

## **APPENDIX 1**

This annex sets out the detail of the Meridian Water Community Chest governance and delivery. This annex should be read in conjunction with Cabinet Report 7<sup>th</sup> July KD 5293

### **Fund Governance:**

1. The ultimate decision making as to successful applications remains with the Council via the initial sift for key criteria and scoring assessment of Council Officers within the Meridian Water team prior to the scrutiny and endorsement of those decisions by a dedicated 'Community Assessment Panel' with representation from senior officers across the Departments of the Council, the final decision falling to the Executive Director for Place. The Panel will be supported and assisted by a) three Edmonton Community organisation members and b) the entire application process will be supported by Enfield Voluntary Action – This EVA support will include promotion and full support to applicants and long term monitoring of grant projects.
2. The final formal documentation for the grant scheme (i.e applicant guidance notes; scoring assessment forms; application form templates) will be delegated to the Director of Meridian Water in consultation with the Director of Law and Governance to approve.
3. The final form of legal contract we will ask successful applicant organisations to sign up to will be delegated to the Director of Meridian Water in consultation with the Director of Law and Governance.
4. Any changes to the process in the future are to be delegated to the Meridian Water Programme Director, in consultation with the Director of Law and Governance.
5. The initial funding rounds are funded and enabled by a Community Benefits Contribution from Vistry Partnerships development agreement for Meridian One. Later contributions are in principle agreed from HIF contractors, M2 Developers, M4 contractors and others. The identification of future contributions from MW contractors, developers and future tenants and occupiers will continue throughout the lifecycle of the construction of Meridian Water.
6. The longevity of the Community Chest will be maintained by not only the aforementioned contributions in the future from Meridian Water focussed contractor, developers and occupiers, but officers also continue to explore the option of enabling contributions from the private sector in the wider Edmonton area whereby successful tenderers to the Council's procurement process may also donate funding for the benefit of Edmonton residents.
7. The proposed funding programme identifies the recommendations for local organisations as set out in the recent 2020 Enfield Poverty Commission Report, namely setting criteria that ensures applicants address at least one of the following recommendations:

- to ensure all families have access to healthy food.
- deliver future play streets and school streets so children can play outside safely and air quality is improved
- working together with the community to make public spaces safe to use for people of all ages.
- ensure that all local children are 'school-ready'.
- increase access to ESOL lessons for both the children and parents of families for whom English is an additional language.
- offering a work experience programme, volunteering opportunities and CV writing, matching local young people to the jobs of the future.
- increase volunteering opportunities for unemployed adults to boost skills and develop CVs.
- work with partners to ensure that residents from diverse backgrounds are supported into high quality jobs and do not face discrimination
- extending access to benefits advice, support around debt and good credit.

The use of the Poverty Commission based criteria mirrors that of the Neighbourhood CIL Fund.

8. MW Community Chest funding can be spent on both capital and revenue projects. This could include, but is not limited to:

- employment projects, volunteering and CV writing workshops
- extra curricular education and career prospects support
- youth and other cultural facilities;
- meanwhile uses;
- habitat creation and restoration (e.g. wildlife corridors);
- climate change mitigation and adaptation
- public realm improvement works (e.g. street furniture, cycle lanes, public art and lighting);
- skills and training hubs (e.g. digital technology);
- security measures to reduce crime and anti-social behaviour

9. Full Guidance, application forms for small and large grants with supporting details and scoring assessment forms have been drafted and the final documents to be utilised will be the Programme Director for Meridian Water in consultation with the Director of Law and Governance.

10. Major grants will be paid as follows: one third in advance on signing of legal binding grant contract agreement; one third on receipt of evidence of expenditure, project delivery and monitoring visit and one third at the end of the project. Small grants will be paid 50% up front and then the balance against evidence of expenditure and project delivery.

11. Grant expenditure should focus on the delivery of a stand-alone project. A percentage of funding applied for may support staff, overheads or rent for use of a space for project delivery but no application should be solely towards the core costs of an existing organisation or solely for one item i.e all for a salary, rent or overheads. The budget should represent that of a defined new project.

12. Any application proposing work with young people will have to prove safeguarding is in place. Any application proposing work with the wider public will need to incorporate accessing Public Liability Insurance.
13. All projects (including for smaller grants up to £2,500) will at a minimum need to have: identified project lead person with full contact details, an organisational bank account, a full project description, a fully broken down budget proposal and, at least, the name of a group and associated Terms of Reference / rules setting out the terms of which the group of residents have come together. So an informal group of residents, a PTA, a TRA, a neighbourhood watch group can all apply but need to take steps to group together to be eligible. NB - Full support is being offered by Enfield Voluntary Action to enable groups to come together for this process (as per 33 below)
14. The grant programme will be fully supported under contract with Enfield Voluntary Action. They have excellent links in the active community and voluntary sector within the Edmonton wards, have previously successfully supported and run grant funding programmes for Enfield Council, other statutory bodies and trusts within the Borough. Their role will be reviewed annually re outcomes, reach, value for money and whether there is suitable Council resource but their initial role will primarily encompass:
  - a) Full promotion of the grant funding opportunity to the local voluntary and community sector. This initial promotion period will be supported by Enfield Communications Team; will agree a forms of words to clearly communicate that this funding is from private sector receipts associated with the Meridian Water Regeneration Programme and will consult on and agree a formal title for the grants fund.
  - b) Full support to the sector, particularly to informal groups, to ensure they meet criteria, are eligible or assistance to them to ensure that they are.
  - c) Identification of suitable organisations who might support the Council in sitting on the assessment panel, so that they might comment on the suitability of a proposal for the neighbourhood proposed.
  - d) Undertake (in conjunction with LBE officers where appropriate) monitoring visits, evidence gathering and longer term support to project delivery.The support and expertise is costed at £20,000 per annum, from the Community Chest payment. As above, this arrangement will be reviewed annually against value for money, outcomes achieved and potential alignment with the monitoring infrastructure of the Neighbourhood Fund.
15. The scoring of applications will take place bi-annually by officers of the Council, primarily the Meridian Water team with support from the Corporate Strategy Service as need requires. All projects bids received will be logged, scored against stated criteria and then circulated with evaluation sheets to the 'assessment panel' – the MW Community Chest Panel - for full evaluation. This Panel will convene every six months (bid numbers depending) and will consist of: The Executive Director for Place, four other Senior Officers from across the Council (including those overseeing the Neighbourhood Fund) and three independent community representatives from the three Edmonton Wards. Should any conflict

arise, attendees will leave the scoring panel for assessment and discussion of that application. The Panel will make final recommendations in turn to the Chair, the Executive Director for Place, who will make the final funding decision. The Executive Director for Place will then present the panel's decision to the Executive Management Team. The decision of this Panel is final; there will not be any appeals process. Local Ward Councillors will not be asked to sit on this Panel; rather they will be requested to promote the fund and work with communities in their neighbourhoods to help compile and submit successful applications. Details of projects to be funded will be published on our website.

16. Projects will need to demonstrate compliance with the eligibility and assessment criteria set out in the application form. As a minimum, projects will need to address at least one of the priorities set out in the Poverty Commission report. These recommendations are aligned with those set out in the Enfield Council Plan and have emerged from extensive consultations with the local community and stakeholders.

Project bids will also need to:

- offer value for money;
- contribute to the priorities of the council, as set out in wider programmes; and;
- be one-off projects that do not require additional revenue funding in their delivery or operation.

17. All unsuccessful bids will receive feedback on why their bid was not selected and successful projects notified. Details of the projects to receive funding will be published on our website. The decision of the Panel is however final with no recourse for appeal. Resubmissions will be allowed once feedback has been addressed.

18. Council Services will not be eligible to bid for funds but individual schools within the Borough will be. Bids can match with and/or also submit bids to the Neighbourhood Fund. Duplication will be vetted across funds by officers of the Council.