

MUNICIPAL YEAR 2015/2016 REPORT NO.

ACTION TO BE TAKEN UNDER DELEGATED AUTHORITY:

PORTFOLIO DECISION OF:

Cabinet Member for
Public Health & Sport

REPORT OF:

Chief Executive

Agenda – Part:	Item:
Subject: Enfield Community Wellbeing Fund 2016-2017	
Wards: All	
Cabinet Member consulted: Cllr Nneka Keazor	

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1. EXECUTIVE SUMMARY

Enfield Council recognises the crucial contribution that provision of support in our communities to promote healthy living, assist vulnerable groups towards employment, reduce social isolation and build greater community resilience can bring to address inequality and improve 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 £50,000 has been set aside from the public health budget to provide this support in the Borough – the Enfield Community Wellbeing Fund (ECWF). This will be made available to VCS organisations in a competitive grants round.

The £50,000 fund is for projects to be delivered from January 2016 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:

- Promote positive health choices and encourage those in our most vulnerable communities to access services that can support them into healthy lifestyles
- To support those from our most vulnerable and excluded groups to access sustainable volunteering, training and employment opportunities
- Identify and develop the community champions who can help to build sustainability and resilience in our disadvantaged communities
- To address social isolation and foster greater community cohesion

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 by addressing inequality and deprivation.

2. RECOMMENDATIONS

It is recommended that the Council approves the allocation of £50,000 to provide support to the VCS during 2016-2017 and to approve

- a) The principles, eligibility criteria and operating proposals for implementing the ECWF 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 Wellbeing Fund is making available up to £50,000 of funding under the Council's general power of competence to sponsor supporting activities in 2015/2016 for projects to be delivered between January 2016 and March 2017. We expect that as a result we will sponsor projects that promote healthy living, support vulnerable groups to access opportunities, address social isolation, 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 four areas of outcome that we would like successful ECWF bids to address in this round to achieve this goal. These are:

- Promote positive health choices and encourage those in our most vulnerable communities to access services that can support them into healthy lifestyles
- To support those from our most vulnerable and excluded groups to access sustainable volunteering, training and employment opportunities
- Identify and develop the community champions who can help to build sustainability and resilience in our disadvantaged communities
- To address social isolation and foster greater community cohesion

These outcomes are viewed as essential to help achieve the objectives of the fund and build community resilience in Enfield, targeting 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

The current ring-fenced Public Health grant for Enfield is £14.257m for 15/16, however, the Department of Health (DH) has been asked to deliver savings of £200 million nationally in the financial year 2015/16 through reductions to the Public Health Grant to local authorities. This will mean the grant is likely to be reduced by £1.1m, based on the DH consultation during the current financial year to £13.157m.

The Public Health grant is used for a number of mandatory and non-mandatory functions. The Enfield Community Wellbeing Fund is a non-mandatory function; however the Director of Public Health has approved this funding of £50,000 from the Public Health grant.

6.2 Legal Implications (for agreement)

- 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.

6.3 Property Implications None

7. KEY RISKS (for agreement)

- 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 Wellbeing 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 Wellbeing Fund (ECWF) 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 ECWF 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

The successful implementation of the fund will assist the Council in meeting its and its stakeholder partners ambitions as expressed in the Public Health Strategy by tackling issues pertaining both directly to and indirectly through the wider determinants of health.

Background Papers

ENFIELD COMMUNITY WELLBEING FUND 2016/2017

“Supporting Community Health and Wellbeing in Enfield”

Enfield Community Wellbeing Fund 2016-2017: Guidance and Toolkit

October 2015

Guidance Contents

INTRODUCTION

- 1 THE ENFIELD COMMUNITY WELLBEING FUND 2016-2017**
- 2 LEGISLATIVE FRAMEWORK FOR THE FUND**
- 3 COMMISSIONING ARRANGEMENTS**
- 4 GOVERNANCE**
- 5 FINANCE ARRANGEMENTS**
- 6 PERFORMANCE MANAGEMENT AND DELIVERY**
- 7 EQUALITIES**
- 8 EVALUATION**
- 9 TIMETABLE**

Appendices

- | | |
|-------------------|---|
| Appendix 1 | Enclosure (Note for applicants) |
| Appendix 2 | Application Form (separate attachment) |
| Appendix 3 | Quality Assurance Template (specimen) |

Introduction

Welcome to the guidance and toolkit for the Enfield Community Wellbeing Fund 2016-2017.

Enfield Council continues to recognise the crucial contribution that strong and healthy 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 lives and our communities and make Enfield an even better place to live.

Through the Enfield Community Wellbeing Fund, we are making available up to £50,000 of funding under the Council's general power of competence to sponsor activities in 2016/2017. We expect that as a result we will sponsor projects that build community wellbeing and 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. It aims to empower residents and the community organisations to make life choices that will help them and will promote or improve the social, economic or environmental wellbeing 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 four areas that we would like the bids to address. These are:

- Promote positive health choices and encourage those in our most vulnerable communities to access services that can support them into healthy lifestyles
- To support those from our most vulnerable and excluded groups to access sustainable volunteering, training and employment opportunities
- Identify and develop the community champions who can help to build sustainability and resilience in our disadvantaged communities
- To address social isolation and foster greater community cohesion

All projects will be expected to deliver sustainable outcomes and have the potential to be replicated elsewhere if successful.

We have evaluated the guidance issued during previous VCS funding rounds and made some changes to the bidding process that we believe it easier for those wishing to submit proposals to do so without sacrificing robust transparency and accountability.

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

The bidding window opens on Thursday 15th October 2015 and the deadline for submissions is **5pm on Thursday 3rd December 2015**. Late applications will not be accepted.

We hope that this guidance document will be read carefully and that proposals put 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.

1 The Enfield Community Wellbeing Fund 2016-2017

- 1.1 In this round of funding Enfield Council is allocating up to £50,000 of funding to support activities from January 2016. The funding will sponsor projects developed by our partners in the VCS to support our most vulnerable communities and residents. The outcomes from this sponsorship will enable them to make positive lifestyles choices, access the services available to them to find opportunity 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.
- 1.2 The aims of the fund are 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 unique opportunity to create additional capacity within our communities that can be sustained into the longer term.
- 1.3 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.
- 1.4 The maximum amount of Enfield Community Wellbeing Fund that can be awarded to any single project is capped at **£10,000**. Project proposals must be for no more than 18 months in duration. We will only consider one bid per organisation or consortia to the Fund. Multiple bids will not be accepted.

Outcomes

1.5 The strategic outcomes we are seeking through the fund are as follows:

- **Promote positive health choices and encourage those in our most vulnerable communities to access services that can support them into healthy lifestyles**

Project bidders should consider how their proposals will help deal with some of the underlying health issues that affect our vulnerable communities; including supporting people into healthy lifestyle choices, ensuring people are accessing the services available to them to meet their needs and helping to develop a whole community approach to health.

- **To support those from our most vulnerable and excluded groups to access sustainable volunteering, training and employment opportunities**

We know that many people in our most disadvantaged and vulnerable communities remain some distance from the labour market and we would welcome some bids that target groups that are traditionally hard to reach (including those with mental and physical disabilities) with the objective of getting them closer to gaining sustainable employment whether directly or by way of a stepped approach, that could include being directed into volunteering and training opportunities.

- **Identify and develop the community champions who can help to build sustainability and resilience in our disadvantaged communities**

We hope the fund will assist with the creation of locally focused 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).

- **To address social isolation and foster greater community cohesion**

We recognise that social isolation has a hugely negative impact on individuals and communities alike. We would like bids to consider how projects could build the capacity of those in our under represented and vulnerable communities to reduce social isolation

and exclusion. We hope bids will help to connect residents to life in Enfield, build their resilience and allow them to live independently.

- 1.6 Bids that are likely to be successful will make a credible case to deliver targeted support encompassing more than one of these strands of outcome.

Addressing deprivation and inequality

- 1.7 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 wellbeing 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

- 1.8 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.
- 1.9 Project proposals should also be able to clearly link the proposed activity to 3 strategic aims of the Council.
- 1.10 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.
- 1.11 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.

Evaluation

- 1.12 All bids should build in time to evaluate the impact of the projects being delivered. The maximum duration for projects is 18 months and successful bids will need to identify how and when evaluation will form part of the project.

Exit Strategy

- 1.13 All bids will need to reflect the unique 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.

2 The Legislative Framework for the Fund

- 2.1 The approach adopted for the Enfield Community Wellbeing is established using the wellbeing power set out in s.2 of the Local Government Act 2000. The grant 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.

3 Probity and Standards

- 3.1 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.
- 3.2 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.
- 3.3 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.

Supporting Documentation & Declarations

- 3.4 Voluntary organisations applying for funding through the Enfield Community Wellbeing 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 wellbeing of the borough.

4 Governance

- 4.1 Upon receipt of the bids, they are logged and an acknowledgement email is sent to the bidding contact listed on the application. The bids will then be assessed to quality assure them to ensure that all parts of the forms have been completed and supporting documentation attached. Incomplete bids will be weeded out at this point and letters sent to bidders informing them that they have not passed the initial quality check. . It is the responsibility of the bidder(s) to ensure that their bid has met the eligibility criteria and all information is supplied. The bid team will not be able to send out requests for additional basic information.
- 4.2 Those bids remaining are formally assessed against transparent and relevant criteria by a multi-departmental officer group led by the Third Sector Development Team at Enfield Council. The group will to ensure that eligibility criteria have been met; duplication of service delivery is avoided and that bids meet the minimum requirement for consideration (see Appendix 3). Any bids that fail to meet the standard will be rejected at this point and letters giving summary feedback for non-progression will be issued
- 4.3 Those bids that meet the criteria will be presented to the Cabinet Member for Public Health for consideration and approval. A final decision on awards will be made by the relevant Cabinet portfolio holder at Enfield Council.
- 4.4 It should be noted that not all bids that pass the quality assurance test may receive funding. The funding resources available are limited and only a small number of projects will be able to be supported.
- 4.5 The normal decision making processes including publication and call in apply.
- 4.6 It is planned that the results of the assessment panel will be communicated to all remaining bidders by no later than **Thursday 17th December 2015**.
- 4.7 **There will be no appeals against the decisions made on grant awards made.**
- 4.8 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 Thursday 15th October 2015 and the closing date for applications will be **5pm on Thursday 3rd December 2015**.

- 4.9 The Council will issue agreements up to a maximum of 18 months in duration to successful bidders.
- 4.10 Only one grant agreement will be awarded per provider and only one application will be accepted.

5 Finance Arrangements

- 5.1 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.
- 5.2 The budget for the fund will be managed and administered by the Third Sector Development Team at Enfield Council.
- 5.3 Funds will only be paid where an appropriate governance arrangement with successful bidders has been reached.
- 5.4 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.
- 5.5 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.

6 Performance Management and Delivery

- 6.1 The responsibility for the performance management of the Fund will reside with the Third Sector Development Team at Enfield Council. All projects will be subject to quarterly monitoring arrangements, with spend and outputs being reported.
- 6.2 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.

6.3 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.

6.4 Details of all successful bids will be posted on the Council website.

Use of the Enfield Council logo

6.5 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.

7 Our commitment to Equalities

7.1 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.

7.2 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.

7.3 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.

8 Evaluation

The Enfield Community Wellbeing Fund will be evaluated during 2017 and a report produced for the Council. Delivering organisations must make themselves available for interview part of the evaluation process.

9 Timetable & Toolkit

- 9.1 The process of inviting bids into the fund for the bidding round will commence on Thursday 15th October 2015 and will remain open for 8 weeks, closing on Thursday 3rd December 2015 at 5pm. **All bids received after the expiration of the deadline will be rejected.**
- 9.2 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 15th October 2015 2015.
- 9.3 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 Wellbeing Fund 2016-2017: Note for Applicants (supplementary guidance) October 2015

This note for applicants supplements the main guidance document for the Enfield Community Wellbeing Fund (ECWF) 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 Third Sector Development 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. **This section should include consideration of the equalities agenda if it has not been part of the project description.**

Q.7 Exit Strategy

The funding available through the ECWF 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 a) Project Match Funding b) Current Council funding

In part 'a' 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. In answering part 'b' of the question you must give details of any current Council funding your organisation or partner organisations if bidding in consortia may be receiving.

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.

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 ECWF required and any match funding if appropriate. Details on how any match funding will support the project in delivery also needs to be entered in the relevant quarterly breakdown.

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.

Supporting Documents

When submitting your bids you will be expected to supply the following supporting documentation:

- Last two years set of accounts
- Constitution/terms of reference/management committee details
- Equal opportunities policy
- Safeguarding policies

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 3rd December 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 Third Sector Development 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

ECWF Assessment Sheet (Projects to be delivered in 2016/2017)

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 evaluated and is 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 Portfolio holder consideration on:	

Scoring Guide:

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

- 0 - 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 0 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 21, the maximum score available is 25.

