

MUNICIPAL YEAR 2014/2015 REPORT NO.

**ACTION TO BE TAKEN UNDER
DELEGATED AUTHORITY:**

PORTFOLIO DECISION OF:
Cabinet Member for
Community Organisations

REPORT OF:
Chief Executive

Agenda – Part:	Item:
Subject: Enfield Community Support Fund 2015-2016	
Wards: All	
Cabinet Member consulted: Cllr Yasemin Brett	

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1. EXECUTIVE SUMMARY

Enfield Council recognises the crucial contribution that the provision of support that can build greater resilience within our communities can make to the lives of people in our borough.

As part of the Council's determination to actively assist and build the resilience of all of our communities in Enfield, a funding pot of £150,000 has been set aside to build community capacity in the Borough – the Enfield Community Support Fund (ECSF). This will be made available to VCS organisations in a competitive grants round.

The £150,000 fund is for projects to be delivered from April 2015 and is intended to build the resilience of our local communities in an inclusive and equal way. We have identified three areas of activity that we would like the fund to address to achieve this goal. These are:

- Reducing social isolation and exclusion
- Encouraging Participation
- Increasing Volunteering

The scheme will be a vehicle for funding projects that are likely to improve the social and/or economic well-being of the borough by creating stronger and more sustainable communities and addressing inequality and deprivation.

2. RECOMMENDATIONS

It is recommended that the Council approves the allocation of £150,000 to provide support to the VCS during 2015-2016 and to approve

- a) The principles, eligibility criteria and operating proposals for implementing the ECSF outlined in the guidance and toolkit attached.
- b) The commissioning and administrative procedures for the fund, as outlined within the guidance and toolkit attached.

3. BACKGROUND

- 3.1 Enfield Council recognises the crucial contribution that strong communities can make to the lives of people in our Borough. It is committed to building the resilience of our communities in our Borough to positively change our communities and make Enfield an even better place to live.

It recognises that community resilience is built by enabling individuals as well as organisations within our vulnerable and excluded communities to be given the tools to access opportunity, contribute fully to civic life and develop their own potential. It is by supporting the building of this community capacity that we can encourage people to feel a greater sense of place, to participate in civic life and to deliver stronger communities.

- 3.2 The Enfield Community Support Fund, is making available up to £150,000 of funding under the Council's general power of competence to sponsor supporting activities in 2015/2016. We expect that as a result we will sponsor projects that build community resilience, address inequality and help create an Enfield that realises the key Council aims of a Borough dedicated to achieving **Fairness for All, Growth and Sustainability and Strong Communities**.

- 3.3 The fund is intended to build the resilience of our local communities – delivering support that through our local community organisations in an inclusive and equal way that will deliver stronger communities and create a better sense of place. It aims to empower residents, groups and organisations to promote or improve the social, economic or environmental well-being of their area to create stronger and more sustainable communities. In doing so this will address inequality and deprivation in line with the Council's strategic aims. We have identified three areas of outcome that we would like successful ECSF bids to address in this round to achieve this goal. These are:

- Reducing social isolation and exclusion
- Encouraging Participation
- Increasing Volunteering

These outcomes are viewed as essential to help build community resilience in Enfield and help target support where it is most needed. It is an approach that contributes positively to ~~sustaining and strengthening communities in the borough to create a resilient and vibrant~~ Enfield where people have a strong sense of community and belonging, helping our residents reach their full potential.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options considered are:
- Not to commence with the Fund and hence not enact an agreed budgetary commitment.

5. REASONS FOR RECOMMENDATIONS

- 5.1 The recommendations are based on the commitment to achieve the 3 strategic aims of Enfield Council to support Fairness for All, Growth and Sustainability, and Stronger Communities and enact an agreed budgetary decision. Whilst considerable efforts have been made so far by the Council and its partners to build capacity in our communities and help people fulfil their potential there is still much inequality and deprivation in Enfield that needs to be addressed.

6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS

6.1 Financial Implications

7. The Council holds a specific reserve, "The Community Capacity Building Fund" which has sufficient funds to meet the projected expenditure in 2015-2016.

7.1 Legal Implications

6.2.1 The Council has power under section 1(1) of the Localism Act 2011 to do anything that individuals generally may do provided it is not prohibited by legislation and subject to Public Law principles. Providing grant in this way will assist in delivering services in the community in accordance with this report, which is in accordance with this power. There is no express prohibition, restriction or limitation contained in a statute against use of the power in this way.

6.2.2 The assessment and allocations of the grant must be carried out in a non-discriminatory, transparent, equal and proportionate way to ensure a competitive grants programme that is value for money. Where applicable the Council must ensure compliance with State Aid principles.

6.2.3 The grant agreements need to be in a form approved by the Assistant Director of Legal and Governance Services.

6.2.4 Equality Impact Assessments must be carried out with regards to the scheme and reviewed regularly.

7.2 Property Implications None

8. KEY RISKS

- 7.1 ~~Where risks exist to project delivery they will be closely managed through robust performance management systems.~~
- 7.2 The importance of clear exit strategies cannot be over-estimated as there are no plans to renew the fund and there could be risk of adverse reputation in the local press should funding be expected in future years;
- 7.3 It is essential that there should be a clear audit trail for all expenditure in case of challenge.

8 IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

8.1.1 The Fund is designed to build community resilience by providing support that can help to address inequality and deprivation in all of our communities, regardless of where they live.

8.2 Growth and Sustainability

8.2.1 The Fund will help create more sustainable communities by empowering residents in some of our most vulnerable and deprived groups to participate in civic life more actively, to contribute to civic life more fully, to assist them in accessing opportunity through sustainable projects aimed at enabling local people in all of our communities to more clearly and to gain the skills the necessary to improve their life chances.

8.3 Strong Communities

8.3.1 By empowering organisations and groups of individuals in Enfield to strengthen all of our communities and address inequality and deprivation, it is anticipated that the Enfield Community Support Fund will serve as a focal point for developing greater resilience within our local communities, strengthen civic pride and contribute to helping local people realise their potential

9 EQUALITIES IMPACT IMPLICATIONS

Applications for funding from the Enfield Community Support Fund (ECSF) are to be submitted by our local VCS organisations. Applications will need to demonstrate how they can support the Council's key aims of achieving Fairness for All, Growth and Sustainability and Strong Communities, and how they can build community resilience and address inequality. An EQIA Assessment has been undertaken on the ECSF as a whole and it has not identified any negative impact on our protected characteristic groups.

10 PERFORMANCE MANAGEMENT IMPLICATIONS

10.1 An effective and robust performance management system will be implemented based upon the best practice approach of the recent Enfield Community Capacity Building Fund.

11. **HEALTH AND SAFETY IMPLICATIONS** None

12. **PUBLIC HEALTH IMPLICATIONS** None

Background Papers

ENFIELD COMMUNITY SUPPORT FUND 2015/2016

“Building Community Resilience”

Enfield Community Support Fund 2015-2016: Guidance and Toolkit

November 2014

Guidance Contents

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Introduction

Welcome to the guidance and toolkit for the Enfield Community Support Fund 2015-2016.

Enfield Council continues to recognise the crucial contribution that strong communities can make to the lives of people in our Borough. It is committed to strengthening the ability of organisations and individuals in our Borough to positively change our communities and make Enfield an even better place to live.

It recognises that community resilience is built by enabling individuals as well as organisations within our vulnerable and excluded communities to be given the tools to access opportunity, contribute fully to civic life and develop their own potential. It is by helping to support the building of this community resilience that we can encourage people to feel a greater sense of place, to participate in civic life and to deliver stronger communities.

Through the Enfield Community Support Fund, we are making available up to £150,000 of funding under the Council's general power of competence to sponsor activities in 2015/2016. We expect that as a result we will sponsor projects that build community resilience, addresses inequality and help create an Enfield that realises the key Council aims of a Borough dedicated to achieving **Fairness for All, Growth and Sustainability and Strong Communities**.

The fund is intended to build the resilience of our local communities - delivering support in an inclusive and equal way that will deliver stronger communities and create a better sense of place. ~~It aims to empower residents and the community~~ organisations that serve them to promote or improve the social, economic or environmental well-being of their area to create stronger and more sustainable communities. In doing so this will address inequality and deprivation in line with the Council's strategic aims. We have identified three areas of outcome that we would like the bids to the fund to address to help achieve this goal. These are:

- Reducing social isolation and exclusion
- Encouraging Participation
- Increasing Volunteering

We have evaluated the guidance issued for previous funding rounds, listened to the comments received and made some changes that we believe will make the process easier for those wishing to submit proposals.

A toolkit, consisting of an application form and notes for applicants are appended to this guidance document and all documents can be found on line at the Enfield Council website.

The deadline for submissions is **5pm on Thursday 19^h February 2015**. Late applications will not be accepted.

We hope that this guidance document will be read carefully and that proposals coming forward are done so with due regard to the criteria set out in this guidance document. It is vital that we make the best possible use of this one-off opportunity to provide additional support into our communities.

Note: Separate funding opportunity for employment and training bids

As you will be aware, we have diversified our funding base and increased the amount of funding available by agreeing a joint funding programme with London Councils that went 'live' in November 2014. This provides an expanded grant funding pool of £42,500 for local organisations who can help us deliver strategic objectives via employability and training support to our most isolated and vulnerable communities (including ESOL).

The web-link for those interested in providing these services is as follows: <http://www.londoncouncils.gov.uk/services/grants/esf/community/>

As a result of the availability of this additional funding, projects addressing ESOL provision and employability will not be considered in this round of funding. The closing date

for bids to be lodged with London Councils is noon on the 6th January 2015.

1 The Enfield Community Support Fund 2015-2016

- 2.1 In this round of funding Enfield Council is allocating up to £150,000 of new funding to sponsor activities from April 2015, to support our most vulnerable communities and build community resilience that help to deliver stronger communities in the Borough and in doing so will support the community organisations that serve them.
- 2.2 This is consistent with the Council's strategic aims to support Fairness for All, Growth and Sustainability and Stronger Communities and addresses reducing deprivation and inequality across all our communities. We want to use this one-off opportunity to create additional capacity within our communities that can be sustained into the longer term. This is not a building programme in the bricks and mortar sense but rather a programme that can make communities more sustainable.
- 2.3 The bidding round is only open to community and voluntary groups. No bids will be accepted from within Enfield Council, other statutory organisations, from commercial enterprises or groups that cannot demonstrate they can meet community needs. No projects will be agreed that clearly replicate or replace mainstream Council funding.
- 2.4 The maximum amount of Enfield Community Support Fund that can be awarded to any single project is capped at **£10,000**. Project proposals should be for no more than 12 months in duration. We will only consider one bid per organisation or consortia to the Fund per round. Multiple bids will not be accepted.

Outcomes

- 2.5 The strategic outcomes* we are seeking through the fund are as follows:

- **Reducing social isolation and exclusion:** Building the capacity of organisations and individuals in our under represented and vulnerable communities to reduce social isolation and exclusion. To create sustainable opportunities that will help connect residents to life in Enfield, build their resilience and allow them to live independently.
- **Encouraging Participation:** Creating opportunities to build capacity for local people to participate more actively in their neighbourhoods and in civic life, stimulating community action and active citizenship at a local level (e.g. training people how to participate in civic life more effectively and providing outlets for them to practice that training in the community).
- **Develop sustainable volunteering:** We expect that all bids will contain an element that will support opportunities to create greater sustainable volunteering capacity in the borough by creating opportunities for participation in volunteering activities (e.g. supporting projects that aim to create trained volunteers who can then train more volunteers).

*Please note that proposals to build capacity that are primarily concerned with providing training and skills for employability (including ESOL) are not eligible for consideration in this round but are being dealt with via our joint grants programme with London Councils as noted on page 3 of this guidance.

Addressing deprivation and inequality

- 2.6 All bids will need to demonstrate how and what support is being provided, give clear evidence of need for the project including impact on deprivation and inequality. Deprivation is defined as the criteria set by central Government expressed through the Index of Multiple Deprivation (IMD)* and is consistent with the approach previously agreed under the Enfield Residents Priority

Fund. In doing so, the projects to be delivered by the fund must demonstrate how, by addressing aspects of deprivation, they are likely to improve the social and/or economic well-being of the borough.

* The IMD considers impact in relation to Income, Employment, Health and Disability, Education, Skills and Training, Barriers to Housing, Crime and the Living Environment

- 2.7 Where project proposals address the increasing of sustainable volunteering opportunities and/or community participation, bids will need to make clear their target audiences, any accreditation that can be attained where applicable and activities where newly trained residents will be able to participate in and deploy the skills gained. Bids will need to show clearly where and how the volunteering activity will take place, its impact on Enfield as a place to live, the support being delivered, and any plans to generate additional sustainable income beyond Council funding assistance.
- 2.8 Project proposals should also be able to clearly link the proposed activity to 3 strategic aims of the Council.
- 2.9 Applications for funding should be based upon the service being provided and a proportional management and administration cost be allocated towards the running of that service for the lifetime of the project (including rents where applicable). The Fund is not designed to underwrite the overall running costs of organisations.
- 2.10 Where proposals contain the creation of specified posts as part of the project delivery, the proposing organisation must acknowledge that they are being employed by that organisation and necessary arrangements be made with any employees recruited to ensure that there is no obligation beyond the lifetime of the project. Enfield Council will not be able to respond to employment issues facing organisations upon completion of agreed projects.

Sustainability

- 2.11 All bids should be able to demonstrate how projects will deliver sustainable community capacity and improvement as a result of being funded. This should be considered from the perspectives of both those using the project and the benefit for the organisation delivering it.

Exit Strategy

- 2.12 All bids will need to reflect the one-off nature of the funding by clearly showing how issues of sustainability will be addressed in a robust exit strategy where the need is not met fully over the duration of the project. It is expected that the capacity built during the time of the funded project will be able to continue beyond the funding period.

3 The Legislative Framework for the Fund

- 3.1 The approach adopted for the Enfield Community Support Fund is based on the previous Enfield Community Capacity Building Fund (2012-2015) programme that was established using the well-being power set out in s.2 of the Local Government Act 2000. The new allocation is being made using the Council's general power of competence set out in s.1(1) of the Localism Act 2011 which allows the Council to do anything that individuals generally may do provided it is not prohibited by legislation and subject to Public Law principles. There is no express prohibition, restriction or limitation contained in a statute against use of the power in this way.

4 Probity and Standards

- 4.1 There should be no conflict of interest arising from making an application to the fund. We require total transparency and any potential pecuniary or other interests that could arise from the

submission of a project need to be clearly highlighted on the form.

- 4.2 The Council will not fund any organisation or individual who owe money to the Council or if there are serious doubts about the financial stability of the organisation. Furthermore, the Council will not fund projects the AD of Legal and Governance Services has advised are unlawful or improper.
- 4.3 We expect all bidding organisations to be mindful of the expectations of those engaged in public life as expressed in the Seven Principles for Standards in Public Life set out by the Nolan Committee that promotes high standards of behaviour in the public sphere. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- 4.4 Voluntary organisations applying for funding through the Enfield Community Support Fund will need to provide the following evidence relating to their organisation to qualify for consideration. The organisation must:
 - (a)
 - (i) be able to show that it is able or has the potential to operate on a financially viable basis
 - (ii) have or develop adequate expertise to carry out and manage the proposed services/activities
 - (b) have a management committee or steering group that has local representation and which reflects or is striving to reflect the local community
 - (c) show that it does not seek to promote or oppose any political party or cause or otherwise engage in party political activity
 - (d) demonstrates a commitment to operating equal opportunities practices in both its recruitment of staff and volunteers and its service delivery.
 - (e) The management committee of the organisation should reflect the interests of the users or potential users of the

service to be provided. Wherever possible, user representatives should be members of the management committee.

- (f) The Council will not fund activities that are purely religious in nature.
- (g) bidders need to demonstrate that the bid will benefit the local community in Enfield
- (h) bidders need to declare in full any other sources of funding currently being received from either Enfield Council or other funding sources related to the project applied for to help ensure non-duplication of assistance
- (i) demonstrate how projects to be delivered are likely to improve the social and/or economic well-being of the borough.

5 Governance

- 5.1 Upon receipt of the bids, an initial moderated quality assurance check (see notes for applicants) will be carried out by the VCS Team within Enfield Council to ensure that eligibility criteria have been met, duplication of service delivery is avoided and that bids have been correctly submitted. Any bids that fail this test will be rejected at this point. It is the responsibility of the bidder(s) to ensure that their bid has met the eligibility criteria and all information is supplied.

The closing date for bids is scheduled for 5pm on Thursday 19 February 2015, and is non-negotiable. Any bids received after this deadline will be rejected.

- 5.2 The bids will be assessed on a series of criteria linked to the details contained in the application. A transparent quality assurance assessment that includes a moderated scoring system will be used to determine their suitability for formal consideration by the funding panel. Further details on the assessment process can be found in the notes for applicants

enclosure attached to this guidance. Where bids have failed to meet the quality assurance test, we aim to send a notification letter to the relevant organisation/individual within 10 working days of the closing date of the bidding round. The letter will contain the main reasons for the bid being rejected at that stage. A copy of the assessment stencil for bids received is attached to this guidance. For clarity, it should be noted that the scoring system is being utilised as a sifting device and that those bids that pass the quality assurance test are not guaranteed to be successful at the panel stage (see 6.5).

- 5.3 All bids that pass the quality assurance process will be prepared and passed to the Assessment Panel for consideration.
- 5.4 The Assessment Panel for the Fund will be a Cabinet sub-committee, led by the Cabinet Member for Community Organisations, and comprising 2/3 cabinet members agreed by Cabinet as the decision making body for projects coming forward. This panel will sit once a year according to the appropriate timetable of submission. In the case of a conflict of interest another member of Cabinet designated by the Leader will attend.
- 5.5 The decision to approve or reject projects, in part or in full, will be the responsibility of the Assessment Panel based upon a consideration of the bids against established eligibility criteria, taking into consideration the impact of existing activities to ensure that the fund can give optimum benefit to all our communities.
- 5.6 The normal decision making processes including publication and call in apply.
- 5.7 It is planned that the results of the assessment panel will be communicated to all remaining bidders by no later than **Thursday 12th March 2015**.
- 5.8 **There will be no appeals against the decision of the Panel.**

- 5.9 The terms of grant commissioning are transparent and consistent with the Enfield Council Corporate Procurement Strategy. The grant commissioning process is scheduled to commence on Monday 22nd December 2014 and the closing date for applications will be **5pm on Thursday 19th February 2015.**
- 5.10 The Council will issue agreements up to a maximum of 12 months in duration to successful bidders.
- 5.11 Only one grant agreement will be awarded per year per provider and only one application will be accepted.

6 Finance Arrangements

- 6.1 Whilst it is standard practice to fund projects in arrears, we recognise that some organisations will require a forward funding facility to be made available. Where a project has clearly indicated the need to be forward funded a decision will be made by the assessment panel as part of the overall process. Once funding has been agreed, all evidence of funded activity must be supplied to the Council by the project delivery agent(s) as part of their quarterly monitoring return.
- 6.2 The budget for the fund will be managed and administered by the VCS Team at Enfield Council.
- 6.3 Funds will only be paid where an appropriate governance arrangement with successful bidders has been reached.
- 6.4 It will be the responsibility of the provider to properly account for or declare any income received by the Council to HMRC, the Charities Commission or other organisations as required legally or by their terms of operation.
- 6.5 Bidders will need to be able to demonstrate auditable evidence of what has been delivered, and sample variation checks will be carried out to ensure probity by the Council. In the event of those in receipt of funding being unable to demonstrate such

evidence, the Council reserves the right to suspend funding and to recover up to 100% of the total sum allocated. The Council reserves the right to ask for an update at any time.

7 Performance Management and Delivery

- 7.1 The responsibility for the performance management of the Fund will reside with the VCS Team at Enfield Council. All projects will be subject to quarterly monitoring arrangements, with spend and outputs being reported.
 - 7.2 A monitoring form must be completed for each project by the delivery agent(s) on a quarterly basis that will be measured against their agreed project delivery profile. The Council reserves the right to ask for an update at any time during the life of the project.
 - 7.3 Failure to provide quarterly monitoring within timescales specified in the funding agreement will result in suspension of funding for the project until such times as any issues are resolved. Any project that fails to provide two consecutive management and monitoring returns to the Council will be considered to have breached the terms of their grant agreement and may face notice being given and procedures implemented to claw back any funding paid in advance.
 - 7.4 Details of all successful bids will be posted on the Council website.
 - 7.5 Any literature produced in the course of delivering projects agreed through the fund must carry appropriate Enfield Council branding logos. These will need to have been cleared by our Communications Team before usage.
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8 Our commitment to Equalities

- 8.1 As an 'Excellent' in Equalities authority and as stated in our framework document "Enfield – Opportunities for All", Enfield Council will not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status,

marital status, social or economic status, nationality or national origins, race, faith, religious beliefs, responsibility for dependants, sexual orientation, gender identity, pregnancy and maternity, trade union membership or unrelated criminal conviction. The Council will promote equality of access and opportunity for those within our community who suffer from unfair treatment on any of these grounds including those disadvantaged through multiple forms of discrimination.

- 8.2 Furthermore, The Council welcomes the diverse communities and cultures in the Borough and sees them as a significant positive force for the good of all through creativity and innovation. Enfield Strategic Partnership's community cohesion strategy 'Enfield Together' demonstrates the Council's and its partners' commitment to building a cohesive borough. Enfield Council wants to see a borough where people from a variety of different backgrounds feel they belong. The Council believes this strategy is particularly important in the current international climate to help build understanding and belonging, and to challenge misconceptions in the community. We are committed to achieving understanding and co-operation between the various parts of our community and will work with others to promote this.
- 8.3 All projects coming forward will need to have stated how they have considered the equalities agenda when setting out their proposals and will be subject to an equality impact assessment (EIA). This will form part of the quality assurance process that allow for short listing of projects.

9 Evaluation

The Enfield Community Support Fund will be evaluated during 2016 and a report produced for the Council. Delivering organisations must make themselves available for interview part of the evaluation process.

10 Timetable & Toolkit

- 10.1 The process of inviting bids into the fund for the bidding round will commence on Thursday 4th December 2014 and will remain open for 9 weeks, closing on Thursday 19th February 2015 at 5pm. **All bids received after the expiration of the deadline will be rejected.**
- 10.2 An application form for the Fund and notes for applicants is attached. All of this documentation will be available for downloading from the Council website from 22nd December 2014.
- 10.3 Further information can be obtained from the VCS Team at Enfield Council. Enquiries should be addressed via email to the following address: vcs@enfield.gov.uk .

Appendix 1 - Enclosure

Enfield Community Support Fund 2015-2016: Note for Applicants (supplementary guidance) December 2014

This note for applicants supplements the main guidance document for the Enfield Community Support Fund (ECSF) and provides some general advice on how to complete the application form by providing a question by question commentary.

Q.1 Project title (General details)

This is a straightforward section to answer. Your project title is entered in the designated space with planned project start and end dates and funding details underneath.

Q.2 Contact Details

Bidders must ensure that the contact details given here are accurate. You should stipulate clearly the nature of your organisation, supplying relevant registration numbers where applicable. Any changes in contact details subsequent to the submission need to be notified to the VCS Team at Enfield Council immediately.

Q.3 Evidence base

Use this section to briefly set out the evidence base you have identified that creates the context for your project proposal (including where it is sourced from) and links into the need you are wishing to address through your proposal.

Q.4 Project description (300 words maximum)

This is the opportunity for bidders to get their ideas across and inform the panel what the project intends to do, how it will do it and what the headline planned outcomes and impacts are for local communities. This should clearly set out how the project meets the eligibility criteria set out above. **It should include how the project will consider the equalities agenda and also include a headline summary of the outputs you will achieve and your budget calculations.** We advise that you use no more than 300 words to get your message across.

Q.5 (a) & (b) Addressing need and ensuring take up of places/services

As the underlying reason for creating the Fund is to address elements of deprivation, ~~inequality and vulnerability, bidders need to consider how their project will impact upon~~ the quality of life of the people it will engage within the context of deprivation as set out in the guidance and how the outcomes of the project will evidence this. You will also need to explain how your approach will ensure that people will know about the opportunity available and how you plan to get them involved in the project.

Q.6 (a), (b) & (c) Meeting the strategic objectives of the Council

All Council sponsored activity is created with the achievement of the three strategic aims of the Council as primary considerations. You will need to include a short paragraph

under each of the three strategic aims **clearly** showing how your project will help deliver improvement under the three areas.

Q.7 Exit Strategy

The funding available through the ECSF is one-off and will not be repeated. Therefore it is critical that projects give some details on how they envisage projects continuing after the funding support ends with the capacity that has been built during the funding period unless the activity addresses the need in full by the end of its funded lifetime.

Q.8 Match Funding

Please use this section to give details on any match funding that you will be able to bring to the project, whether it is secured and when it will expire. You should also disclose any similar project activity you are currently delivering if applicable.

Q.9 Risk Assessment

Bidders should ask themselves, what are the potential risks to the delivery of my project and what can be done to minimise those risks?

You should have a good understanding of what the potential barriers to success of their proposals are likely to be, their degree of severity, and should have identified potential solutions and safeguards that can be deployed to minimise them.

Q.10 Financial and Performance Management

In this section you will need to tell us about the systems you will have in place to keep records of spending and project activity. It is essential that you have robust plans in place to account for and evidence your spending as requested. Weak financial systems can jeopardise the prospects of a bid being approved as you will need to be able to verify spending and provide auditable evidence upon request.

Providing relevant supporting documents

You will be expected to attach the relevant supporting documentation concerning the status of your organisation to the funding application form. Those who do not will risk being eliminated from consideration in the funding round as we anticipate a significant response and we are not responsible for chasing up incomplete submissions.

Certificate of Claim

By submitting the form you are stating that all the information you have entered onto the form is correct and that there are no conflicts of interest, either personal or pecuniary that may present obstacles to the agreement of the proposal should it be successful.

Appendix 1: Detailed budget

Items need to be broken down into the individual elements of the overall budget summary set out earlier in the application. For example, an overhead cost will need to be itemised into its constituent parts as will costs associated with salaried posts, equipment purchase and other incidental expenses. The total project cost should then be calculated and entered, followed by the total amount of ECSF required and any match funding if appropriate.

Appendix 2: Detailed outputs

All outputs generated by the project need to be included here and broken down across the lifetime of the project accordingly. This could typically include number of people being supported, classes run, volunteers trained, advice sessions provided, qualifications achieved, recruited to and so forth.

Submitting your bids

When you are ready to your bid can you please **email your application form** to the following email address: vcs@enfield.gov.uk by the specified closing date. All bids logged via email as arriving after 5pm on 19th February 2015 will be rejected.

Final Checks

There are a number of simple final checks that you should carry out before submitting your proposals to ensure that they are able to receive full consideration.

- **Double check your budget and outputs calculations and make sure all tally correctly**
- **Ensure you have attached all supporting documentation**
- **Make sure your contact details are up to date**
- **Declare all existing funding as requested and any potential areas of conflict of interest**

Further assistance

As stated in the guidance the VCS Team at Enfield Council will aim to assist with any further enquiries. The first step for anyone needing assistance should be to contact the Team via its email address as follows: vcs@enfield.gov.uk

ECSF Assessment Sheet (Projects to be delivered in 2015/2016)

Appendix 3: FOR OFFICE USE ONLY

Name of Organisation: _____ Project/Activity Name: _____

Amount Applied For: _____	Question	Comments	Score
	1. Does the Proposal clearly show how it meets the eligibility criteria for the fund? Are baselines, method of delivery and outcomes clear? (Q1-Q4)		
	2. Does the proposal clearly link into addressing areas of deprivation and inequality and show clear linkages to delivering the strategic objectives of the Council? (Q5-Q6)		
	3. Does the proposal contain a clear and convincing exit strategy that sets out how the project can be sustainable beyond the fund? (Q7)		
	4. Does this application clearly demonstrate how the project will be managed and monitored - including management of risk? (Q9)		
	5. Is the project clear in how the budget has been identified and how it will be used to deliver the project? Are outputs also clearly set out? (Q4, Q8, APP1-APP2)		
	Total score		
		Does the application pass the quality assurance test? (Y/N)	

If no		Notification letter sent to bidder on:	
If yes		Bid prepared for Panel meeting on:	

Scoring Guide:

Bids can achieve one of the following scores when being assessed:

- 1 - Does not meet the criteria for the question
- 3 - Partially meets the criteria for the question
- 5 - Meets the criteria for the question

Scoring note: These are the only scores that can be awarded as part of the quality assurance process and will be applied to Questions 1- 5 with equal weight.

Bidders/Assessors note: Any bids achieving a score of 1 in any section of the QA will be deemed to have failed the assessment process and will not proceed to the Panel stage.

The minimum score to proceed for panel consideration is 15, the maximum score available is 25.

