



Community Fund Guidance

About the fund

Led by the North Pennines AONB Partnership, the Fellfoot Forward Landscape Partnership Scheme is a major project to conserve, enhance and celebrate the natural and cultural heritage of a special part of the North West of England. Fellfoot Forward was developed with local communities and organisations and in 2020 the scheme was awarded funding from the National Lottery Heritage Fund. We have set aside £100,000 of this to fund community initiatives over the four delivery years 2020-2023.

Grants are available for groups and organisations who are involved in community projects that benefit the sustainability and well-being of Fellfoot Forward communities.

Up to **80%** of total costs can be applied for. The minimum match funding is 20%, which can be made up of cash contributions from fundraising etc., volunteer time, or a combination of both.

We have two levels of grant support:

- Small grants up to £1,000
- Full grants over £1,000 up to £10,000

This guidance provides details about what can be funded, who is eligible to apply, any restrictions and what you need to provide with your application form. It applies to all grants unless otherwise stipulated.

The Community Fund is administered locally and the assessment panel is made up of members of the local community. This means funding decisions are made by people with a good knowledge of the local area and its needs.

Before applying it is important to contact us and a Community Engagement Officer will take you through a simple checklist to make sure you are eligible. They will then be able to help you work up an application for submission.

For further information contact;

David Coverdale
Community Engagement Officer
davidc@northpenninesaonb.org.uk
07976 523 804



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Who can and cannot apply?

You **can** apply to the fund if you are a 'not for profit' organisation that falls into one of these categories:

- Community/Voluntary Group
- Parish Council
- Social Enterprises
- Charity
- School
- Newly formed group
- Private business – only where the project shows a clear benefit to the wider community

You need to have a constitution and a bank or building society account. If you are not yet a constituted group, you may find your Parish Council will help you apply or contact us for advice.

The following are **not** eligible to receive funding:

- Individual members of the community
- Organisations that themselves distribute funds / assets among their members
- Projects that will not benefit the Fellfoot area or would be detrimental to the conservation of natural and cultural heritage or the well-being of communities.

Applicants may only apply once (at each level) per application period and if approved must have completed that project before submitting another application.

Fund Priorities

Applications which help to achieve the projects vision and deliver its outcomes are more likely to succeed.

We will connect our Fellfoot communities, strengthen their ties to the landscape, and work together to realise our shared vision for a 'slow' landscape; one that is naturally resilient, rich in wildlife, accessible, and that encourages deep engagement with our natural and cultural heritage.

Communities will be better connected, more resilient and 'Future Fair'.

- *Heritage is better managed*
- *People will have learned about heritage*
- *People will have volunteered time*
- *More and a wider range of people have engaged with heritage*
- *The landscape will be a better place to live, work and visit*

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What we can fund

- Capital Costs e.g. equipment, building works.
- Revenue Costs e.g. events, workshops, training.
- Projects in, partly within or demonstrating a clear benefit to the Fellfoot area.

What we cannot fund

- Recoverable VAT (if you are not VAT registered, then VAT can be applied for).
- Retrospective costs.
- General appeals.
- Activities promoting religious or political beliefs.
- Activities that are a statutory responsibility.
- School and Youth Group Transport costs up to £200 as you can apply to the Transport Grants Fund, any costs over £200 or not relating to a school / youth group may be eligible if it forms part of a wider project.

Types of activities/events/equipment that may be funded

Applications for funding should demonstrate an ability to deliver a wider benefit, contributing to the sustainability and well-being of Fellfoot Forward's communities.

It may be improvements to the village environment, signage, bike racks, bird boxes or community artwork.

It may be a workshop or event that will teach people new skills; this could include local history, archaeology, oral history, the arts and natural heritage. Or the event may be a way of sharing with others a community activity linked to the natural and cultural heritage of the Fellfoot area.

It may be equipment to manage communal areas or infrastructure such as fencing, new paths / gates to provide better access or planting to improve biodiversity or the visitor welcome.

It may be funds to help support a community building or create new or better community space.

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How we will deal with your application

Small Grants (*up to £1,000*)

1. The first stage is to contact us so that a Community Engagement Officer can take you through a simple checklist to make sure you are eligible to apply.
2. Complete the Small Grant application form and submit it with any supporting documentation.
3. The Community Engagement Officer will consider your application against this guidance and either award, partially award, request more information or refuse your application. The decision cannot be appealed however you may be able to revise and resubmit your application for further consideration.

Applicants must not submit the same application more than twice. This does not exclude applicants from submitting a significantly revised application or a new application for a different element of the same project.

Full Grants (*over £1,000 and up to £10,000*)

1. The first stage is to contact us so that a Community Engagement Officer can take you through a simple checklist to make sure you are eligible to apply.
2. Complete the Full Grant application form and submit it with any supporting documentation.
3. Once submitted, the Community Engagement Officer will check the validity of your application and supporting documentation. If any alteration or additional information is required you will be invited to submit this. Failure to do so may result in your application being rejected at this stage.
4. Once validated, the Community Engagement Officer will present your application to the Assessment Panel (a subgroup of the Fellfoot Forward Advisory Board) who will meet every quarter if there are applications to consider. They will assess your application against this guidance and score it using the matrix below:

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Score	Level of impact on well-being of Fellfoot communities	Involvement of local community	Sustainability (based on Future Fair Assessment)	Contribution towards achieving vision and outcomes
1	The application shows no evidence of how the project will benefit the well-being of Fellfoot communities.	The application shows no evidence that the community has been involved in the development and implementation of the project.	The application shows no evidence of how the project will be Future Fair.	The application shows no evidence of how the project supports the vision and will deliver the expected outcome(s).
2	The application shows a small amount of evidence of how the project will benefit the well-being of Fellfoot communities.	The application shows a small amount of evidence that the community has been involved in the development and implementation of the project.	The application shows a small amount of evidence of how the project will be Future Fair.	The application shows a small amount of evidence of how the project supports the vision and will deliver the expected outcome(s).
3	The application shows reasonable evidence of how some aspects of the project will benefit the well-being of Fellfoot communities.	The application shows reasonable evidence that the community has been involved in the development and implementation of the project.	The application shows reasonable evidence of how some aspects of the project will be Future Fair.	The application shows reasonable evidence of how the project supports the vision and will deliver the expected outcome(s).
4	The application clearly demonstrates how the project will benefit the well-being of Fellfoot communities.	The application clearly demonstrates how the community have been involved in both the development and implementation of the project.	The application clearly demonstrates how the project will be Future Fair.	The application clearly demonstrates how the project supports the vision and will deliver the expected outcome(s).

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- They can either award, partially award, request more information or refuse applications. They may also impose conditions on the decision and will stipulate whether these need to be discharged by the group or delegated to officer level. The decision cannot be appealed however you may be able to revise and resubmit your application for further consideration.

Applicants must not submit the same application more than twice. This does not exclude applicants submitting a significantly revised application or a new application for a different element of the same project.

Terms, payment and monitoring

If successful in your application, you will be sent a copy of your Terms and Conditions of Grant which must be signed and returned before any award is made. This will outline your responsibilities and what happens if anything goes wrong, i.e. unexpected increase in costs or delays, group folds etc.

Grants will need to be spent within 12 months of being awarded.

Up to 75% of the grant may be paid prior to starting the project/event or purchasing the equipment or services. Submission of a completed project report would then release the final 25% payment.

Your end of project report should:

- describe how you have contributed to the fund's vision and aims;
- provide evidence that your project has taken place, e.g. photographs, publicity, attendance sheets;
- provide evidence of final expenditure and match funding, including in-kind contributions.

Publicity

As a condition of much of the North Pennines AONB Partnership's funding, we are required to acknowledge the source of our support in all public facing activity and publicity. This also applies to anyone receiving a Community Fund grant as part of the Fellfoot Forward project and will form part of the terms and conditions of your grant offer.

Communications activity includes:

<ul style="list-style-type: none"> Press, including trade press 	<ul style="list-style-type: none"> Websites and blog content
<ul style="list-style-type: none"> TV or radio 	<ul style="list-style-type: none"> Exhibitions
<ul style="list-style-type: none"> Social media 	<ul style="list-style-type: none"> Print, signage and interpretation
<ul style="list-style-type: none"> E-newsletters 	<ul style="list-style-type: none"> Video or audio



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In the first instance, any media and communications activity should be initiated by the North Pennines AONB Partnership. You should contact the Partnership's Communications Lead: Sarah Hudspeth, T: 01388 528801, E: shudspeth@northpenninesaonb.org.uk

You may also wish to carry out additional communications activity. If you choose to do so, it is important to make clear that work is or was part of an AONB Partnership project or initiative. If the AONB Partnership has obtained funding from an external source such as the National Lottery Heritage Fund, Arts Council England, the EU LIFE Programme or others, these funders must also be acknowledged in your communications activity.

Before you carry out any communications activity please make sure that:

- this does not pre-empt or conflict with any planned AONB Partnership activity;
- you have sent draft press releases or articles before they are issued, with opportunity for input - please send them to David Coverdale (address at the end of the document) and Sarah Hudspeth;
- you let us know in advance of any media activity, such as TV or radio, that you have arranged;
- you have agreed any print material with the North Pennines AONB Partnership and that it features AONB and funder logos as appropriate.

You must always mention any relevant funder support / tag funders in your communications, including social media (guidelines for acknowledging support from individual funders are available from the Communications Lead). Always mention and tag the North Pennines AONB Partnership in your communications or social media activity. Please refer to the location as the North Pennines Area of Outstanding Natural Beauty/AONB and UNESCO Global Geopark. These guidelines also apply to completed work beyond the end of the project.