

The Councillors' Community Initiative Fund Guidance 2009/10 Round 1

Introduction

The Councillors' Community Initiative Fund (CCIF) is a small grant programme available in each ward of the City. Applicants can apply to run projects which primarily benefit residents in a single ward. The Fund is administered by the City Council's Community Resources Unit (CRU).

Eligibility

In order to apply organisations must:

- Be a not for profit voluntary or community groups which are independent of the statutory and private sector
- Have a governing document (usually a constitution) which includes the name of the group, clauses about objects, meetings, finance and dissolution and which is signed by two committee members. But see below about 'hosting' arrangements.
- Have a bank account in the name of the organisation with 3 available unrelated cheque signatories two of whom sign each cheque
- Be for community benefit, but not necessarily a registered charity. (For more informal groups e.g. a group of local pensioners, users of a local park, a group of parents it may be possible to get a local charity to 'host' the grant for them.)
- Benefit Liverpool residents only
- Be able to commit grant expenditure by 31 March 2010.
- Have in place any additional funding needed to make the project viable at the point of application if the proposal costs more than the amount requested from CCIF
- Promote equality of opportunity and ensure they have considered how their project is accessible to all.

Exclusions

The following are excluded from CCIF:

- Applications from individuals
- Social Care / Health Care

- Permanent Staff salaries
- Purchase of vehicles
- IT Equipment
- General Appeals/Fundraising
- Overseas travel
- Schools
- Registered Social Landlord's
- Purchase or consumption of alcohol
- Previous grant holders that failed to return CCIF 2008/09 evaluation forms.

Scope

The scope of the Councillors Community Initiative Fund is deliberately broad; it is to enable the Council to support local communities to run events/activities or improve facilities that will enhance the well-being of local residents.

However greater priority may be given to:

- First time applicants
- Projects involving volunteers
- Organisations who are based in the ward to which their application relates

Lesser priority may be given to:

- Applications for which other small grant funds are potentially available

We are particularly keen to support:

- Intergenerational activities especially those which may reduce isolation
- Projects that will develop stronger communities-people working together to tackle issues in their neighbourhood
- Projects that have long lasting benefits
- Projects that relate to plans for your neighbourhood that can be viewed at :

http://www.liverpool.gov.uk/Council_government_and_democracy/About_your_council/Neighbourhood_agreements/

Grant Size

This programme will run in rounds as shown in the time table below. However after each round there will be a review of funds available and there can be **no guarantee** that funding will be available in your ward for rounds 2 or 3.

The maximum grant that can be awarded to an organisation in any round is £5,000 and the minimum is £150. However you **must** check page 4 of this guidance to see how much is available in your chosen ward as it may be less than the maximum grant available. Organisations can only submit one application per round. The maximum amount available to any one organisation over the 2009/10 year is £10,000. In order to maximise the diversity and spread single groups are less likely to be awarded more than £5,000 in total during the 2009/10 financial year. Any grants made through the scheme will be for one off items of expenditure which do not create an ongoing commitment. Due to the nature of this scheme and the limited timescales there is no appeal procedure.

Timetable

Fund Launch Date	Application Period	Closing Date	Decision-making Period
Round 1: 22 June	5 weeks	27 July Noon	4 weeks: ability to apply suspended 28 July - 21 August, R1 applicants informed of outcomes and next round amount considered.
Round 2: 24 August	5 weeks	28 September Noon	4 weeks: ability to apply suspended 29 September - 23 October R2 applicants informed of outcomes and next round amount considered.
Round 3: 26 October	5 weeks	30 November Noon Final Closing date	3 weeks in anticipation of a lower volume to consider all decisions made by 18 December

This published guidance will be re-issued at the start of each round to show which wards have funding available. All amounts available will be publicised through LCVS broadcasts, CRU web pages and notifications to Councillors and relevant officers. Any applicant can ring the Community Resources Unit on 233 4436 during office hours to find out what is available.

In Round 1 the following amounts are available in each ward. (Note this section will be updated for each round)

WARD	AMOUNT
ALLERTON & HUNTS CROSS	5,000.00
ANFIELD	20,000.00
BELLE VALE	10,000.00
CENTRAL	1,380.00
CHILDWALL	1034.00
CHURCH	20,000.00
CLUBMOOR	3921.51
COUNTY	20,000.00
CRESSINGTON	3000.00
CROXTETH	2030.16
EVERTON	3,618.00
FAZAKERLEY	10,000.00
GREENBANK	1742.00
KENSINGTON & FAIRFIELD	15,000.00
KIRKDALE	3589.00
KNOTTY ASH	20,000.00
MOSSLEY HILL	6,000.00
NORRIS GREEN	5,000.00
OLD SWAN	20,000.00
PICTON	10,000.00
PRINCES PARK	10,000.00
RIVERSIDE	2914.00
SPEKE GARSTON	5000.00
ST MICHAELS	2500.00
TUEBROOK & STONEYCROFT	20,000.00
WARBRECK	1659.15
WAVERTREE	10,000.00
WEST DERBY	10,000.00
WOOLTON	5000.00
YEW TREE	10,000.00

Help available

Staff at the CRU are available to offer advice related to the application form, eligibility requirements and funding conditions. Please call 233 4436 in the first instance

Advice is also available at Liverpool Charity and Voluntary Services on 227 5177 and Merseyside Network for Change on 707 0566.

Updated details of the programme are always available on the CRU web pages at:

http://www.liverpool.gov.uk/Community_and_living/Community_Grants/index.asp

Additional Guidance

Policies and Safeguarding

Where the application form or funding conditions ask your organisation to affirm that you have policies, for example about safeguarding or volunteers, we will expect the policies to have been formally adopted, implemented and understood by the management committee. We may audit your compliance with any aspect of the funding conditions. There is downloadable information on the CRU web page as above about Child and Adult Protection. If you need assistance on good practice in relation to any policies required please contact us.