

FOR A LARGE PRINT VERSION PLEASE CALL 01493 845920



LOCAL ISSUES, LOCAL SOLUTIONS

Builder

1. What is a 'Comeunity Builder'?

'Comeunity Builder' is a fund which small community groups can access for projects which help local people in the Neighbourhood Management area (South and Central Yarmouth) to get more involved in their local community.

This is part of a wider outcome to:

"improve the quality of life for people in the most disadvantaged neighbourhoods and ensure service providers are more responsive to neighbourhood needs and improve their delivery".

For example, this could be to support;

- Activities which bring different groups to work and learn together
- The development of new groups, especially those working with sections of the community who are often marginalised from getting involved in wider community activities
- Projects with an environmental element, working to increase community pride in the neighbourhood
- The sponsoring of individuals or groups to develop skills and knowledge around community regeneration, community development, or neighbourhood management.

The money must be used to help disadvantaged people and groups get more involved in the life of the local community.

2. What kinds of activities can a 'Comeunity Builder' support?

Each application will be judged on its own merits, but the objectives of the Comeunity Builder grants are:

1. To encourage greater involvement in local community activities, for instance by:
 - Funding the start-up of a community group, for example a residents association, youth-led activity group, self-support group, etc.
 - Paying for a new group to hire a room to hold their initial meetings
 - Providing childcare to allow parents and carers to take part in community group meetings and regeneration activities
 - Buying materials for a community arts project
 - Printing a community newsletter
 - Funding activities which aim to bring people together, especially those who are often isolated
 - Hiring an interpreter or translating documents
2. To improve the management of local community groups and activities, for instance by:
 - paying for a training programme or learning opportunity for a group's committee or members
 - paying for an exchange visit to a similar group in another town to share good practice
 - designing and printing community group stationery or publicity materials
3. To help individuals and groups who, as a result of participation in Neighbourhood Management, have identified a learning and development need. To also help individuals and groups who have no experience of Neighbourhood Management but wish to participate in its delivery.
4. To help youth groups, Black and Minority Ethnic (BME) communities and other communities to establish inter-community dialogues and through better understanding of cultural diversity, promoting racial harmony and community cohesion.
5. To support other activities by which local community groups can contribute to the regeneration of their local area.

3. How do we apply?

If you feel you fit the criteria of these grants, and want to apply, you should contact your local Community Development Worker (**CDW**) who will advise and support you in making an application.

Holly Notcutt

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4. How do we prepare our application?

If you are interested you need to start getting your thoughts down on paper, using the headings in the application form as a guide. These are the sort of questions you need to think about:

- Why are we applying for a Community Builder?
- How will we use it?
- Where will the activity take place?
- What groups have we spoken to about the project and who is supporting it?
- When will the activity start?
- What differences will the activity make to the local area, and who will benefit?
- How will any learning that we do, help our group or community?
- How will we check how successful we have been?

It's always good to plan as a group and then get one or two people to fill in the form. You also need to seek guidance from your Community Development Worker (CDW). Please ensure that all the members of your group understand the project. After all, if you get a grant they will need to make it happen.

'Community Builder' Grants for up to £2000 are available to groups who meet the desired criteria. It is hoped that a Community Builder will lead to more widespread community involvement by empowering people to take positive action to improve the quality of their lives, develop trust between people and build confidence.

5. What will the Grants Panel consider when making its decision?

There are a number of questions the panel will have to consider. These include:

- Is it community-led?
- Does it respond to local needs, issues or priorities, in the local area?
- Does it help local people to have a greater input into what happens in the area and local decision making?

- Does it show willingness to working in partnership with other groups/organisations?
- Does it tackle issues of social exclusion?
- Will it benefit the more deprived neighbourhoods and/or marginalised groups of people in the area?
- Will it increase community involvement, cohesion and empowerment?
- Will it help individuals or groups fulfil learning or development needs so that they can build on their skills and become positively active in the local area?
- Does it **add to** rather than duplicate existing levels of community activity?
- Is it value-for-money?
- Does the group have a commitment to equal opportunities in its working practices?
- What will happen in the longer term, beyond the grant-funded period?

6. When should we apply and what should we send?

If you think a Comeunity Builder is for you then don't delay, start planning and obtain support from your local Community Development Worker. **Please return your completed application as soon as possible to The CLIP at:**

Comeunity Neighbourhood Centre, 143 King Street, Great Yarmouth NR30 2PQ

Local appraisers will assess your application and will return it to the local grant panel. The local grant panel will make a recommendation to the Comeunity Board for ratification.

Applications must be **submitted in full by the 15th of each month**. A decision will follow during the first week of the following month.

7. What else should we be aware of?

Some basic points that you should be aware of are:

- Small existing community groups can include some core costs as part of their project, but they must be proportional to the costs of the group's other activities. In some exceptional circumstances staffing costs may be considered but these should not exceed 20% of the total grant request.
- Getting a Comeunity Builder doesn't prevent your group from applying for a grant in the future, but the same project or activity cannot be funded twice unless there is a clear development from the original bid.

- Community Builders are intended to benefit community groups working at a very local level. Funding from the programme can only fund activities which benefit those living in the neighbourhood management area (South and Central Yarmouth).
- Funding should not be used to support political or exclusively religious activity. The Government recognises the important role that faith communities can play in regeneration, and therefore faith groups are eligible to receive funding for community development or self-help activities, as long as the *primary* purpose of the activity is not religious.
- Nobody involved in any part of the Community Builder grant process can commit any act of discrimination rendered unlawful by the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, or the Disability Discrimination Act 1995.
- Community Builders must not constitute double funding. That means you mustn't ask for a grant for work you are already doing or get in a position where you are getting two lots of funding for the same project. You must also make sure you talk to other groups doing similar things to yourselves to avoid duplication of work. Often groups find it really beneficial to work together on a common project.

8. How will we know if we have been successful?

Someone will contact you to let you know as quickly as possible if you have been successful or not. If you haven't been successful we will explain why not in writing. If you have been successful we will send you an offer letter. Upon your acceptance of the offer we will send you a cheque direct.

We will keep in touch with you to offer support where we can and to see how your project is developing.

We reserve the right to visit your project at any time to see how it is getting on, and to inspect your financial records. At the end of your project we would like you to produce a final report and provide accounts/receipts showing how the money has been spent.

9. What can't a Comeunity Builder be used for?

- Any costs that do not represent an additional cost exclusively incurred as a result of work carried out for the purposes of the Community Builder programme
- Costs paid or liabilities incurred before signature of any funding agreement letter
- The cost of work or activities that any other person has a statutory duty to undertake
- Political or exclusively religious activities
- Payments made for contracts worth £2,000 or more, not let by competitive tender
- The construction or acquisition of buildings
- The acquisition of freehold or leasehold rights over land
- Activities undertaken outside of England
- Unpaid liabilities
- Provisions
- Contributions in kind
- Contingencies
- Payments in advance of need
- Interest charges
- Service charges arising on finance leases, hire purchase and credit arrangements
- Costs resulting from the deferral of payments to creditors
- Depreciation and amortisation of fixed assets, or any part of the cost of fixed assets, paid for by this grant
- Payments for unfair dismissal
- Redundancy payments
- Payments into private pension schemes
- Payments for unfunded pensions
- Compensation for loss of office
- Bad debts arising from loans to trustees, proprietors, partners, employees, directors, shareholders or guarantors of the programme manager, or a person connected with any of these
- gifts, other than promotional items with a value of no more than £10 in a year to any one person
- Entertaining
- travel and subsistence that would give rise to a taxable benefit were the cost to be incurred by, but not borne by, an individual
- VAT that is reclaimable by the funded organisation or becomes reclaimable during the period that the organisation benefits from grant funding
- Other tax (except PAYE)
- statutory fines and penalties
- criminal fines and damages

Please note you cannot spend a Comeunity Builder grant on anything other than what is described in your application form without written approval.

If you have any difficulties, immediately contact the person who has helped you with your application. We will then do all we can to offer further support.

We hope that you have found this information pack useful in determining whether or not a Comeunity Builder grant is the right way forward for you and your organisation. If you have any questions, queries or concerns then please do not hesitate to contact your CDW.