**Community Empowerment Fund 2017-18**

**GUIDE FOR APPLICANTS – for Parished areas only**

1. Criteria

* Projects must improve a neighbourhood, village or local area, with a particular focus on public realm such as improving local green spaces, although this is not exclusive.
* Projects must be supported by a Community, Parish or Town Council (referred to as Parish Council).
* Projects must receive community support. You will be required to provide evidence when you submit your application.
* Projects that are delivered across a wide geographical area are encouraged.
* CEF funding will **not** be awarded for:
* Individuals
* Medical research
* Political groups, or activities promoting political beliefs
* Projects which have already been completed
* Promotion of any religion, faith or belief

1. Project Costs

* The application should take account of all related project costs. For instance, a project involving the erection of new street signs may involve B&NES Highways department, which may charge for use of their services.
* The application needs to identify match funding or in-kind support such as volunteering hours (valued approximately £10 per hour).
* Where projects involve significant costs such as design or project management costs, these will have to be met from the project, so please ensure that all costs are considered and accounted for within the application.

**3. Application process**

* A representative of the Parish Council such as the Clerk or Councillor can submit an application. Applications are also accepted from local organisations, voluntary and community groups.
* All applications must provide evidence that the application is supported by the Parish Council and a representative from the Parish Council must counter sign the application form to confirm their support.
* The application form is divided into two parts. Part one must be completed by the applicant. Part two must be completed by a representative of the Parish Council. Both sections of the application form must be completed in order to validate the application.
* Where the applicant is also the Parish Council, section 2 must be completed by the Chairperson.
* If the application is delivered across a wide geographical area, please ensure that all Parish Councils within the area complete section 2.
* Applications must be submitted by 31st January 2018.

1. **Decision process**

* Once completed, the application must be submitted by email to: [strategy\_peformance@bathnes.gov.uk](mailto:strategy_peformance@bathnes.gov.uk) for approval by the Divisional Director of Strategy and Performance in consultation with the Cabinet Member for Economic and Community Regeneration.
* Applications will be processed within three weeks of receipt of the application.
* If approval is not given, the application will be returned with a reasoned explanation.
* Once an application is approved the applicant will be notified by email.
* Strategy & Performance will make arrangements for the funding to be transferred to the organisation’s bank account (the Council does not issue cheques).

1. **Conditions**

* No funds will be paid into a personal account.
* Where Bath & North East Somerset Council undertakes the work, a direct transfer of funding will be made to the appropriate service area.
* Funding should not be promised to organisations until the project has been approved.
* The recipient organisation will be required to sign a written acceptance of the terms and conditions of the funding.
* The recipient organisation will be required to provide a written report on the project. They may also be asked to present at a one of the local Connecting Communities Forum meetings.
* Projects must acknowledge Bath & North East Somerset Council’s support.
* Projects must be completed and funding spent within six months of receiving the funding.
* All grants will be required to provide evidence that funding was spent for the purpose for which it was allocated. This will include valid receipts.
* Any proposed changes to a project which has been allocated funding must be notified in writing as soon as possible to Strategy & Performance team, and cannot be implemented until approval has been granted through the process stated above.

1. Contacts

If you have any further questions or queries, please contact:

* Bathavon:
  + Mark Hayward, Community Engagement Officer
  + Email: [mark\_hayward@bathnes.gov.uk](mailto:mark_hayward@bathnes.gov.uk),
  + Tel: 01225 396975
* Chew Valley, Keynsham Area and the Somer Valley:
  + Alison Wells, Community Engagement Officer
  + Email: [Alison\_wells@bathnes.gov.uk](mailto:Alison_wells@bathnes.gov.uk)
  + Tel: 01225 396539