

# APPENDIX 1: ENFIELD NEIGHBOURHOOD FUND: APPLICATION FORM

## 1 Introduction

- 1.1 The Enfield Neighbourhood Fund is a new fund that has been set up to help improve neighbourhoods across the borough.
- 1.2 Most new buildings and extensions to residential and commercial properties in the borough are charged a fee (known as the community infrastructure levy). Some of this money is used to help fund key infrastructure, such as road and rail projects. Some of this money has also been set aside to spend on neighbourhoods (in terms of combating poverty and overcoming barriers to accessing opportunities).
- 1.3 We are inviting bids for a share of the new grant fund to help fund local community projects. This fund is open to local community groups and stakeholders.
- 1.4 The Enfield Neighbourhood Fund can be used to help deliver a wide range of projects (both capital and revenue). This could include:
  - improvements to streets and local green spaces;
  - flood risk management solutions (e.g. storage);
  - habitat creation and restoration (e.g. wildlife corridors);
  - climate change mitigation and adaptation (e.g. carbon sequestration and sustainable urban drainage systems);
  - community gardens/orchards;
  - skills and training (e.g. digital technology);
  - community safety measures;
  - festivals and events;
  - new community, health and social care facilities; and
  - on-going maintenance and management of assets.
- 1.5 We want to fund projects that will make a real difference to the lives of local people and communities.

## 2 Fund allocation & evaluation protocol

- 2.1 The fund is open to bids from both internal stakeholders (including council departments) and external stakeholders (including community representatives and charitable organisations).
- 2.2 There will be two bidding rounds to allocate capital or revenue funding of up to 1.4 million pounds.  
  
Year 1: January to March 2021 (8 weeks).  
Year 2: January to March 2022 (8 weeks).
- 2.3 The fund will be split as follows:
  - 50% of the fund will be allocated to mainstream public services (based on the priorities set out in the capital programme).
  - The remaining 50% of the fund will be allocated to community-led neighbourhood projects.

2.4 The first round of the Enfield Neighbourhood Fund commences on **Tuesday 5 January 2021** and closes at **5pm on Tuesday 2 March 2021**. The fund will provide grants to organisations to support local or community-led projects across the borough.

### **Eligibility**

2.8 To be eligible, the project must meet the following criteria:

- Bids must exceed the minimum funding threshold of £10,000
- The delivery of the project is contingent on CIL funding (as no alternative sources of funding are available).
- The project must be located within the borough (or at least part of it).
- The project must comply with the regulations in that it “supports the development of an area” through *“the provision, improvement, replacement, operation or maintenance of infrastructure...or anything else that is concerned with addressing the demands that development places on an area”*.
- The project must not form part of the delivery of council’s normal functions (e.g. waste refuse collection) which are financed through the mainstream budget.
- The project must not relate solely to political/lobbying activities (e.g. fundraising) and must not directly benefit individual councillors.
- The project lead or sponsor must live and or work in the borough. Individuals or businesses will not be considered.
- Organisations or groups submitting bids must be registered with a regulatory body (e.g. Charities Commission and Companies House).
- Organisations or groups submitting bids must be able to demonstrate sound financial performance and management.
- NCIL cannot be used to fund the same project twice. The project should not have significant ongoing financial/revenue implications, such as long-term maintenance or staff costs (except where it can demonstrate how on-going running costs can be funded from other sources).

2.9 Applications will not be considered through this fund unless they meet the eligibility criteria set out above.

2.10 To help us evaluate the suitability of individual projects, applicants will need to provide relevant information (e.g. evidence of anticipated costs, timescales and implementation risks) to demonstrate how the project will be delivered and implemented, as well as a brief rationale describing the goals and outputs of the project. Applicants are also encouraged to submit visual evidence (e.g. photographs and illustrations) as part of the bid.

### 3 Application form

#### Part A: Project details

- 3.1 All funding bids must be made using an online application form. Please complete **all sections of the form below** and submit it along with any other relevant information (e.g. supporting documents) to [CIL@enfield.gov.uk](mailto:CIL@enfield.gov.uk) **before 5pm on Tuesday 2 March 2021**. Unfortunately, late applications cannot be accepted.
- 3.2 Applicants will need to give an overview of the project and the rationale behind it. Contact details must also be provided (e.g. organisation name / the project sponsor and relevant addresses / telephone numbers etc).

<b>Name (project lead):</b>	
<b>Name of your department/service area/organisation (where applicable)</b>	
<b>Address:</b>	
<b>Daytime telephone contact details</b>	
<b>Email:</b>	

#### Proof of eligibility

- 3.3 Other than elected representatives or employees of the London Borough of Enfield, applicants will need to confirm their eligibility status (as explained above).

<b>Company registration / registered charity reference</b>	
<b>Unregistered organisation (with a written constitution)</b>	Yes or no. (if yes, give details)
<b>Names and addresses of your committee/board members/trustees</b>	
<b>Bank account details</b>	
<b>Other relevant information</b>	Please provide the following documentation alongside your application:

	<ul style="list-style-type: none"> <li>• Constitution / memorandum &amp; article of association/trust deed</li> <li>• Annual report</li> <li>• Your organisation's latest independently audited/certified annual accounts</li> <li>• Public liability insurance</li> <li>• Safeguarding policy (You must include this if your organisation works with children and young people under 16 years of age or with vulnerable adults)</li> </ul>
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**Description: Vision & goals of your project**

- 3.4 Applicants will need to provide a broad description of the project and explain how it fits with the wider objectives of the organisation or the group to which they represent.
- 3.5 The statement below should also provide a summary of what the project is aiming to achieve and what success will look like.

Please describe your project in no more than 500 words and how it will meet an identified need:

**Budget planning**

- 3.6 Funding bids will need to include a full estimate of the project's cost (including how much CIL funding is sought and the extent of match/grant funding available). Funding bids will be expected to investigate the potential opportunities to secure funding from alternative sources.
- 3.7 Because the amount of funding is limited, it will not be practical to release funds to spend on projects involving very small sums (i.e. less than £10,000). Where funding is sought towards relatively small-scale projects these should, where possible, be packaged

together into wider programmes, with a clear explanation of the benefit they will bring and to whom.

Total estimated cost of the project:

Total funding sought from the Enfield Neighbourhood Fund:

Capital and/or revenue funding:

Details of other sources of funding (where relevant):

## Part B: Selection criteria

- 3.8 The degree of priority afforded to projects in the Enfield Neighbourhood Fund will depend on the extent to which they meet the criteria set out below. Questions 1 to 4 are subject to weighted scoring (out of 100).

### Impact

#### **Question 1: How will your project contribute to the needs of deprived communities and help tackle or reduce poverty and inequalities in the borough?**

- 3.9 Applicants will need to provide evidence of how the project will improve the places and spaces that matter to local communities, such as residents, businesses, community organisations and other stakeholders. Projects should be accessible to all sections of the community and well related to the local neighbourhood.
- 3.10 Projects must meet at least one of the spending priorities set out below. These priorities are based on the 27 recommendations of the Enfield Poverty and Inequality Commission Poverty Commission Report (January 2020).

Recommendation	Question
1. Government departments should review funding formulas to account for emerging geographic patterns of increased poverty and deprivation in outer London boroughs such as Enfield.	<ul style="list-style-type: none"> <li>Does your project specifically address the needs and priorities of people living in areas where poverty and deprivation has worsened (based on the latest indices of deprivation)?</li> </ul>
2. When regenerating housing estates that are not fit for habitation/purpose, planning should be granted on the proviso that the finished site provides	<ul style="list-style-type: none"> <li>Will your project contribute towards the provision of affordable homes as part of an estate regeneration scheme or retrofitting programme?</li> </ul>

	additional genuinely affordable homes.	
3.	The council should work with partners to reform the private rented sector so that it works for all residents.	<ul style="list-style-type: none"> <li>• Will your project support those living in the private rented sector?</li> </ul>
4.	The council should work with their partners, especially the voluntary sector, to take an early intervention approach to preventing housing problems.	<ul style="list-style-type: none"> <li>• Are you working with other partners such as the voluntary sector to support early interventions in the housing sector?</li> </ul>
5.	The NHS should fund a new integrated health and wellbeing centre led by the CCG and the North Middlesex University Hospital Trust to meet the needs of people out of hours and those not registered with a GP and provide out of hours access for mental health services.	<ul style="list-style-type: none"> <li>• Will your project contribute to mental health and physical well-being (in particular hard-to-reach groups and out-of-hours patients)?</li> </ul>
6.	The council, health providers and the voluntary and community sector should work together to enable increased use of social prescribing to improve public health for residents in the east of the borough.	<ul style="list-style-type: none"> <li>• Will your project contribute to meeting the health care needs of individuals living in the east of the borough?</li> </ul>
7.	The voluntary and community sector, supported by the council, should create a Food Action Plan for Enfield, to ensure all families have access to healthy food.	<ul style="list-style-type: none"> <li>• Will your project promote access to healthy food?</li> </ul>
8.	The council should prioritise the east of the borough for future play streets and school streets so children can play out safely and air quality is improved around schools in hot spots of poor air quality.	<ul style="list-style-type: none"> <li>• Will your project contribute towards improved public safety and air quality around schools and play streets in areas of poor quality air in the east of the borough?</li> </ul>
9.	A whole-community approach should be taken to reduce crime and anti-social behaviour in hotspots, with the council and the police working together to make public spaces safe to use for people of all ages.	<ul style="list-style-type: none"> <li>• Will your project help make public spaces safer, across all age groups, as part of a wider strategy of reducing crime and anti-social behaviour with partners?</li> </ul>
10.	The police should revamp the 'safer schools' programme for the borough's schools.	<ul style="list-style-type: none"> <li>• Will your project support the safety and security of children and young people, schools, parents and carers?</li> </ul>
11.	The council should revitalise youth services in the borough.	<ul style="list-style-type: none"> <li>• Will your project help support and revitalise youth services in the borough?</li> </ul>
12.	The council, education providers and the voluntary and community sector should work together to	<ul style="list-style-type: none"> <li>• Will your project help to make sure that children are emotionally and physically ready to attend school?</li> </ul>

	ensure that all Enfield's children are 'school-ready'.	
13.	The council and local schools should work together to make sure all of Enfield's schools are 'poverty proofed'.	<ul style="list-style-type: none"> <li>• Will your project remove barriers to learning and social isolation, particularly children living in poverty?</li> </ul>
14.	The council should maximise the use of libraries to mitigate overcrowding and enhance	<ul style="list-style-type: none"> <li>• Will your project contribute to the use of the library services and promote access to learning opportunities?</li> </ul>
15.	The council should work with schools to set a target to reduce the use of fixed-term and permanent exclusions.	<ul style="list-style-type: none"> <li>• Does your project involve working with schools to reduce unnecessary exclusions and promote the educational attainment of school truants?</li> </ul>
16.	The council and schools should work together with the local voluntary and community sector to increase access to ESOL lessons for both the children and parents of families for whom English is an additional language.	<ul style="list-style-type: none"> <li>• Does your project involve working with the voluntary and community sector to train and educate children and parents of families whose first language is not English?</li> </ul>
17.	The council, schools and businesses should work together to ensure a line of sight to a decent job for all pupils by offering a work experience programme, volunteering opportunities and CV writing, matching local young people to the jobs of the future. 18	<ul style="list-style-type: none"> <li>• Does your project offer work experience programme, volunteering and training opportunities and programmes in association with schools, businesses and other organisations?</li> </ul>
18.	Poverty reduction should be at the heart of the council's new economic development strategy, which should set a target to reduce low pay within the Borough.	<ul style="list-style-type: none"> <li>• Does your project offer an opportunity to alleviate poverty and social exclusion, especially those on low wages and the unemployed?</li> </ul>
19.	The council should work with partners to make it far easier for residents to set up their own businesses and thereby increase their income.	<ul style="list-style-type: none"> <li>• Does your project involve creating a new business or enterprise opportunity and will it increase the income of an existing or new business?</li> </ul>
20.	The council should work with the voluntary and community sector and statutory partners to increase volunteering opportunities for unemployed adults to boost skills and develop CVs.	<ul style="list-style-type: none"> <li>• Will your project increase volunteering opportunities to boost skills and employment opportunities among unemployed adults?</li> </ul>
21.	The council should work with partners to ensure that residents from diverse backgrounds are supported into high quality jobs and do not face discrimination.	<ul style="list-style-type: none"> <li>• Will your project facilitate access to skills and high quality employment opportunities, especially people from diverse backgrounds?</li> </ul>
22.	The council should hold an annual two-day skills and	<ul style="list-style-type: none"> <li>• Will your project deliver local employment, business and skill outcomes (e.g.</li> </ul>

<p>employment fair at the Lee Valley Regional Park, giving local people the chance to meet a range of potential employers and educational institutions.</p>	<p>apprenterships, training and supply chain opportunities)?</p>
<p>23. The council should work with the Living Wage Foundation and others to make the Meridian Water development a 'Living Wage Zone' and use its wider procurement strategy to actively support decent work and fair pay in Enfield, drawing on existing good practice</p>	<ul style="list-style-type: none"> <li>• Does your project contribute to fairer pay and help reduce the gap between income and living costs?</li> </ul>
<p>24. The council should help free the poorest residents from the burden of problem debts by extending access to benefits advice, support around debt and good credit.</p>	<ul style="list-style-type: none"> <li>• Will your project support the welfare and financial security of Enfield's poorest residents (e.g. debt management, financial aid, signposting to advice etc)?</li> </ul>
<p>25. The council should promote the take up of local people's full benefits entitlements so that households receive appropriate benefits and don't get into debt either through under claiming or by receiving overpayments</p>	<ul style="list-style-type: none"> <li>• Will your project help people to avoid debt and financial crisis?</li> </ul>
<p>26. Working with the council to deliver shared objectives, the voluntary and community sector should have access to council buildings at a low cost in a system that is accessible, transparent and easy to navigate.</p>	<ul style="list-style-type: none"> <li>• Will your project facilitate access to community uses and buildings (including council-owned properties and civic spaces)?</li> </ul>
<p>27. The council, the voluntary and community sector and local businesses should set up a new initiative to promote local fundraising for the benefit of local people.</p>	<ul style="list-style-type: none"> <li>• Does your project have match funding in place or access to other sources of finance?</li> </ul>

Please explain how your project will help put the recommendations of the Enfield Poverty and Inequality Commission Poverty Commission Report into practice (as set out above):

Total points (score): 50%

**Question 2: How will your project contribute to the priorities of the borough set out in the Council Plan?**

- 3.11 Applicants are advised to look at the bigger picture in terms of the opportunities to create more inclusive and attractive places and transform the lives of our communities. The Council Plan: A Lifetime of Opportunities (2020-2022) has undergone extensive consultation with stakeholders, community groups and the public and will provide some useful pointers on how to develop a project or idea.
- 3.12 Projects will need to demonstrate how they meet at least one of the priority criteria outlined below.

Please explain how your project will help achieve the priorities set out in the Council Plan as follows:

1. Good homes in well-connected neighbourhoods
  - Build more and better homes for local residents
  - Invest in and improve our council homes
  - Deliver housebuilding and regeneration programmes with our residents
  - Drive investment to deliver good growth for London
2. Safe, healthy and confident communities
  - Keep communities free from crime
  - Inspire and empower young Enfield to reach their full potential
  - Deliver essential services to protect and support vulnerable residents
  - Create healthy streets, parks and community spaces
3. An economy that works for everyone
  - Create more high-quality employment
  - Enhance skills and connect local people to opportunities
  - Develop town centres that are vibrant, safe and inclusive
  - Craft a cultural offer for Enfield to support London's status as a world class city
4. Climate action
  - Create a carbon neutral borough (by 2040)

Total points (score): 20%

**Question 3: How will your project offer good value for money?**

- 3.13 This fund seeks to support projects that will have a long-lasting positive impact and will continue to deliver benefits to local communities and the entire borough, especially those on low incomes.
- 3.14 Projects should be self-sufficient/sustaining and should not impose additional costs on the council and other relevant partners (e.g. infrastructure providers). Bidders must also demonstrate how any revenue costs associated with each project will be funded and maintained over its lifetime.
- 3.15 In certain circumstances, we may consider paying an additional contribution from the capital budget to facilitate the delivery of a project where it offers exceptional value for money and significant community benefits.
- 3.16 If your project has secured funding from other sources (e.g. crowdfunding initiatives, such as Enfield Now and Enfield Stands Together), this will strengthen your bid. However, match funding or funding from alternative sources (e.g. grants or monies from a larger project) is not a requirement of the bidding process. Where funding has already

been received towards a project or programme, this must be detailed in the application form (see paragraph 3.20 below).

- 3.17 In addition, projects must comply with relevant policy and legal requirements (for example, on road safety, planning policy and environmental health).

Please explain how your project will offer value for money here:

Total points (score): 20%

**Question 4: How will this project address the impact of new development in the area and help support the on-going growth and prosperity of the borough?**

- 3.18 The onus will be on the bidder to demonstrate how the project will support the development and planned growth of the borough. Projects will need to show how they would respond positively to the demands arising from new development in the area (for instance, deliver environmental improvements; better access to community facilities; secure long term maintenance of infrastructure; encourage wider participation of local people to new or existing community activities etc).

Please describe how your project will support the development and growth of the borough here:

Total points (score): 10%

**Delivery & implementation**

**Question 5: Who will deliver and manage this project?**

- 3.19 Funding bids must provide details of how the project will be delivered and managed over its lifetime. This includes:

- the name of the lead partner or organisation (who will manage the day-to-day running of the project); and
- other relevant delivery partners (e.g. infrastructure and service providers).

Please explain how the project will be delivered and managed here:

**Question 6: Can your project be delivered on time and budget?**

- 3.20 In this section, applicants will need to provide a brief timescale of the overall project (including indicative start and end dates and any key milestones).

Please provide a timeline of your project and a breakdown of key milestones here:

Will your project benefit from match funding or alternative and how much funding is in place from alternative sources? If so, please indicate below.

- 3.21 Some projects will require further feasibility work to address technical issues and establish costs. In such instances, it may be appropriate to seek funds through a two-stage bid with funds allocated over more than one year:

Stage 1: feasibility/evaluation

Stage 2: implementation

- 3.22 All applicants must be able to demonstrate that the project can be delivered within the next two financial years: 2020-2021 and 2021-2022.

**Question 7: Are there any risks to delivery of the project and how will you manage them?**

- 3.23 In this section, applicants will need to provide a description of the risks and issues associated with the delivery of the project, and how these risks can be mitigated.

Please explain the risks and issues associated with your project and how you plan to address them here:

**Part C: Next steps**

- 3.24 Once expressions of interest have been submitted, projects that are eligible to receive funding will be assessed and evaluated against the criteria set out in part B above.
- 3.25 **Please note that this funding is limited so not all eligible bids will be accepted.** Every application will be considered on its individual merits.
- 3.26 A panel of advisors from each of the four directorates (People, Place, Resources and Chief Executive) will score the bids and make recommendations via the Executive Director for Place to the Executive Management Team. The final awards will be agreed with the leader of the council as portfolio holder and successful projects will be notified. Details of the projects to receive funding will also be published on our website.
- 3.27 Where bids are successful, applicants will need to keep us informed about the progress of your project once the funding has been made available. Where funding has been agreed in principle or where staged payments are required, applicants will need to provide us with information to justify the funding being transferred. Applicants should continue to provide information until the scheme has been completed and the funding has been spent in full.
- 3.28 All unsuccessful bids will receive feedback on why their bid was not selected. Unsuccessful applicants will be able to apply again in round 2 of the bidding process (in early 2022) to fund the same project.