

# GUIDANCE DOCUMENT – JUNE 2017

## Knowsley Better Together Fund

The Knowsley Better Together Fund, can provide support and funding for community-led initiatives that directly support the Council's five priorities as outlined in the [Corporate Plan 2017-20](#).

The projects must be led and delivered by community groups, charities, not for profit organisations or faith organisations who are based in or largely operate in Knowsley. The projects must make a contribution to the priorities below and must have support from within the community.

The fund is allocated against Council priorities as follows:

- Contribution to education (Attendance, Attainment, Aspiration) - £200,000
- Contribution to the health and wellbeing of Knowsley residents (Mental Health, Obesity and Domestic Abuse) - £200,000
- High quality sustainable Adult Social Care (Dementia, reducing social isolation and promoting independence including employment and volunteering opportunities for people with learning difficulties and physical disabilities) - £200,000
- Sustainable Borough / accelerate business growth, jobs and housing including interventions that reduce demand on Council services - £100,000

### Administration of the programme

The following outlines the administrative process that will accompany the programme:

- Requests for funding of up to £10,000 are allowable.
- The rigour of the process will escalate depending on the amount of funding sought.
- Match funding is encouraged and will assist your proposal being agreed.
- There will be two calls for funding each year (Autumn and Spring) until such a time as the money is exhausted.
- A specialised panel will be established to manage applications for funding under each priority.
- Applications can only be sent by community, voluntary, faith, charities who are based in Knowsley or operate largely in Knowsley.
- Direct beneficiaries of intervention must come from Knowsley.
- The funding cannot match fund pan City Region projects. Activity must be exclusive to Knowsley.
- All requests for funding must be on the application form developed specifically for this fund.
- The impact on the fund against the priorities must be demonstrable. Applicants are required to maintain records that evidence the impact of their interventions for scrutiny and inspection by the Council.
- The applicant must retain all financial records for scrutiny and inspection by the Council.
- Applicants are required to publicise the Knowsley Better Together Fund in any marketing for their intervention that makes clear the direct support that has been provided by Knowsley Council.

- Within one month of the call for applications, applicants will be informed by email whether their submission has been successful.
- Appropriate payment terms will be negotiated on a scheme by scheme basis with greater rigour applied the greater the amount requested.
- Council officers are available to support groups to develop ideas that meet the required criteria.
- Groups can only receive one allocation of funding.
- This funding is one-off. There will be no continuation of funding.
- Applicants will need to demonstrate all effective insurance, safeguarding and health and safety compliance is in place.

### **What kind of projects will be supported (aims and objectives)?**

The following types of projects will be supported:

- Projects directly linked to the Council's priorities
- Projects requiring funding of up to £10,000
- Projects that can demonstrate community support
- Projects delivered exclusively in Knowsley for Knowsley residents
- Projects that ideally have match funding in order to increase the impact of the Council's investment
- Demonstrating additionality is an absolute must
- We will not fund "business as usual activities", although some organisational project affiliate general costs will be considered
- Applications need to confirm sustainability of their project if they are to be approved
- Contributions of match (in kind or finance) is an expectation, but not necessarily a must
- Recipient organisations need to be based in Knowsley
- Anyone who received support from the first tranche will not be able to access this second round
- We will not fund activity which has already commenced
- Bids should be for between £1,000 and £10,000 maximum
- Our preference is for applicants to be the deliverers of the proposed projects, sub - contracting implies that applicants are unable to offer delivery from their own organisations
- The application process will be through the electronic system we have established

### **What kind of projects will not be supported (aims and objectives)?**

The following types of projects will not be supported:

- Projects not linked to the Council's priorities
- Projects that can not demonstrate community support
- Projects that place an ongoing maintenance burden on the Council or other public sector partner
- Projects that have the potential to be deemed "political"
- Projects that exceed the available resources without guaranteed matched funding
- Projects from organisations that are not based in or are largely providing to Knowsley

## Confirmation of funding

Once support for the project has been approved, Knowsley Council will send confirmation (by email or by post) of the funding award to the successful organisation. The project can then begin to be implemented. All payments will be made via the relevant organisation's bank account.

Once confirmation of funding is agreed, all recipient organisations will be required to formally sign a funding agreement to ensure public funds are protected.

## Submission of proposal

Electronic application forms for the funding will be available via the Council's website on [www.knowsley.gov.uk](http://www.knowsley.gov.uk). The Council will publicise two calls for funding until such a time as the money within each strand has been fully spent.

An End of Funding Monitoring Form will be provided to each organisation who has received funding so that the positive impacts against each priority can be recorded, shared and celebrated. This form will record:

- Confirmation that all funding has been spent in accordance with the agreed funding approval (evidence should be available for inspection by the Council)
- Progress of the project compared to the programme planned initially
- The number of beneficiaries involved in the project
- The social value generated by the project (see the Council's Social Value Model on the Council's website for details)
- The work carried out, e.g. training provided, volunteering opportunities, pupils supported etc.

Overall, the form will evaluate the outcomes of the project and confirm what work was carried out. It will explain how objectives were met and will request a robust evaluation of the project. Photographs can also be submitted with the Monitoring Form so that improvements can be recorded. The Monitoring Form will evidence the work completed and will link closely to the Fund's criteria, aims and objectives.

## Information and support

If you would like to discuss an idea or project, need support to develop your project, assistance with completion of the form or have any other questions regarding the Knowsley Better Together Fund, please contact Tommy Dunn (0151-443-3047 or email [tommy.dunn@knowsley.gov.uk](mailto:tommy.dunn@knowsley.gov.uk).)