

Thurrock Council

Community Environmental Development Fund (CEDF) guidance for applicants 2019/20

1. Community Environmental Development Fund

The Community Environmental Development Fund (CEDF) is designed to support communities within the geographical area of Thurrock, with a focus on public involvement and support to identify community-led solutions that will:

- renew, improve or create a capital or fixed asset – that is, land, buildings or equipment
- improve the appearance of the borough
- transform or improve the quality or safety of residential streets – for example, repair of paths, practical solutions to prevent fly-tipping

This fund is developed with the intention of making a real difference to the quality of life of people living in Thurrock. Applicants are encouraged to be both imaginative and innovative in designing bids that will impact positively on as many members of their respective communities as possible.

This is a capital budget and is restricted to infrastructure improvements and cannot be used to support revenue costs. It is the intention of the panel that the funds will be used to support more than one project in Thurrock.

Two application forms are available – one for requests that are below £10,000 and one for larger grant requests.

2. Types of proposal the grant scheme will assist

This grant scheme aims to support projects and activities that are able to evidence that they:

- meet a community need
- are value for money
- are well planned, consider potential risks and will be well managed
- have long-term benefits
- make a difference to the community
- can get 10% of capital funds from another source
- can keep going without further funding from the council
- have expenditure that can be accounted, with evidence through receipts

Projects showing a financial contribution of more than 10% from sources other than the CEDF will score higher than those seeking 90% CEDF grant funding.

3. Types of proposal that are ineligible for grant scheme assistance

Examples of ineligible proposals include those that relate to:

- fundraising events
- campaign activities
- administrative costs

- recoverable VAT
- projects or activities that have already taken place
- projects with no long-term sustainability
- on-going maintenance costs of project supported by the CEDF
- organisations that failed to meet the terms and conditions of funding from previous years
- projects relating to the purchase of Christmas Lights where the grant value will exceed £10,000

4. Who can apply

You can apply for the CEDF if:

- a community group with a constitution or set of rules that clearly define your group's aims, objectives and procedures, and with a bank or building society account in the name of your organisation that requires at least 2 signatures on each cheque or withdrawal
- an individual with a constituted community group that is able to take receipt of the grant, with a bank or building society account in the name of the group, requiring at least 2 signatures on each cheque or withdrawal

5. What a constitution should include

A constitution should include:

- an organisation's name, aims and objectives
- details of how it achieves those objectives
- details of how its committee is elected or appointed
- details of how people can join the organisation
- details of what will happen to the assets of the organisation if it closes
- the date when the constitution was adopted and signed on behalf of the organisation

6. Financial information

Please provide as much detail as possible about the actual or estimated cost and the actual or estimated funds to be raised from other sources.

All projects are required to raise at least 10% of the total capital cost via resident contributions or a grant from another source. Projects showing a larger financial contribution will score higher than those seeking 90% CEDF grant support.

Bids seeking for external funds from a number of sources must have a good indication of when the outcome of other applications will be known. Funds from CEDF that are dependent on other sources of external funding will only be held for 4 months from the date of an offer letter.

7. When to make an application

It is a requirement of this grant scheme that all applications for grant assistance are submitted prior to your project commencing.

Applications will be invited from Monday 11 March 2019 up to **5pm, 31 May 2019**.

The awards panel will assess applications from July 2019.

It is the intention of the panel that the funds will be used to support a variety of projects across the borough benefitting as many residents as possible.

Incomplete applications will be rejected. Applicants are expected to answer all questions in full and to gather all necessary information prior to making an application.

8. Where to get an application form

Applications are available on thurrock.gov.uk/cedf

Alternatively, an application pack can be requested from the Community Development and Equalities Team by email to community@thurrock.gov.uk or by telephone to 01375 652 486. Technical support to complete the application is available from community@thurrock.gov.uk.

9. Application process

Once you have completed your form please send the completed application to community@thurrock.gov.uk or post it to (ensuring you retain a proof of postage):

**Community Development and Equalities Team,
Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL**

On receipt of your application:

- the Community Development and Equalities Team will check if it is complete and make sure all the necessary information has been enclosed
- we will acknowledge receipt of your application within 5 working days or return it if it is incomplete – **please contact our office if you do not receive an acknowledgement** as we cannot accept responsibility for applications that have not been acknowledged
- the application will be scored by a grants panel – all grants will be considered on the merit of the application, and it is the applicant's responsibility to make sure all relevant information is provided to support their bid
- successful applicants will be sent a grant offer letter, after which a grant funding agreement will be developed in consultation with the applicant
- no funds will be released until the grant funding agreement is signed by both parties – applicants should not meet any costs until the agreement is signed
- once the community group has accepted the terms and conditions of the grant and returned the grant funding agreement, the grant will be paid directly into the group's bank account, with larger grants likely to be paid in stages
- you must comply with grant conditions and use the grant only for the purpose set out in your application form
- you must complete a project evaluation form and a certification of expenditure form together with details of all relevant expenditure within 3 months of the project completion date, and no more than 12 months from the date of the grant funding agreement – grants may be clawed back if we do not receive this information or there are discrepancies arise from the original project application

Only 95% of grant funding will be released to projects receiving a grant over £20,000. The remaining 5% will be released once a project evaluation form and supporting information have been received, so you should make arrangements to meet this condition.

Applications received after the closing date will not be considered.

10. If your grant application is unsuccessful

We will tell you the main reasons why in a letter. You may contact community@thurrock.gov.uk for advice and further assistance at this time.

Where we are unable to support a funding bid submitted to CEDF, we will try to help you find alternative funding opportunities.

11. Completing the form

Please complete the application form in full, providing as much information as possible about your idea and how this might benefit your local community.

12. How to estimate the cost of the project (Section 8)

Section 8 of the application form asks three questions relating to the cost of your project. When estimating a cost:

- think about the different elements of the project, and the various costs of each element – it is useful to break this down as much as possible, and to show all costs
- your total cost (section 8.1) should include everything you think you will need to spend to achieve the project – you can include any staff or revenue costs but please be clear that these costs cannot be met through CEDF, which is a capital programme
- you must show the amount you are requesting from the CEDF (section 8.2)
- you must estimate how much you might be able to contribute (section 8.3) – your project must raise at least 10% of the total capital cost via resident contributions or a grant from another source, and match funds must be independent of other council funds
- projects that show a larger financial contribution will score higher than those seeking 90% CEDF grant support
- you must provide a range of quotes to show that you have considered value for money and the best supplier for your project – you must provide at least 3 quotes based on the same description, with more quotes expected for larger applications, depending on the amount
- you do not have to have the funds at this point – we are keen to know what you expect you might be able to raise as a match fund, and know some groups will be waiting to hear back from other funders that they have approached with bids

Bids seeking external funds from a number of sources must have a good indication of when the outcome of other applications will be known.

Funds from the CEDF that are dependent on other sources of external funding will only be held for 6 months from the date of an offer letter.