

Catford South Local Assembly funding: guidance notes and important information – please read in full

You are invited to make an application to the 2018-19 Catford South Local Assembly Fund. The deadline for submitting all applications is Sunday 30 September 2018 at 11pm.

Section A – What is the Catford South Assembly's funding focus for this year?

In June 2017 we used the Love Catford website, Facebook, email, events, assembly meetings and face to face discussions to find out what matters most to local people. This was done to ensure we help deliver our funding to the right kind of local projects for 2018–19. Our priorities stand for three years.

The priorities identified have been grouped into seven themes.

We are hoping that you are able to come up with some exciting and creative projects around the themes and apply for this year's fund.

The priority themes

1. Improving the Cultural offer in Catford South

This includes: developing more opportunity to access the Visual Arts, Film, Theatre and Music through artist and event development as well as increasing chances to access these in the local area. It also includes making the night time offer for adults better.

2. Increasing opportunities for Older People Catford South Community

This includes: developing activities events, and support for older people to live well and remain an active part of the Catford South community, with a particular focus on health and maintaining independence, and work to make the area dementia friendly.

3. Developing more activities for Children and Young People in Catford South

This includes: developing activity for under 5s, 6–12 years, teenagers and young adults. We are especially interested in funding projects for 8 years plus

4. Improving Catford South for Residents

This includes: noise nuisance, Fly-tipping, Litter and Bins, street cleaning and general greening through planting trees and flowers

5. Improving the Catford South Environment

This includes: Parking, Idling, CPZs, Air Quality, Cycling Provision, and general traffic issues

6. General things that matter to Catford South Residents

These include Crime and Safety, Funding Opportunities, Volunteering Opportunities and Supporting Local Business. These opportunities are harder to find funding for but matter very much to local people. These will be given focus through local activity and the assembly as well as finding space on Love Catford Website

7. Other

If you think there are creative ideas for projects not covered by the above then do feel free to make an application.

Important general information

- This year's funding will accept applications from any of the assembly priority themes.
- The coordinating group reserve the right to allocate the councillor's discretionary funds or directly commission activities under these priorities.
- We welcome applications for all ward priorities. Any project that makes a difference in Catford South, based on the priorities, is encouraged and will be assessed fairly.
- If you have previously received funding you are welcome to apply again. However we are **unlikely to offer continuation funding** for a project funded in 2017-18, unless a significant number of different beneficiaries can be evidenced and the project shows significant development from ones previously funded.
- Do remember that the coordinating group hope to fund projects covering all the themes, therefore only one project **may** go forward under each theme **depending** on amount and quality of applications made.
- Projects should show maximum benefit for the Catford South Area, residents, students, businesses and community groups. We are unlikely to consider bids from outside the ward, unless they can show impact for local Catford South people.
- The Assembly coordinating group may consider commissioning projects directly, where need is evidenced within the community.
- The Assembly coordinating group may **not** put applications forward to the assembly if they feel they are not covering a specific identified need or gap in the community, or that other projects are better suited to the priority.

Section B – Funding Detail

- The Assembly has placed a £2,500 guidance only, upper limit for projects. Projects will only be considered for a higher bid where they demonstrate exceptional and significant, lasting impact on the area. There is £15,000 available in total, £2,500 of which is from the Councillor's Discretionary Funding and can be allocated accordingly
- The Assembly Fund can be used as seed funding, but complete projects are preferred
- Applications must show value for money and budgets should be well thought through, realistic and detailed where possible.
- Organisations are welcome to bid for more than one project but must demonstrate that they are capable of managing these.
- Individuals can apply, only if they can evidence a partnership with a constituted partner organisation. All agreements need to be brokered between organisation and individuals prior to application and must agree all detail, including financial arrangements, between the two.
- All deadlines must be met

Section C – The Application form

- You must use the correct application form, available to download on the website or from the Catford South Coordinator
- Make sure you fill out all sections – your application may be discarded if this is not the case
- Ensure you keep your application specific and to the point about the project you are bidding for. Give enough detail, but be brief and direct where possible.
- Full contact details must be included for the lead person managing the bid and any partner orgs.
- Applications should be sent to the Catford South Coordinator
lucy.formolli@lewisham.gov.uk
- You will receive receipt email for applications received. **If you do not receive a receipt email, it is your responsibility to follow up before Monday 1 October 2018 – if you do not follow up, you may risk your application not being taken forward for assessment**
- Unfortunately, application forms can only be accepted via email – If you have any problems with this, please contact your coordinator
- Please ensure you read the important information on the application form (pages 6–8)

Section D – Additional Document requirements

If your project is successful at a full vote, Lewisham Council will need evidence of a number of documents before they release any funds. We are strongly suggesting that you think about these documents before making a bid and ensuring you are able to meet all requirements. This includes:

- constitution, terms of reference or governing document
- public liability insurance certificate
- health and safety policy
- equal opportunities policy
- risk assessment(s) (template available online)
- Disclosure & Barring Service (DBS) checks (previously CRB checks).

Most organisations will have the above as standard, if you do not have these then please look into this before making a bid – your coordinator is happy to help and advise you on the documentation you need when you are making your application. We also encourage you to submit the required documents with your application, if you are able to do so.

Section E – How will the assembly decide what projects to fund?

The Catford South Coordinating Group will be responsible for assessing all applications based on the information/selection criteria above and will agree applications to go to the full assembly meeting for vote. This may be a vote on all the projects as a block, or a vote on individual projects, depending on how many have gone forward to the assembly. All conflicts of interest will be declared.

Anyone from the Catford South Community is welcome and encouraged to be involved in the decision making process. If you want to be at the meeting please contact your coordinator before the application deadline.

What will happen next?

If your project is not being taken through to the assembly, you will be notified of this prior to the next Assembly meeting via email. Unfortunately we will not be able to give individual feedback.

You may be invited to make amendments to your project/budget in order to make it viable. Please be available to do this or your project may not be taken forward

If your project is being taken to the assembly, you must be available to either deliver a presentation, or be a part of a marketplace event (an information stall) at the next assembly meeting to be held on Monday 12 November 2018 from 6.30pm.

If your project is being put forward to the assembly, you must provide the coordinator with no more than 250 words that detail your project by **no later than Wednesday 31 October**. This will be provided to attendees on the night to help inform their decision. Failure to provide this information may harm your chances of being successful in the vote on the night of the assembly.

Please ensure you read the important information on the application form

Note: By submitting an application you're agreeing to adhere to these guidelines and criteria.

We are excited to receive your applications and hear your project ideas – good luck!