



# Dollis Valley Flexible Fund

## Application Guidelines

### **About the Fund**

The Flexible Fund aims to support community-led programmes / projects in Dollis Valley (and the immediate area of the Underhill Ward) which meet the needs of residents. Priority will be given to projects that focus on people, groups or organisations with the greatest need, particularly in the present and post Covid-19 pandemic period.

The Dollis Valley Flexible Fund Steering Committee has identified the target categories for support which projects must be aligned with:

#### Employability & Training

- Supporting local people to access training to gain skills and experience towards employment.
- Providing free educational assistance to raise literacy, numeracy and language skills to raise prospects for employability.

#### Crisis Support

- Crisis intervention, including food bank referral, meal voucher schemes, lunch delivery services, financial support schemes and initiatives that signpost advice services in the borough.
- Volunteering opportunities for residents whose employment has been impacted by the pandemic.
- Debt counselling and financial crisis advice.

#### Wellbeing

- Physical wellbeing, particularly initiatives that help with mobility and staying fit / healthy while isolating.
- Mental wellbeing, i.e. services which stimulate mental health, prevent isolation and relieve loneliness.
- Emotional wellbeing, such as bereavement support and relationship counselling.

#### Inclusion & Connectivity

- IT facilities and support to enable distance learning and which promote computer literacy.
- Distance learning support.
- Support for voluntary carers.
- Initiatives that promote community inclusion and cohesion.

#### Creative

- Initiatives that stimulate creative skills.
- Activities for elderly people (especially those living on their own).
- Activities for children outside school term times.
- Trips/outings (e.g. cultural, recreational, etc.).

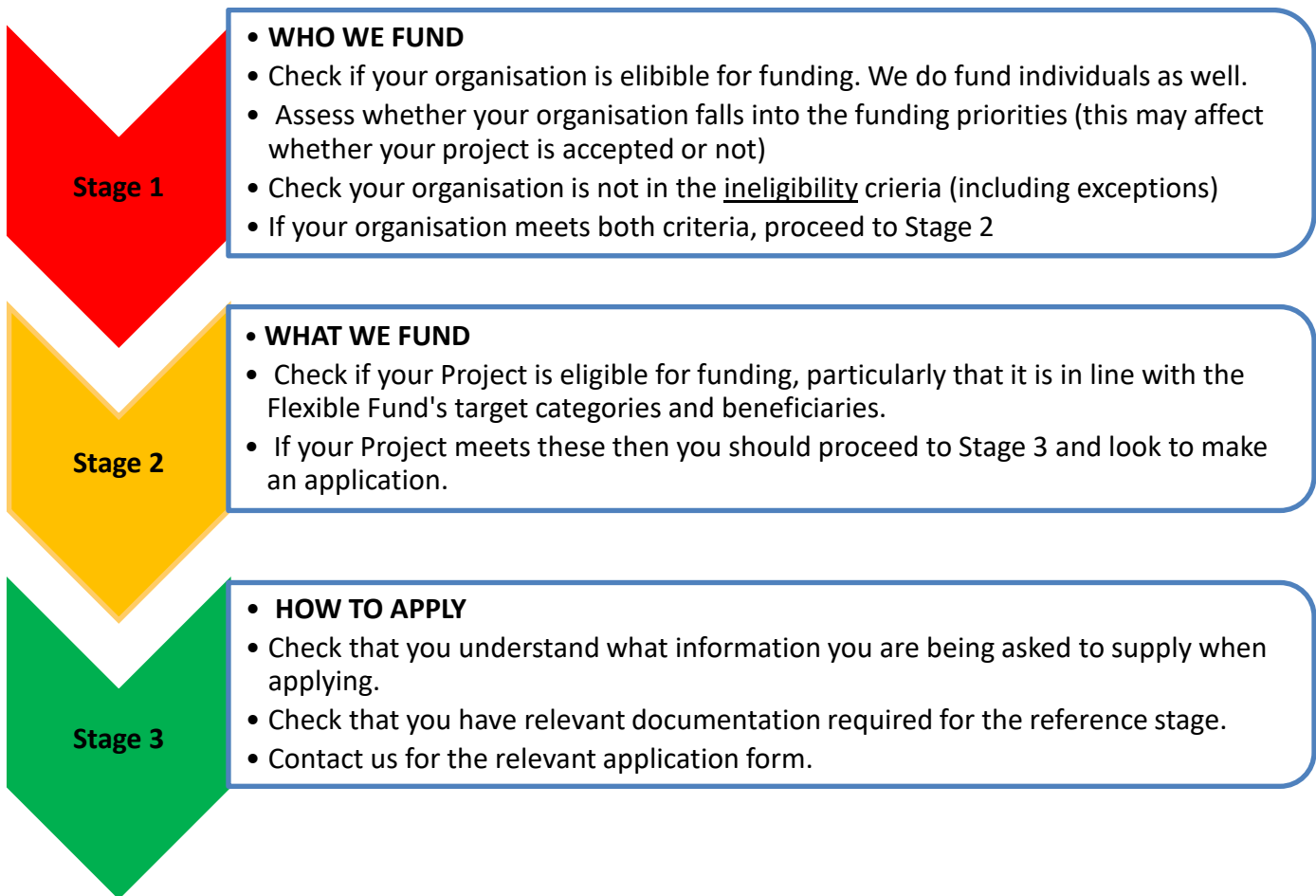
### **How much is available?**

You can apply for grants of up to £3,000 for projects with a duration of up to 12 months.

### **The Application Process**

Please read these guidelines carefully before you fill in your application form. You / or your organisation will then understand who we fund, what we fund and what you need to provide when making an application.

The graphic below takes you through the three stages of checks before making your application.



Following receipt of your application, the fund's administrators will check that all relevant information has been provided and may contact you if there is a query. If this is all successful, your application will be sent to the Dollis Valley Flexible Fund Steering Committee, which will consider the funding request and, if successful, will notify you in due course. The committee meets quarterly to consider applications.

Recommendations will then be made for funding, subject to references and the relevant supporting documentation (e.g. most recent year-end accounts, safeguarding policy, insurance certificate, etc.). We will also finalise with you a timeline for you to make your report / assessment of the project.

If your application is unsuccessful, you will also be notified. You may ask for limited feedback on a failed application to assist you in the future.

If you have any queries about the process or about any aspect of the application, please email the DV Flexible Fund Administrators at [hopecorner@outlook.com](mailto:hopecorner@outlook.com).

## STAGE 1: WHO WE FUND

Check if your Organisation is eligible for making a funding application. Assess whether your organisation is included in the funding priorities. If you do not meet at least one of priority categories, your project may not be accepted. Both sections apply to individuals as well as organisations.

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| The following groups <b>ARE</b> eligible to apply for funding | <ul style="list-style-type: none"><li>• Residents Associations</li><li>• Charities</li><li>• Community Groups</li><li>• Companies limited by guarantee</li><li>• Social enterprises</li><li>• Individuals (<i>provided the project/governance meets our guidelines</i>)</li></ul>   |
| <b>Priority</b> will be given to:                             | <ul style="list-style-type: none"><li>• Groups based in Barnet</li><li>• Organisations which have not previously applied to the fund</li><li>• Activities benefiting a wide audience / high number / high percentage of Dollis Valley residents</li><li>• Where <u>need</u> is a crucial factor</li><li>• Organisations who have up-to-date policy documentation and governance</li></ul> |

If your organisation (or you as an individual) fall within the above criteria, then you will be able to apply for funding, provided you are not disqualified by the criteria in the next stage.

While your Organisation may be included in the eligibility criteria above, there are, however, groups that would still be ineligible to make a funding application. Check the ineligibility criteria below, especially where there are project exceptions (*which are detailed in brackets*). This stage also applies to individuals.

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| The following groups <b>ARE NOT</b> eligible to apply | <ul style="list-style-type: none"><li>• Organisations or individuals whose projects duplicate the work of an existing local organisation / project – (<i>unless there is clear evidence that need is not being fully met by that project</i>)</li><li>• Profit-making companies – (<i>unless funding has 100% benefit to residents</i>)</li><li>• Statutory / mainstream organisations – (<i>except Barnet-based schools and youth clubs</i>)</li><li>• Local branches of national organisations – (<i>unless funding has 100% benefit to residents</i>)</li><li>• Organisations with annual incomes over £250,000 or with unrestricted reserves exceeding 25% of their annual costs – (<i>unless a reserves policy clearly and justifiably stating why reserves are being held is provided</i>)</li><li>• Activities furthering or propagating religion – (<i>religious organisations may apply for funding provided projects have tangible benefits to residents</i>)</li><li>• Activities of a political party or campaigning for a political purpose</li></ul> |
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If your organisation (or you as an individual) fall within the above ineligibility criteria and your project does not meet any of the exceptions, then you will NOT be able to apply for funding.

## STAGE 2: WHAT WE FUND

### Check if you or your organisation's Project is eligible for funding.

We use these questions to help you assess whether your Project falls within the criteria for funding by the Flexible Fund.

#### **Is your Project funding £3,000 or less?**

*The maximum amount provided for by the fund is £3,000 per project. If your project costs are higher than this, you will have to show how you are meeting the difference either by match funding, donations or other fundraising.*

#### **When does your Project start and how long does it last?**

*If your Project is starting imminently, you will need make that clear in your application.*

*We usually fund a Project for no more than 12 months. If your Project exceeds 12 months or is a Project that already exists and is well established, you will need to provide information about its sustainability and future development past the 12-month period.*

#### **Does your Project support at least one of the DV Flexible Fund target categories?**

These are:

- Employability & Training
- Crisis Support
- Wellbeing
- Inclusion & Connectivity
- Creative

*If your Project does not benefit ANY of these categories, your application cannot be accepted.*

#### **Does your Project benefit one or more of these Dollis Valley social groups?**

They include:

- Children (up to 16)
- Youth (16-21)
- Adults
- Seniors (over 65)
- Residents with a physical disability or reduced mobility
- Residents with learning difficulties
- Vulnerable people
- Minority groups
- Other including: Carers; Single parent households; NEETS; At risk of offending and / or re-offending; Marginalised and / or hard-to-reach communities; Transient communities

*If your Project does not benefit ANY of these groups, your application cannot be accepted. Priority may be given to groups with more specialist needs.*

#### **Is your Project local to Dollis Valley?**

*The Project may extend to the immediate wider area of the Underhill Ward but the majority of beneficiaries must be Dollis Valley residents. You will have to say how you will recruit participants.*

#### **What percentage of Dollis Valley residents will benefit from your Project?**

*At least 75% of your beneficiaries must be from Dollis Valley, the higher the percentage the better. You will be asked to document this during the Project Evaluation.*

#### **Have you assessed the need for your Project?**

*You will need to show that there is a clear need for your Project and how you came to that conclusion. Failure to demonstrate need may result in your application being rejected.*

#### **Who will deliver the Project and will you be working with partners / volunteers?**

*We need to see that you / your organisation has the experience and skills to deliver your Project and that you have all relevant safeguarding, health & safety, legal policies, insurance, etc. in place.*

**Does your Project have clear, sustainable and measurable outcomes?**

*You will need to show how you will measure these outcomes and assess your Project's success.*

**Does your Project request include capital or equipment costs, such as computers, desks, chairs or specialist equipment?**

*You will need to provide detailed costs / quotations, justification for purchase, details of use and storage and disposal of assets following Project end at the reference stage of the application process. These items must be integral to the success of the project and cannot be obtainable through other means.*

If your Project meets this criteria, you / your organisation's Project is eligible to seek funding.

**STAGE THREE: APPLYING FOR FUNDING**

Before you apply, it is important that you have fully understood the funding requirements in stage 1 & 2.

The following points are equally important and must be considered when completing your application.

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| Application Form                                 | <p>You must not change any of the questions or alter any part of the Application Form. If you do, we will not accept your application. The Application Form cannot be amended after receipt of submission and we will not enter into any correspondence except to request clarity on an issue or to inform you of the decision.</p> <p>The Dollis Valley Flexible Fund Steering Committee will evaluate your application based on the information on this form so please ensure it is correct and is up to date.</p> <p>If your application is urgent, please indicate this on your application form.</p> |
| Applications from Individuals                    | <p>The Dollis Valley Flexible Fund does accept applications from individuals. We require that individuals fill in a different form to organisations, which is more tailored to the type of Project that may be delivered.</p> <p>Make sure you have the right form. If you are unsure, please email the DV Flexible Fund Administrators at <a href="mailto:hopecorner@outlook.com">hopecorner@outlook.com</a></p> <p>You must have a fixed address and a bank account to receive funds.</p>   |
| Management and Financial details (Organisations) | <p>If you are applying as an organisation, you must have a constitution and bank account to receive funding from the DV Flexible Fund.</p>  |
| Insurance  | <p>You will need to have public liability insurance if organising an event or public sessions. A certificate will be required at the reference stage.</p> <p>If your organisation is providing a professional service to residents, you will need to have professional indemnity insurance. A certificate will be required at the reference stage.</p>  |
| Safeguarding vulnerable adults and young people  | <p>If you are carrying out work directly with young people or vulnerable people, your staff and volunteers must be DBS checked. You will need to provide evidence of this. You will also need to provide us with a Safeguarding Policy.</p>   |
| Legislation and Policy (Organisations)           | <p>We ask that your Project enables everyone who could benefit from it will be able to access any opportunity(s).</p> <p>Please consider the following legislations when making your application.</p> <ul style="list-style-type: none"><li>• Equality and Diversity Act</li><li>• Equal Opportunity</li><li>• Data Protection Act</li></ul>  |

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|   | <ul style="list-style-type: none"> <li>Health and Safety</li> </ul> <p>Depending on the type of project you are delivering, we may ask to see your organisations' policies regarding these when we reach the reference stage.</p>   |
| Funding for Projects (Organisations)          | <p>While we can pay for all your project costs up to £3,000, we encourage you to also consider "match- funding" opportunities or get additional funding from other sources if you can. This can show a wider range of support for your Project and may help to sustain the Project's impact in Dollis Valley.</p>   |
| Sustainability of the Project (Organisations) | <p>If your Project intends to continue to benefit people once funding comes to an end or if our funding is part of a phase of an ongoing service to residents, you will need to consider how it would be sustainable past the funding period.</p> <p>Where there is long term need, we want to see that Projects are sustainable and not to be dependent on our funding and this should form part of your planning process and should link closely to any plans for evaluating the impact of your work.</p>   |
| Monitoring your Project                       | <p>You are required to provide information during or after the Project through various means detailed on the application form. A timetable will be agreed at the reference stage between you and the DV Flexible Fund Administrators. If you fail to comply with these terms and conditions, DV Flexible Fund Steering Committee reserves the right to demand repayment of all or part of the funding.</p>  |
| Publicity                                     | <p>Publicity material for projects should carry all relevant logos (including Countryside Properties and Barnet Council Logos). The DV Flexible Fund Administrators will advise you on this.</p>  |
| References and Documentation                  | <p>Following submission of your application and its successful acceptance by the DV Flexible Fund Steering Committee, a reference stage will commence where the fund administrator will check references and request from you any of the relevant documentation required by the project you are undertaking. Please ensure you have up-to-date versions of this documentation.</p> <p>Depending on your project, documentation would include:</p> <ul style="list-style-type: none"> <li>Safeguarding (and DBS)</li> <li>Insurance certificate</li> <li>Financial year-end audited accounts</li> <li>Other policies such as Health &amp; Safety, Equal Opportunities, etc.</li> </ul> |