as there are already a number of funders who support applications for under £3,000. The Copeland Community Fund aims to provide additionality by building on existing resources.)*
- Individuals
- National charities without a Copeland base/project
- Projects principally benefiting people outside Copeland
- Retrospective funding
- Fabric appeals or improvements for places of worship
- Activities that primarily promote religious or political beliefs

- 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)

D. What we can fund

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 E.

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

ARTS, CULTURE & SPORTS

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

COMMUNITY ACTION

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

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

QUALITY OPEN SPACES

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

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

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

PRIORITY ISSUE

The priority issue for the period April 2014 to March 2016 is:

Improving Wellbeing of Copeland Residents, by equipping individuals to be able to take advantages of opportunities to move individuals from dependence to independence.

During this two year period the following targets will be in place for the annual payment of £1.5 million for approved funding (depending on demand):

- One third to priority projects (small and large)
- One third to large projects
- One third to small projects

Individual projects meeting this priority would be expected to achieve significant contributions to at least one of the following outputs:

- Full Time Equivalent Jobs Created (job must be in place for at least 12 months)
- Local People Helped to Secure Employment, Education or Training

Revenue Funding

The 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 proportioned. If your project includes staff costs you must provide a job description and 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 The 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 or management fee. If you wish to do this, please discuss with your development worker or a grants officer in advance of your application.

Costs which are excluded when applying for The 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

Whatever type of project you are applying to the Copeland Community Fund for it is important that we are able to assess specific and measurable project outcomes to show how your project will make a difference.

SECOND & SUBSEQUENT APPLICATIONS

Groups/organisations that have applied for funding from The 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 The 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.

Youth Providers:

Following a review of Youth Work in July 2013, the Copeland Community Fund Board confirmed its continued interest in Youth projects and in particular noted that ongoing support for staff costs was a priority for Youth Providers. Therefore Copeland Community Fund would expect further applications from Youth Providers to support staff costs only. Standard match funding requirements still apply.

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 demonstrates an attempt of securing at least 60% of project costs from other sources.**
- i. **For small grants demonstrates an attempt of securing at least 50% of project costs from other sources.**
- 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 Please provide details of the organisation which will be applying for the grant.
- 1.2 Please tell us what type of not-for-profit organisation you are.
- 1.3 Please tell us briefly the main purpose of your organisation and what it exists to do.
- 1.4 Please tell us about any previous experience in applying for funding.

2. Your Project

- 2.1 Please state in which Copeland Locality Area your project will be based or delivered. A map of the areas can be found on the website if you are unsure.
- 2.2 Please state which theme your project primarily fits into.
- 2.3 Please state whether your project fits with our priority issue (see section D)
- 2.4 Please provide a title for your project. This is the name which will be used in correspondence.
- 2.5 Please provide a summary which reflects the intent of your project. Please restrict your description to 20 words.
- 2.6 Please tell us about any partners you will be working with to deliver this project.
- 2.7 Please 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.
- 2.8 Please tell us how many people will benefit from your project and in what way.
- 2.9 We may be able to offer you a development grant of up to £1,000 for specific development costs. Please contact us if you would like further information.
- 2.10 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 Please tell us the total cost of your project. Minimum project cost is £6,000.
- 3.2 Please 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 Please tell us how much you are requesting from Copeland Community Fund. Minimum request is £3,000. You can only apply for up to 50% of your costs for small projects and up to 40% for large projects.

4. Support Documents

Please attach a copy of your project plan or business plan.

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 an 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.

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 Please 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 names 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. If you are a national organisation you can name someone from the local branch.

1.5 Please 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.

1.6 Please 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.

1.7 Please 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.

- 1.8 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 (approx. £160,000). 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>

- 1.9 Please indicate whether or not your organisation is registered for VAT. If YES please provide the VAT registration number

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

The Copeland Community Fund cannot offer advice on VAT. For more information visit HMRC website.

- 1.10 Please 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 Please provide a title for your project. This is the name which will be used in correspondence.
- 2.2 Please provide a summary which reflects the intent of your project. Please restrict your description to 20 words.
- 2.3 Please state which theme your project primarily fits into.
- 2.4 Please state whether your project fits with our priority issue (see section D)
- 2.5 Please state in which Copeland Locality Area your project will be based or delivered. A map of the areas can be found on the website if you are unsure.
- 2.6 The address must be the location of where the project is actually taking place. Please 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.
- 2.7 Please select which criteria of the NDA socio-economic policy best describes your project.
- 2.8 Please tell us the overall aims and objectives of your project. These should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
- 2.9 In order to assess your application we require a description of your project.
- 2.10 When do you expect the project to start and finish? Please 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.
- 2.11 What have you done to find out about the needs of the people who will benefit from your project, for example:
- if there is an existing similar projects/activities in your area how does your project differ?
 - how has the need for your project been established?
 - why is funding needed from Copeland Community Fund what will it be spend on?
- 2.12 Does your project fit in with any parish, locality plan, regional or national strategy? If so please advise which ones.
- 2.13 Please 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.
- 2.14 Please tell us about the main risks of undertaking this project and what you have done to mitigate against them.
- 2.15 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.
- Please provide evidence of consultation and support from the wider community including analysis or the results as well as priorities for improvement within the community. Evidence of support could also include a timetable of usage, questionnaires and photos.
- 2.16 To ensure maximum benefit to the community we would like to see that that the facility used as widely as possible by the community.
- Please demonstrate how your project offers value for money

- 2.17 Please tell us who owns the land on which the project will be delivered. 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.
- 2.18 Please attach a copy of any planning permission/building regulations approval/listed building consent/faculty 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.
- 2.19 Please explain what you have done to reduce the environmental impact of your project, e.g. the use of recycled materials, the use of energy efficient and water saving technology, sustainable building techniques, taking steps to be carbon neutral.
- 2.20 Your project will need to comply with all relevant legislation. We are particularly interested to hear how you will ensure that your project is accessible to all. Please contact us if you would like further guidance on this.
- 2.21 Please explain how you will promote and market your project to ensure as many people as possible will benefit.
- 2.22 A business/project plan is required to be submitted for all applications. If you received support in developing your plan please advise which organisation or individual provided that support.
- 2.23 Please provide the name and address of a person who is not involved in your project but knows of your work. A signed and dated letter of support from them is required.

3. Project Benefits

- 3.1 Please state the current number of people that benefit from your project.
- 3.2 Please state how many additional people will benefit over the lifetime of your project.
- 3.3 Please 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 to your project, state the amount you plan to achieve and in the text box explain how you will achieve, measure and record this information. Details on each output is in appendix B. We would not expect you to use all the outputs. For projects that are over more than one year, you must complete the outputs spreadsheet that shows when you plan to achieve each output.
- 3.5 Please complete the project outcomes, by outcomes we mean changes that will result from your project being completed. 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.

4. Project Costs

4.1 **Total Cost.** Please state what is the total cost of your project

4.2 **Match funding.**

Please detail the amount of matched 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.

Where match funding is applied for but subsequently not secured the Community Development Team will help the organisation/group source alternative funders.

The Copeland Community Fund grant will be offered for 6 months. If other sources of match funding have not been secured then recommendations may be made to the Grants Panel.

- 4.3 **Request Amount.** Please detail the amount of funding you require from Copeland Community Fund. Please ensure you do not request greater than 50% of total project cost (small grants), 40% of total project costs (large grants).

Funding and Expenditure Spreadsheet

You must also complete our standard funding and expenditure (budget) spreadsheet and attach 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

Please 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 – please detail how the hire of this 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 subsistence – Copeland Community Fund will fund up to £5 per person per day for volunteer's subsistence
- 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 may ask to see a sample of invoices and transactions at a monitoring visit.

We would strongly advice that you discuss your budget with your Community Development Worker 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 can be measured using the following rates please include an in-kind summary timesheet:

Professional services	£50 per hour
Skilled labour	£20 per hour
Unskilled/Voluntary	£5.00 per hour

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 may be required for these aspects or for in-kind time this can be noted on an in-kind timesheet which can be downloaded from the website.

Please note: 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.

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.

<i>Estimated Value</i>	<i>Tender Action Required</i>
<i>Below £250</i>	<i>No quote required</i>
<i>£250 up to £500</i>	<i>Single oral quote</i>
<i>£501 up to £2,500</i>	<i>Minimum of three oral quotes</i>
<i>£2,501 up to £50,000</i>	<i>Minimum of three written quotes, based on a clear written specification of requirement</i>
<i>£50,001 up to EU Thresholds</i>	<i>Normally 4 to 6 formal competitive tenders invited.</i>
<i>£172,514/€207,000 or above for Supplies and Services. £4,322,012/€5,186,000 or above for Works</i>	<i>Follow the EU procurement process, as in 'An Introduction to the EU Procurement Rules'</i>

5. Project Completion

- 5.1 All projects should be sustainable and well-kept 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 carry out the assessment of your project the support documentation identified as 'essential' must accompany your application. If the documents are not received by the application closing date the application will not be appraised.

The application will be parked until the next closing date and all documents received.

Essential

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

Where appropriate

Outputs Profile Spreadsheet
Annual Report
Child Safeguarding policy
Vulnerable Adults 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
Marketing / Publicity Plan
Permissions
Photographs of the project site, or any plans or drawings
Public Liability Insurance
Samples of questionnaire / consultation
Strategy documents (for funding applications over £50k)
Three quotes for works
Management Accounts
Bank Statement from Accountable Body

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 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?

Each application will be assessed by the Grants Officer. They will let you know if they need any further information to support your application and a site visit may be arranged. An appraisal of your application will be undertaken either by the Community Development Team's Grant Officer or by the Regeneration Support Team at Cumbria County Council.

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.

Small Grants

Projects meeting the criteria will be considered by the Copeland Community Fund grants panel. Whether the application is successful or not, applicants will be notified by email. Decision notification dates are displayed on The Copeland Community Fund website. Written confirmation will be sent out soon thereafter.

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

A Grant Offer Letter and Grant Acceptance Schedule will be forwarded. Upon the Community Development Team receiving signed copies of the acceptance of grant letter and signed Grant Acceptance Schedule payment will be arranged via BACS. Payment profiles will be listed on the Grant Acceptance Schedule. Monitoring will be conducted on an individual project basis taking account of the expenditure profile, performance targets and special conditions as specified in the Offer Letter and Grant Acceptance Schedule.

As part of Community Development Team's support to successful grant applicants we require that the organisation's project leader (or Secretary/Treasurer/Chairperson) attend a 'Managing Your Grant' workshop hosted by The Copeland Community Fund (or in exceptional circumstances have a one-to-one meeting with the Grants Officer). The workshops will be held on a regular basis.

The workshop is an opportunity for the Grants Officer to advise of The Copeland Community Fund monitoring reporting process or help to assist with any areas of support your project may need.

The Grants Officer will 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.

Large Grants

Projects meeting the criteria will be considered by the Copeland Community Fund Board. Whether the application is successful or not, applicants will be notified by email. Decision notification dates are displayed on The Copeland Community Fund website. Written confirmation will be sent out soon thereafter.

A grant Offer Letter and Grant Acceptance Schedule will be forwarded. Upon the Community Development Team receiving signed copies of the acceptance of grant letter and signed Grant Acceptance Schedule payment will be arranged via BACS. Payment profiles will be listed on the Grant Acceptance Schedule. Monitoring will be conducted on an individual project basis taking account of the expenditure profile, performance targets and special conditions as specified in the Offer Letter and Grant Acceptance Schedule.

As part of Community Development Team's support to successful grant applicants we require that the organisation's project leader (or Secretary/Treasurer/Chairperson) attend a 'Managing Your Grant' workshop hosted by The Copeland Community Fund (or in exceptional circumstances have

a one-to-one meeting with the Grants Officer/RST Team Member). The workshops will be held on a regular basis.

The workshop is an opportunity for the Grants Officer to advise of The Copeland Community Fund monitoring reporting process or help to assist with any areas of support your project may need.

The Grants Officer will 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.

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 (about £160,000) 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>

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:

We will monitor your project mainly through regular progress reports submitted by you to us. It is also important that you keep in regular contact with us so that we are aware of your projects progress. 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.

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 Community Development Team and Cumbria County Council – the accountable body for the Fund) and other match funders
- Publicity – newspaper cuttings

H. Meeting publicity requirements for Copeland Community Fund

It is a condition of all grants from The 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 grant

This requirement applies to promotional material, websites, press releases, Job adverts for any posts supported by CCF funding and project sites.

Press release template

- Any press release should include one of the following:

This project has been funded by The Copeland Community Fund.

The Fund was established to recognise the unique role the Copeland community plays in hosting the national Low Level Waste Repository 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 operation 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 and the private sector manage the fund.

For more information visit www.copelandcommunityfund.co.uk

or

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

The Fund was established to recognise the unique role the Copeland community plays in hosting the national Low Level Waste Repository 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 and the private sector 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 The 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 The Copeland Community Fund by using the logo on their funder's plaque or signage.

Logos

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

- The Copeland Community Fund logo

I. Appendix A – NDA Socio Economic Policy

The full NDA Socio Economic Policy is available on the Copeland Community 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	Match Funding	This is the difference between the full cost of the project and the funding provided by CCF	Copies of offer letters.
2	Social Enterprises Created	Formal (with legal structure) creation of a new social enterprise.	Paperwork that shows the creation of the enterprise.
3	Full Time Equivalent Jobs Created	The standard accepted hours for full time equivalent is 30 hours. So three posts of 37, 30 and 20 hours would be a FTE of 2.9. Created jobs need to be new posts within the organisation. Created after the start date of the project. Roles should be in place for at least a year.	Copy of job description. Copy of letter of employment. Copy of payslips/salary report. Copy of job advert.
4	Full Time Equivalent Jobs Safeguarded	The standard accepted hours for full time equivalent is 30 hours. So three posts of 37, 30 and 20 hours would be a FTE of 2.9. Safeguarded posts are those posts that would be made redundant without this funding. Roles should be in place for at least a year. Signed letter from applicant should be provided at application stage explaining why the jobs are at risk.	Copy of job description. Copy of letter of employment. Copy of payslips/salary report.
5	Local People Assisted in their Skills Development	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.	Register with names and postcodes, signature of participant. Care must be taken not to count people twice if they attend more than one session.
6	Local People Helped to Secure Employment, Education or Training	This output should be used for formal education or training leading to recognised qualifications or assisting people to secure employment. It should not be used if you are directly employing people.	For projects offering Education or training – records should be kept for each individual of the course undertaken and the qualification achieved: <ul style="list-style-type: none"> Copies of the qualification

	Output	Description	Example of evidence to prove output
			<p>certificate should be kept.</p> <ul style="list-style-type: none"> 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 support provided and the outcome:</p> <ul style="list-style-type: none"> Copies of letter of employment Copies of education or training offer letter
7	Number of volunteer hours	<p>No of hours spent by volunteers to support the project. This should cover all non-paid hours.</p> <p>In the application detail should be given about the type of volunteering.</p>	<p>A spread sheet listing each volunteer by name with hours volunteered each week or month.</p> <p>Volunteer details should be kept including postcode. Each volunteer should sign against the hours that have been allocated to them.</p>
8	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.
9	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.
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	Hectares of Open Space Improved	Improvements to an outdoor space. A hectare is 10,000 square meters (100m by 100m).	Plan showing area improved and a visual inspection of the area.
12	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.
13	Number of attendances at a tourism attraction, community venue, sport session or event.	<p>This is the number of visits recorded to a tourism attraction, community venue, sport session or event.</p> <p>It may include repeat visits at different times of the year.</p>	<p>This could be evidenced by:</p> <ul style="list-style-type: none"> Ticket sales Headcount record – methodology to be clearly explained Registers

	Output	Description	Example of evidence to prove output
14	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
15	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.
16	No of Apprentices	The number of apprenticeship frameworks completed through the project.	Copies of college documentation that shows framework completed.