

AYLESBURY GARDEN TOWN

Community Projects Funding Pot

Grant Applications

(To end of March 2020)

Information, Criteria and Guidance Notes for Applicants

1. Background to the scheme

Aylesbury was awarded Garden Town status by the government in January 2017, as part of the national Garden Communities Programme. It recognised that the town will be one of the key areas for growth over the next few decades and brought with it the opportunity for Aylesbury to evolve with an emphasis on excellence in design and planning, unlocking government funding opportunities to enable the town to achieve this.

A Masterplan, which will set out the framework for Aylesbury Garden Town (AGT), through to 2033 and beyond, is currently being developed and community stewardship is one of the key themes that has been identified, encouraging local people to take greater responsibility for the area in which they live.

The AGT Community Projects Funding Pot supports the principle of community stewardship, by offering grants to voluntary and community sector organisations, within the area of Aylesbury Garden Town, to help them to improve and enhance the local environment. Those who apply for grants through the Funding Pot would be responsible for overseeing the project's delivery and ensuring that there is a commitment to its legacy, through upkeep and maintenance.

The AGT Community Projects Funding Pot is managed by the Aylesbury Garden Town Delivery Board and Team, a partnership of four organisations, Aylesbury Vale District Council, Bucks County Council, the Buckinghamshire Thames Valley Local Enterprise Partnership and South East Midlands Local Enterprise Partnership.

2. Key aims for AGT Community Projects

The emerging Masterplan for Aylesbury Garden Town, sets out a number of strategic targets to help improve the local environment and encourage a more sustainable way of life. In line with these, the AGT Programme Delivery Team and Board has agreed that community partnership projects should meet at least one of the following:

Funding Criteria:

- ❖ Improve or enhance local green infrastructure
- ❖ Increase the delivery of biodiversity net gains (increase/improve wildlife habitats)
- ❖ Promote and support healthy living in the local community

3. Types of grants available

Applications are invited for grants up to a maximum of £3,000 each. The application must demonstrate that the project will meet at least one of the agreed funding criteria. The final date for making an application is 14 February 2020. All grants will be allocated by the end of March 2020, when this funding round closes.

4. Who can apply?

Any voluntary or community organisation may apply provided that it fulfils the basic eligibility criteria in the checklist below. Your organisation **MUST**:

- Operate within Aylesbury Garden Town (see map in section 8)
- Provide services that support at least one of AGT's criteria, as listed above
- Be "not for profit" with clearly stated aims and objectives
- Have a formal constitution, set of rules, or articles of agreement
- Operate with no undue restrictions on membership
- Have a bank account requiring at least two unrelated signatories
- Have a volunteer management committee with a minimum of three unrelated members that meets on a regular basis (at least 3-4 times per year), or be a registered CIC and can provide copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association and a copy of your latest annual Community Interest Report
- Fulfil legal and financial obligations, including the production of accounts, Health and Safety, Safeguarding, insurance and compliance with employment legislation, good practice and data protection
- Have an equality policy in place, or if not sign to confirm on the application form that you will follow the AGT equality principles as set out on page 7 of the application form
- Be able to meet AGT's requirements for performance monitoring (see Section 6)
- If your organisation is not connected to the Town or Parish Council, please ensure they are aware of your project

5. What Aylesbury Garden Town will and will not fund

We will not fund:

- Projects, that do not meet **at least one** of AGT's funding criteria (as detailed in Section 2)
- Projects which take place outside the boundaries of Aylesbury Garden Town (see map in Section 8)
- Individuals
- Organisations which aim to distribute a profit (to shareholders or other organisations)
- Defibrillators or community transport schemes
- Organisations with no established management committee/board of trustees
- Fundraising events and activities, or organisations fundraising for outward distribution to other service providers

- Retrospective applications ie where the project has already commenced or been completed
- Incomplete applications

This list is not exhaustive and applications may be considered ineligible, or declined for other reasons.

6. Outcomes in return for funding

AGT would like to know how each organisation has delivered its project to see how the funding is making a difference to individuals and communities. We would therefore require a report to outline the success of the project against a framework agreed with each of the individual organisations.

Monitoring requirements include a short form to be completed within three months of the award together with the submission of all the relevant invoices/receipts and at least one photograph that can be used by AGT for publicity purposes. Please be aware of the safeguarding of children and vulnerable adults and ask permission of those in the photograph for possible use in publications.

If your application is successful a Funding Agreement will be sent to you to be signed and returned to the Community Projects Lead. It will include a requirement that Aylesbury Garden Town's funding for the project is clearly identified to the local community and in all publicity about the project and by displaying a plaque with the Aylesbury Garden Town logo, or stickers, whichever is most appropriate.

Please note, funding cannot be used for another purpose if the project fails to get underway.

7. When and how to apply

The closing date for funding is 14 February 2020. There is a finite amount of funding available and awards will be considered on a rolling basis. We will also be looking to allocate the grants across a wide area of Aylesbury Garden Town, so this will also be considered when deciding which projects to support.

To apply for a grant, you need to complete an application form. Application forms are not available online. Please request an application form by emailing Ceri Perkins, Community Projects Lead at cperkins@aylesburyvaledc.gov.uk and give a brief description of your project/service and how it meets AGT's funding criteria.

Supporting Documentation – please ensure copies of all the required documents are submitted with your application form, including a clear budget and funding details and a project delivery plan (for full details of required documents, see Application Form).

Please complete the application form with care. If a question is not fully answered, or your application is incomplete, your score may be reduced, or your application declined or deferred.

To submit your final application, please email a signed copy of the application form and all the supporting documentation in MS word format (not pdf) to cperkins@aylesburyvaledc.gov.uk

If you are unable to email the application, you may post a hard copy, with accompanying documentation to:

Ceri Perkins
Community Projects Lead
Aylesbury Garden Town
The Gateway
Gatehouse Road
Aylesbury
Bucks HP19 8FF

8. How will your application be assessed?

Your application will be assessed and scored by the Community Projects Lead and a recommendation made to the AGT Community Projects Panel, consisting of three representatives of the Aylesbury Garden Town Delivery Board and Programme Delivery Team, who will make a final decision on whether the application has been successful.

Scoring

It is important to complete every section of the application form. To be successful you will need to demonstrate that your project is well planned and that your organisation is capable of managing it successfully. This includes the financial sustainability of the project or service on an on-going basis and a demonstration of what will happen when the funding has been spent.

Please answer the questions as fully as you can and ensure your project meet all the eligibility criteria set out in Section 4.

Your application will be scored against the following information provided on the application form:

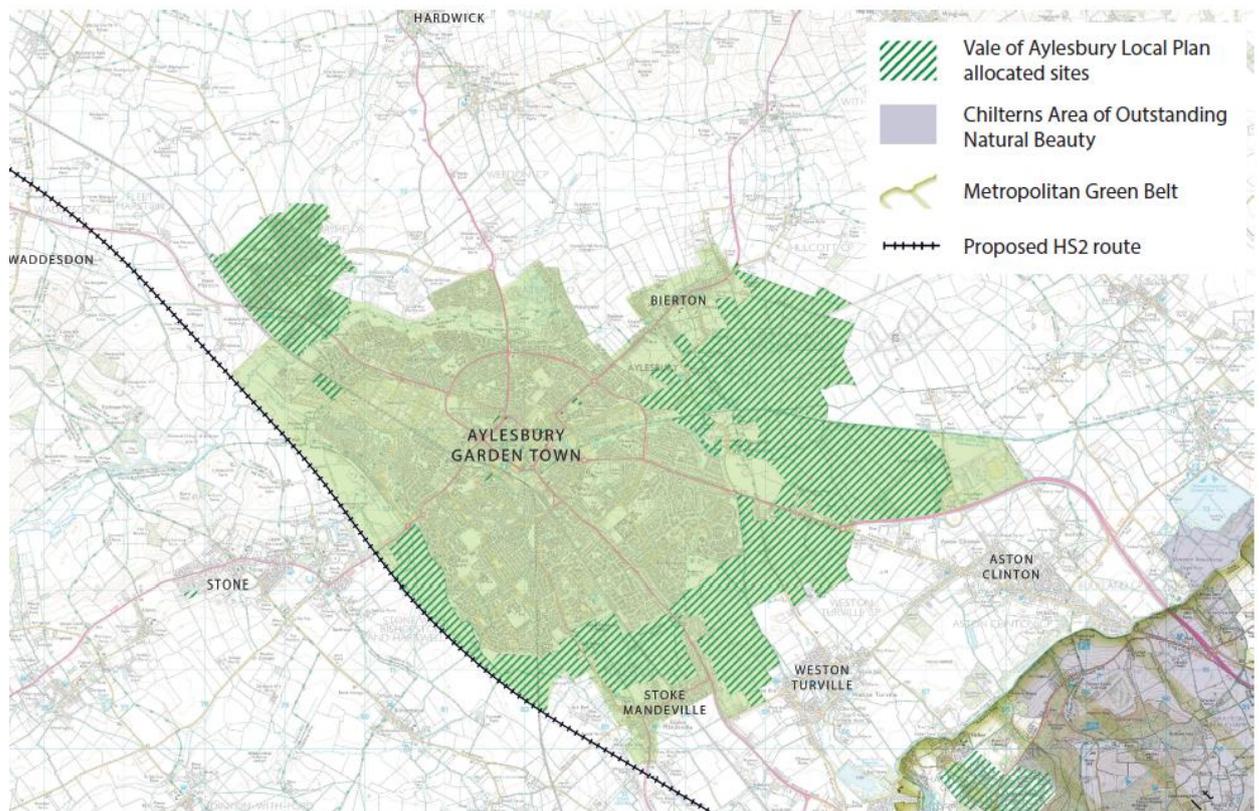
- Set out a clear project summary (Q18) and complete sections a, b, c and d, with a good project plan
- The community benefit (Qs 20/21) eg does it benefit a single group/sector of the community or the whole community? How many people does it benefit? Does the project overcome barriers to social inclusion, or improve quality of life for residents – there will be bonus points in this category for projects which encourage community cohesion, for example
- The expected long-term benefits of the project (Q23)
- It provides a good opportunity for volunteer involvement - community stewardship (Q25)
- You have evidenced a clear plan for the project with a budget breakdown, estimates and costings (Q26)
- Funding the project (Q28a &b)
- There is a plan in place for maintenance of the project once the funding has been spent (Q29)

Each of the above areas will be scored out of 5 and a score of at least 2.5 is required in each area to be considered for funding. If your answers are very brief, you are unlikely to score highly. There will be up to 2.5 bonus points if you include a clear project plan with predicted timescales and clear outcomes and social impact (Q18). There will also be up to 2.5 bonus points if your project aims to improve inclusion and accessibility (Q20/21). The total maximum score is 40.

We are looking for well-planned, sustainable projects which will be maintained into the future. We aim to ensure that the funds are allocated to projects that are distributed across the AGT area and that a diverse cross section of the community can benefit from the Community Projects Funding Pot. If we have already funded other projects in your community, this may be a reason for rejecting your project at this time.

Boundary Area for Grant Application

Locations for community projects must fall within the green and/or green striped Aylesbury Garden Town area



Please contact cperkins@aylesburyvaledc.gov.uk if you would like to clarify whether your project is within the Aylesbury Garden Town boundary.

9. What happens next?

It is our aim to make a decision on an application within 6 weeks of receiving it. We will then contact you and if an award has been made, we will send you a funding agreement stating the conditions under which the grant is offered.

Once you have signed and returned your Funding Agreement, payment of your grant will be made by bank transfer, according to the timescales and monitoring requirements indicated on the Agreement.

Please be aware that there is no guarantee of funding.

Please contact the Community Projects Lead at cperkins@aylesburyvaledc.gov.uk if you have any questions.