

Frequently Asked Questions and Important Information

Contents

Milestones for panels	Error! Bookmark not defined.
Community First - Links to open the online forms	Error! Bookmark not defined.
Frequently Asked Questions	Error! Bookmark not defined.
Community First Plan	Error! Bookmark not defined.
Community Organisers	Error! Bookmark not defined.
Asda	Error! Bookmark not defined.

Milestones for panels

2012

- End of June - Deadline for submission of Year One recommendations by panels
- July – CDF send out guidance on developing your Community First plan.

2013

- March 31– Deadline for submission of Year Two funding recommendations to CDF.
- March 31- Deadline for submission of Community First Plan.
- April 01 – Year Three funding allocation becomes available.

2014

- March 31– Deadline for submission of Year Three funding recommendations to CDF.
- April 01 – Year Four funding allocation becomes available
- December 31– Deadline for submission of Year Four funding recommendations to CDF.

Timeframe & Forms

Timeframe – COMPLETE

Timeframe – COMPLETE

Timeframe – Ongoing until end March 13

Timeframe – Ongoing until end March 13

Between July 12 and end March 13

Ongoing once Plan is produced until December 14

Ongoing discussions should take place from the beginning of the development of the Plan, until the close of the programme

The Panel Pathway

Panel is set up and Panel Partner takes on administration of Panel expenses

Panel establishes broad priorities for spend

Panel meets regularly to review applications for match funded projects for Year 2 funding

Panel recommends match funded projects which will work to achieve Panel Priorities

Panel develops Community First Plan with local community

Panel meets to review applications regularly and recommends match funded projects which will work to achieve objectives set out in the CF Plan

Panel CF Plan is incorporated into future local development, and projects funded continue to build social capital long into the future

Community First - Links to open the online forms

The following table provides all the required links for the various on line forms in one place. These are the same links provided in the various guidance documents but they have been renamed them here for greater clarity. 'Application' or 'Requirement' Form just tells you on which page of the online account to look.

Form	Link	Description/Relevant Guidance Document
Panel Partner validation form (Application form Page)	Panel Partner validation form	Panel Partner 'validates' the panel (a bit like being a referee), and also provides the bank details, so that we can pay panel expenses out. Panel partner validation guidance
Panel Partner expenses form (Requirement Form Page)	Panel Partner expenses form	Annual claim for expenses for panel members. Estimated at the start of the year, to cover the whole year. Panel partner validation guidance
Project recommendation form (Application Form Page)	Project recommendation form.	Panels use this form to recommend projects for funding. It contains details of the project that is to be funded, incl. its budget. recommending a project for funding
Grant acceptance form (Requirement Form Page)	Grant acceptance form.	Groups recommended for funding fill this out. It includes the bank details for payment, and also includes their acceptance of the terms and conditions. Funding acceptance form

To return to your online account main page	Online account main page	This takes you to the main page of you online account, from where you can look at application forms, or requirement forms, and you can choose to look at submitted or in progress reports.
Grant monitoring form	CF Monitoring Report	This is completed at the end of a project by the funded groups Monitoring Guidance

Frequently Asked Questions

Neighbourhood Match Fund

1. Community First grant awards must be between £250-£2,500.
2. Grants are for one year's funding. Groups will need to reapply for funding for future years activity.
3. Each Organisation/group can apply for one grant per year. Not multiple grants adding up to £2,500.
4. Projects must not last longer than 1 year.
5. Non constituted groups can apply for funding. But they need to agree to develop governing documents. It is recommended that their members should sign some form of written agreement (such as a term of reference document) to cover the activity of the project.
6. All grants must be matched with cash, in-kind services or volunteer time (calculated at £11.09 per hour).
7. Government money cannot be used as a cash match. It is considered double funding. This includes funding from local government (local councils) or central government (government departments).
8. Public sector organisations cannot apply for funding, nor can they hold any of the funding on behalf of other organisations.
9. In-kind services. These can include use of facilities free of charge (where normally there would be a hire fee), and use of equipment free of charge (where normally there would be a hire or purchase fee).

Government Communications Budget Freeze

We have previously highlighted the restrictions around the funding, due to the government's freeze on communication costs. However we have been able to revisit this restriction, and to make the following clarifications, which the panel can now use when assessing projects:-

10. Part of a grant budget may now be used to pay for flyers/leaflets/posters to raise awareness of the particular activity/event being funded.
11. Projects that are purely based around marketing/communications such as newsletter projects or advertising campaigns are **INELIGIBLE**.
12. Using the grant to pay for advertising, such as newspaper or web based, remains **INELIGIBLE**.

Role of Panel Partners

13. The Panel Partner role was developed to undertake two main activities:-
 - a) To validate the newly formed panel.
 - b) To hold and pay out travel expenses, to enable panel members to attend panel meetings over the course of the programme.
14. Any further support that Panel Partner Organisations can offer to panels is at their discretion. And it is recommended that the responsibility of running the programme locally is not placed on them alone but, where possible, is shared equitably around the whole panel.
15. Similarly, it is the panel and the individuals who sit on it, rather than the Panel Partner organisation, which should be considered the 'lead agency' for Community First in their ward.
16. Because Panel Partners are asked to validate the local panel it has been necessary to ensure that the person validating is not the same person who has set up the panel. In those cases we have asked for another senior manager from the Panel Partner organisation to validate the panel.

Monitoring requirements

17. Funded groups have two monitoring requirements:-
 - a) To submit a final online monitoring form to CDF upon completion of their project. This essentially captures final costs, confirms the final amount of matched elements, and provides a judgement on whether the project achieved its outcomes.
 - b) To provide information to the panel to go on the panel website. This could take the form of a description of the project, or photos of the project taking place or upon completion.
18. The grant agreement is between CDF and the funded groups. Funded groups report back to CDF. However if panels have any concerns on how funding is being spent by a project they should contact CDF.

Payment Process

19. See a diagram of the process on Page 10.
20. Decisions on funding are made by local panels, not CDF. CDF simply checks all funding recommendations to ensure they are eligible.
21. If there are any queries related to a recommendation CDF will go back to the panel with a query, otherwise we will process all recommendations.
22. It normally takes CDF no more than two weeks to write to funded groups once we have received a funding recommendation from a panel. However during periods of high activity this

processing time can increase. We expect this to happen at the end of June, the deadline for Year One submissions.

23. Upon return of the grant acceptances CDF authorises payments to be made to the funded groups. Remittance notices are sent out and payment confirmation letters (containing monitoring requirements) are sent out. Payments are normally made within 10 working days of receipt of the grant acceptance form.
24. It is recommended to inform funded groups of the above timescales in order to manage their expectations.

• The Grants Process

1

- Panel submits online recommendations to CDF.

2

- CDF writes to funded group to confirm recommendation.
- CDF creates online account for funded group.
- Sends grant acceptance form for groups to complete online and password for online account.

3

- Group recommended for funding submit their online grant acceptance (including bank details).

4

- CDF release funds directly to group.
- Send confirmation of payment and guidance on monitoring

5

- Funded group complete and submit online monitoring form upon completion of project.

Community First Plan

Each Community First panel is required to have created a Plan by end March 2013.

Further guidance on this will be sent to all panels in July.

However it should be noted now that this process will not require the creation of a large, complex document such as neighbourhood or parish plans. The Plan will be a simpler document that identifies the priorities for funding for the remaining years of the Community First Programme. It will also ensure projects that are funded help to build on the existing assets in the community and help grow social capital in the neighbourhood for years to come. It will be important that the Plan can demonstrate community involvement.

It will be possible for panels to spend some of their allocation on the Community Plan, but as mentioned above these costs should be appropriate to the panel allocation and related to community consultation, rather than costs related to the production of a complex report.

Community Organisers Programme

The Community Organisers Programme is the sister programme to Community First and is also funded by the Office for Civil Society.

The programme will recruit and train 500 senior community organisers, along with a further 4,500 part-time voluntary organisers, over four years. They will listen to residents in their homes, on the street and where they gather, and they will listen to public service and third sector workers, small businesses and local institutions to help develop their collective power to act together for the common good, as identified locally.

Background to Community Organisers

This programme will recruit, train and support Community Organisers (COs) to catalyse social action in their communities and ignite the impulse to act. Over 100 COs have already started in more than 30 locations and another 40 join the programme every couple of months. Community Organisers are recruited and hosted by local community host organisations, often in deprived areas of the country.

Community Organisers are well-trained and committed individuals who work closely with communities to identify local leaders, projects and opportunities, and empower the local community to improve their local area. The work of the organisers is broad-based and community-led – the local people set the priorities and not the organiser. The organiser enables them to take action on the things that matter most to them. The training gives them the skills they need to begin this process.

The CO programme is run by Locality with RE:generate as the lead training partner. Community Organisers will not operate in all Community First areas. To find out more about the programme, and where the Organisers operate, please go to www.cocollaborative.org.uk.

Why engage with Community Organisers?

Both Community First and Community Organisers programmes aim to stimulate social action at neighbourhood level. Community First directs resources to local people who have ideas for new projects which build on the strengths of the neighbourhood, and motivates social action by matching volunteer time, in kind contributions, and cash donations. Community Organisers aim for transformation at a personal, local and wider society level through building trust, respect and relationships and using one-to-one engagement to ignite the impulse to act.

Community Organisers and their Host organisations can play a complementary role locally by supporting Panels and those delivering projects to engage widely in the community, and by contributing to the Panels' understanding of the needs and aspirations of local communities. Where possible, Panels should seek to inform and engage with Community Organisers and Hosts.

Community Organisers

Community Organisers will need to ensure they are not perceived locally as gatekeepers to funds. Whilst maintaining their core role to listen, they can add further value to their local community by working with their local Community First Panel. Panels could invite them to engage in a range of ways, for example by:

- Raising awareness of the programme and encouraging involvement in Panels by local people, businesses and other organisations based in each ward
- Supporting local people and groups to apply to Community First
- Supporting Panels to agree Community First priorities using the knowledge they have gained from listening in the community – to do this, Panels might invite Community Organisers to attend a Panel meeting, or send updates
- Encouraging panel members to become volunteer Community Organisers, or vice versa, supported by COs to listen widely within the community
- Raising matched funds for grants from their host or local businesses
- Promoting the Endowment Match Challenge to potential donors
- Giving information on what else is happening in their area

Community Organiser Hosts

There are numerous ways Hosts can be invited to work alongside Community First Panels, for example by:

- Raising awareness of Community First, the Panels and funding available
- Offering meeting space to Panels if they have access to meeting rooms
- Offering training or support to Panels around facilitation skills, grant assessment, conflict resolution, participatory approaches to decision making, etc
- Offering support to those running funded projects
- Existing Panel Partners may want to apply to host future Community Organisers
- Raising awareness of the local Community Foundation fundraising for the Endowment Match Challenge

For more information about Community Organisers, please contact corganisers@locality.org.uk or see www.cocollaborative.org.uk.

Asda

Asda are the corporate partner of the Community First programme.

Stores have now been notified about the Community First programme and advised on ways they can get involved. These include:-

- Get involved by attending a Community First panel meeting. If relevant, become a member of your the Community First panel
- Offer meeting space for Community First panel meetings
- Raise awareness of Community First, funding available, and encourage involvement to colleagues and the customers
- Help local projects raise funds to be match through in store events such as collections and bag packs
- Tell local good causes that need funding about Community First, so they can get involved
- Raise awareness of projects supported by Community First through foyer awareness events, the community board, and fundraising opportunities
- Funds raised in the store/depot may receive a matched grant from Community First

Contact your local store to find out if they can help: <http://storelocator.asda.com/#/>