

Local Area Fund Guidance Notes

It is important that you read these guidance notes before you complete the application form.

Thank you for your interest in the Local Area Fund. These guidance notes will help you to provide all the information we require to enable us to consider your application.

If after reading these Guidance Notes you are unclear about whether your application meets our criteria, please contact the Community Grants Officer who will be pleased to help you. Contact details are listed in the 'Key Contacts' section below.

PLEASE NOTE: As part of the application process you are required to discuss your proposal with local Ward Councillors and obtain an initial endorsement for your project. An initial endorsement is not a guarantee that a project will be successfully funded. Lead service officers within the Council can also provide advice and extra guidance and support as well as talk through your ideas. Please contact the Community Grants Officer to access this help, if needed.

Please complete the electronic version of the application form. Paper copies of the application form are available from the Community Grants Officer if required. If you complete your application by hand, please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

In order to speed up the application process it is recommended that you submit your application by email and instructions can be found under the 'Submitting Your Application' section. Applications submitted by post are accepted, but this process can be slower. If you intend on submitting an application by post, please notify us in advance and we will provide you with the address details.

If you need support with completing an application or require a large print version, please get in touch and we will see how best we can help you. Email localareafund@richmond.gov.uk or call 020 8831 6297.

Further Advice and Support

Richmond CVS is a local charity which provides support, advice and training in all aspects of charity, community and voluntary activity for Voluntary Sector organisations in the London Borough of Richmond upon Thames. They can provide specific support to help you develop your project, plan and apply for future funding and develop the sustainability of your project. For more information please visit the [Richmond CVS](#) website.

Habitats & Heritage is a local charity that assists people and organisations who protect and enhance the environment. They help environmental groups to start, operate, find

volunteers, raise funds, get insured, share good practices and collaborate. For more information please visit the [Habitats & Heritage](#) website.

Sport Richmond offers advice and resources to clubs, voluntary sports organisations and athletes to promote sport and physical recreation. For more information please visit the [Sport Richmond](#) website.

Richmond Business Hub provides an online portal of resources support, advice and guidance which is useful for social enterprises. For more information please visit the [Richmond Business Hub](#) website.

Local Area Fund focus and priorities

The Local Area Fund is intended to support local initiatives, helping launch new ideas and developing projects to make a positive difference to our borough.

Through this fund we want to engage and empower individuals and groups to improve their local community. We are open to innovative ideas that reflect local priorities and support residents to make Richmond a vibrant and sustainable place to live.

Covid-19

Covid-19 has had a widespread impact and on how we all deliver services and support local people. We welcome applications that help to rebuild our communities following on from Covid-19, connecting people and finding new ways of supporting others and creating a borough that is a great place to live, work and study.

Applications to the Local Area Fund will also need to demonstrate how they can be provided within Covid-19 public health and government guidelines.

The broad priority themes for the Local Area Fund are listed below. Applications should meet at least one of the themes:

- **Enabling local people to develop, agree and deliver their own responses to local issues and building stronger communities**
- **Making public places more attractive, enjoyable and distinctive**
- **Supporting local initiatives that address the causes of climate change and minimise the environmental impact of carbon, waste and pollution to protect the future of our borough and our planet.**
- **Initiatives that promote the vitality of our town and neighbourhood centres**
- **Widening participation in sports and physical activity**
- **Enhancing the artistic and cultural offer and protecting the borough's heritage**
- **Improving Health and Wellbeing**
- **Crime prevention**
- **Improvements to community assets and the physical realm**

Eligibility

The Local Area Fund eligibility criteria:

- Funding for revenue or capital expenditure which addresses the identified priorities
- One-off expenditure with no expectation of future funding
- Projects costing a minimum of £100 and less than £10,000
- Projects benefiting residents of the London Borough of Richmond upon Thames
- Financially solvent organisations
- Applications from: individuals, informal groups, voluntary groups, registered charities, constituted groups, community interest companies and social enterprises. Funds will only be paid to organisations (including partner organisations) with a bank account that has a minimum of two non-related signatories

We do **not** fund:

- Projects that are not for the sole benefit of residents of the London Borough of Richmond Upon Thames
- Political activities
- Funding for lobbying or campaigning
- Activities that promote religion or faith (faith groups can apply for projects that are not religious or faith-based and they should demonstrate the wider community benefit)
- Statutory activities/requirements (including funding for core school functions)
- Individuals where the project is for personal benefit
- Businesses, unless they have a lead partner who is either a charity or social enterprise and they are applying for a not-for-profit project
- where the project is for private gain or is profit-making
- Projects or activities that would be unlawful for the Council to support
- Projects that could mean the authority may not comply with the [Public Sector Equality Duty](#)
- Applications which are fundraising in nature
- We do not fund retrospective activities or feasibility studies, however in some exceptional circumstances funding may be granted if Ward Councillors decide the project meets the Local Area Fund priorities in a significant way

Completing the application form

Before filling out the application form please read the **checklist** and ensure all the boxes are ticked before applying. Applicants should have all the relevant documentation and information ready to hand before writing their application.

Please think of a name for your project and detail the amount of funding you are seeking. Requests for funding should be for **less than £10,000**. Also select the ward area the project relates to, a maximum of two wards can be selected if the project is on a ward boundary or has a wider reach.

ABOUT YOU/YOUR ORGANISATION

1 - 3. Are you applying as an individual or as a group / organisation?

If you are an individual then you will need to apply in partnership with a group / organisation that has a formal governance structure such as a constitution and who would be happy to hold the funds on your behalf; please give your name, and the name of the group / organisation who is supporting your project.

4. What is the Legal Status of the group / organisation?

Please state the legal status of the group / organisation and provide the registered charity and / or company number, if applicable.

5 – 8. Your details

The person named on this application will be deemed as the person responsible for making the application. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address, please provide this as it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.

ABOUT YOUR PROJECT

Please adhere to the **word counts** indicated in the question answer boxes, as any words over the limit will be deducted. For questions 9-12 it is recommended that you provide as much detail as possible without exceeding the word counts.

9. Describe your project and what you will do? (please see the eligibility criteria above for ineligible projects)

Please describe your project in 300 words or less. Please think about a summary which clearly defines your project's aims, objectives and activities. E.g. *We are requesting funding to run 12 coffee mornings once a month, for 2 hours, supporting up to 30 isolated older people.*

10. What difference will your project make?

In what ways will the project benefit the ward? E.g. think about what will change for the better in the ward because of your project.

11. Why is your project important to the ward(s) where it will take place?

What are the main outcomes of your project? Why is it needed? E.g. what do you hope to achieve through your project? Who will benefit from it?

12. How do you know the project is supported by local people and is inclusive?

What is the wider support for the project? How have local people expressed their support for it? How is the project inclusive to all residents (e.g. meeting [equality and diversity](#) outcomes)?

13. Who have you consulted with to demonstrate the need for your project?

Please describe who you have engaged and consulted with about your project, and how this was carried out e.g. local people, Friends of Groups, trustees, user groups. Provide a summary of the feedback.

14. Have you obtained an initial endorsement from a Ward Councillor(s)?

Attach any endorsements and feedback from Ward Councillors with the application when you submit it, such as email correspondence. Also describe any conversations you have had with Councillors about your project and any feedback they have given. Please, be aware that an initial endorsement is not a guarantee that a project will be successfully funded

15. What is the estimated start and finish date for the project? Please include the key stages or “milestones” in running this project

We are unable to consider projects that have already taken place; please ensure you have allowed enough time between submitting the application and when you would like to start the project.

Please also state the key stages or “milestones” of your project so that we can understand how you have planned the project. Your project will need to start within 6 months of the date the grant is awarded.

ADDRESSING ISSUES AROUND COVID-19

16. Does your project specifically address the impact of Covid-19 in the context of meeting the priorities? If so, how?

What emerging issues are you addressing due to Covid-19 or how has your project been designed to meet the constraints of Covid-19?

17. How will you ensure the safe delivery of your project within Public Health guidelines on Covid-19?

What policies and procedures do you have in place to mitigate risk from Covid-19 in line with Public Health guidelines?

MANAGING THE PROJECT

18. Who will manage and be involved in the delivery of your project?

Please describe who will be responsible for managing and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project.

19. Does your project require permission from a third party and if so, has this been obtained?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. local authority, planning permission, private individual/company. An example of the permission you might require is described below:

- A conservation group wants to develop a project on some local common ground, they would need to contact the local authority's Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.
- For buildings, planning permission or change of use may be required and a land registry search may be necessary to check on any covenants or special conditions for development
- You must ensure that you have the relevant permissions and paperwork in place before you apply.

If you are unsure whether you need to seek permission for your project, please contact the appropriate lead service officer within the local authority or the Community Grants Officer who can signpost you to the relevant Council department (see the 'Key Contacts' section below).

FINANCES

20. Have you applied to other funders for this project and if so, what was their response?

Please give us the specific name(s) of other funders you have applied to in relation to your project, and what the outcomes were. If you have been awarded other funding towards the project costs, or if you have a grant decision pending, please indicate when you will know the outcome.

You will need to demonstrate why you cannot fund this project from your own resources. In some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other funders, the lottery grant, your own fundraising efforts.

We will also take into consideration whether your proposed project or service is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

21. How much is your project going to cost and how much do you need from the Local Area Fund?

How have you arrived at the amount you are requesting? Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards. If you have received match-funding please state how much, and where this is from.

We expect you to have obtained quotes for goods/services, and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. Staffing costs must be short, fixed term and incurred because of the delivery of the proposal. e.g. building project manager

For capital purchases or works we require you to have obtained a quote which will be evaluated by the Council, unless the works are to be carried out by the Council. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent.

You will be required to sign a Funding Level Agreement for any grant awarded.

In-kind Match Funding

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Local Area Fund. In-kind match funding is a noncash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2021 (ASHE) Median hourly pay – gross, for all employees in Richmond upon Thames. This provides an hourly rate of £24.04. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

To calculate volunteer time

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£24.04) = value of volunteer time.

For example:

Total hours per week volunteered (per volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of volunteer time
7	5	35	40	£24.04	£33,656

Payments made from the Local Area Fund will fund actual expenditure of the proposal and not the in-kind elements.

22. Will your project generate any income? If so, how much?

Is there any income involved in your project (e.g. ticket sales, course fees, memberships fees etc)?

23. Please identify any on-going costs, including maintenance, and who will be liable for these costs

If on-going maintenance is required from the Council, then you must have the agreement of the relevant service lead in place before applying.

24. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?

For us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. We are unable to proceed with your application if this is not the case. Please contact the Community Grants Officer to discuss options.

25. If the project will continue beyond the timescale for which you are applying for a grant, how will you fund this?

This fund is not designed to fund ongoing projects, so if this is an ongoing project or a pilot project you will need to demonstrate that you will not be reliant on funding from the Local Area Fund in future years to continue to deliver your project or services.

26. Any other comments you would like to make to support your application?

Please state any other comments you may have which you feel would aid the assessment of your application.

DECLARATION

Agreement: Your understanding of the grant condition

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

Supporting Documents

Accounts

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 12 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful you will be asked to provide evidence of recent income and expenditure e.g. bank statements or a budget forecast.

Children and Vulnerable Adults

All applicants including individuals should submit a safeguarding policy / statement outlining how children, young people and vulnerable adults will be kept safe. As a minimum, you must have a policy that explains how you make sure of this and you must ensure that the policy is put into practice. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Disclosure and Barring Service (DBS) clearance, as well as completed safeguarding training. It is recommended that if you are working with both children and young people and vulnerable adults you should have two separate policies for both groups.

Reporting Safeguarding Incidents

The safeguarding policy should also include local reporting information for Richmond:

If you have a safeguarding concern about a child, please contact the [Single Point of Access](#). This is not a general contact number and should only be used if you have a safeguarding concern. Call Single Point of Access – 020 8547 5008 or out of hours emergency number 020 8770 5000. If you think a child or young person is in immediate danger call 999.

If you have a safeguarding concern about an adult, please report it online through the council [Report adult abuse](#) website or contact the Adult Access Team - 020 8891 7971 or out of office hours emergency number 020 8744 2442. If emergency help is needed dial 999.

Available Safeguarding Training

- [Safeguarding Children: Basic Awareness \(Level 1\)](#) training is available for free through Kingston and Richmond Safeguarding Children Partnership
- [Training and Development Portal](#) available through Richmond Council provides free e-learning courses including Safeguarding Adults (1 hour introductory level)

Guidance on the development and implementation of safeguarding policies is available from [Richmond CVS](#) or [Kingston and Richmond Safeguarding Children Partnership](#).

Monitoring and Evaluation

If your application is successful you will be required to complete a short monitoring and evaluation form at the end of your project. A copy of the monitoring form will be sent out to successful projects and can be seen by request.

Submitting Your Application

Please submit a signed copy of your application with all your supporting documents to: localareafund@richmond.gov.uk

Please mark the subject line as 'Local Area Fund application' followed by the ward name.

How your application will be assessed

During our assessment we will look at how well your project fits the fund priorities. We will also look at the following to help us make a decision:

- The need for the project
- How your project will benefit local people
- The impact your project will have and the difference it will make in the selected ward(s)
- Your organisation's financial position
- The sustainability of your project / organisation
- If we have funded you before
- The level of grant funding requested and the total cost of the project

Key Contacts

Ben Smitton, Community Grants Officer: 020 8831 6297 / localareafund@richmond.gov.uk
Harriet Steele, Senior Project Officer: 020 8487 5259 / localareafund@richmond.gov.uk