

Appendix C

Community Lottery - Good Cause Sevenoaks District Local Strategic Partnership Community Wellbeing Fund

Where community lottery supporters choose the Sevenoaks District Local Strategic Partnership (LSP) Community Wellbeing Fund as their 'good cause', any income generated will contribute to the existing Sevenoaks District LSP Community Wellbeing Fund.

The Sevenoaks District LSP Community Wellbeing Fund is co-ordinated by the Council and made up of public sector organisations together with voluntary, community and faith sector representatives. The Sevenoaks District LSP supports the Community Plan which creates a long-term vision for the Sevenoaks District and sets out the community's priorities for action. The Sevenoaks District LSP Community Wellbeing Fund supports capital and revenue projects which contribute to the priorities set out in the Community Plan. The current criteria and priorities for the Sevenoaks District LSP Community Wellbeing Fund is set out below.

Criteria for funding

1. The fund is available for voluntary groups, community groups, statutory bodies and other not-for-profit organisations providing services within the Sevenoaks District which benefit residents of the district.
2. Applications can be for a maximum of £2,500 for revenue projects and £5,000 for capital projects.
3. In special circumstances and where applicants can demonstrate the additional value, projects may be awarded grants over a period of two years.
4. Organisations / projects can submit a maximum of 2 applications in any financial year (April - March.)
5. Applications can only be accepted on the fund's application form. All questions should be completed and all requested information provided.
6. Partnership projects are encouraged, but the lead agency in terms of accountability must be made clear on the application.

What can the fund support?

The fund can support capital and revenue projects which contribute to the priorities as set out in the Sevenoaks District Community Plan.

Projects must achieve **all** of the following:

- ✓ Help to deliver at least one of the Local Strategic Partnership priorities set out in this guidance.
- ✓ Demonstrates that projects are clearly targeted at promoting recovery from the impact of COVID-19.
- ✓ Provide demonstrable benefits for residents of the Sevenoaks District.
- ✓ Provide services within the Sevenoaks District.
- ✓ Be able to provide evidence that the project has achieved its objectives.
- ✓ Supports the most vulnerable residents in our community.
- ✓ Demonstrates that it supports equality and diversity.

When can I submit my application and when will I be informed?

There will be two funding rounds per financial year during June and November. Deadlines for submission will be advertised in January of each year.

Community Plan Priorities

Brief details about the priorities for funding agreed by the Sevenoaks District LSP are outlined below. A full copy of the Community Plan can be found on the Sevenoaks District Council website www.sevenoaks.gov.uk/communityplan

Priority 1	Mental Health and wellbeing	
Priority 2	Young people 0-25, including project contributing to improving skills and reducing NEETs	
Priority 3	Addiction and Recovery	
Priority 4	Digital Inclusion	

How are applications assessed?

- Applications must demonstrate that they meet the criteria for funding.
- Applications to the fund can be submitted at any time and will go to the next meeting of the Sevenoaks District LSP Community Wellbeing Fund Appraisal Group (Community Wellbeing Fund Appraisal Group) for appraisal.
- The Community Wellbeing Fund Appraisal Group is a multi-agency group which reports to the Sevenoaks District LSP and which will aim to meet a minimum of four times a year before Sevenoaks District LSP meetings.
- The Community Wellbeing Fund Appraisal Group is made up of the Council's Deputy Chief Executive and Chief Officer People & Places; the Chair of the Sevenoaks District Voluntary Sector; the CEO of West Kent Mind and CEO of COMPAID.
- The Community Wellbeing Fund Appraisal Group will have delegated authority by the Sevenoaks District LSP to make grant decisions. All grant decisions will however be reported to the Sevenoaks District LSP.
- All applications will be acknowledged within five working days and the applicant notified of the next Community Wellbeing Fund Appraisal Group meeting.
- All applications will be appraised against the criteria set out in these guidelines and applicants will be notified as soon as possible.
- Grant payments will be issued in advance of the project commencing as soon as possible after the grant has been approved.

Conditions of funding

- Specific monitoring requirements will be set out in the grant offer letter.
- The grant must be used solely for the purpose outlined in the application.
- Any unspent funds must be returned to the Sevenoaks District LSP.

- The project should be completed within 12 months of the grant being paid, unless an extension is agreed in writing.
- The project must recognise the grant from the Sevenoaks District LSP in any publicity and promotional material.
- The project must complete and return an evaluation form to the Sevenoaks District LSP within 6 weeks of the completion of the project, including evidence of expenditure and feedback from beneficiaries.
- The Community Wellbeing Fund Appraisal Group reserves the right to suspend a project and recover all or part of the grant in the following situations:
 - Non-compliance with the terms and conditions of the grant as set out in the Guidelines and grant conditions.
 - A fundamental change to the project (as submitted) has been made without the prior consent of the Community Wellbeing Fund Appraisal Group
 - The delivery organisation is no longer capable of delivering the project.
- In the event of national COVID-19 related lockdowns or movement limitations beyond the control of the Council or the grant recipient that will affect delivery, the grant recipient will be expected to inform Sevenoaks District LSP at the earliest opportunity of the expected impact and any mitigation measure that are possible and safe. Sevenoaks District LSP will expect to make reasonable adjustments to monitoring requirements by mutual agreement.
- It should be noted that for the purposes of this grant fund, capital funding applied for needs to be for a benefit that lasts for more than a year. This could include equipment, IT infrastructure and software licenses.

**Sevenoaks District Local Strategic Partnership Community Wellbeing Fund
Application Form**

1. Name of your organisation

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2. Type of organisation:

Registered Charity - please include number:	
Community Group	
Social Enterprise	
Statutory body	
Company interest company	
Limited by guarantee company (not for profit) - please include number:	

3. Please confirm that your organisation has the following:

Constitution	Yes/No
Bank Account	Yes/No
Equality Policy	Yes/No
Health and Safety Policy	Yes/No
Safeguarding policy that covers children and young people	Yes/No
Safeguarding policy that covers vulnerable adults	
Do all staff and volunteers working directly with children, young people or vulnerable adults have Enhanced DBS checks?	Yes / No

If yes, please provide copies of the documents.

4. Does the organisation have any quality marks or other awards? Please give details here.

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5. Your name and position in the organisation / group

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6. Your contact details

Address:
Phone:
Email:
Website:
Social Media:

7. Briefly describe the project which the grant will fund. Include where the project will be delivered, who will benefit and how they will benefit and how you know there is a need for the project (maximum 300 words.)

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8. Please give more details about the people who will benefit from your project, the planned project start and end date and project evaluation:

How many people in total will benefit?	
Will your project be working with a particular age group? Please specify	
Where in the Sevenoaks District will your project be delivered?	
Planned project start and end date	
Do you plan to evaluate the project and share results? If not how will you measure success?	

9. Finances - please give a breakdown of how the grant would be spent.

Revenue Costs

Item / Activity	Amount £
Total amount of revenue costs requested	

Capital Costs

Item / Activity	Amount £
Total amount of capital costs requested	

Total overall amount of capital costs requested	
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If the total cost of your project is greater than the amount requested, please give details of where the other funding will come from and whether or not this has been received.

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10. Which of the agreed Local Strategic Partnership priorities will your project help deliver (tick all which apply.)

Priority 1	Mental Health and wellbeing	
Priority 2	Young people 0-25 years, including skills and NEETs	
Priority 3	Addiction and Recovery	
Priority 4	Digital Inclusion	

11. Explain how your project will help to deliver the priorities which you have ticked above?

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12. How will the project involve people in the running and development of the project or activity?

13. What changes will the project or activity make that will empower people and enable them to take control of their lives and build resilience

14. Equal opportunities - How will you ensure that your project is accessible to all residents who would benefit? Include information about how you would publicise the project.

15. How are you going to measure success? You will be asked to identify the success of your project on the project feedback form, so it's important to think about this now.

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16. Your signature.

This must be the signature of the main contact in question 2.

- I confirm that I am authorised to sign this application on behalf of the organisation named in question 1.
- I confirm that to the best of my knowledge the information in this application form is true and correct.
- If this application is successful, I agree to ensure that the funds are spent as described here.
- I agree to ensure that the organisation complies with all monitoring and other grant conditions.
- I agree to complete and return the final evaluation form.
- I confirm that my organisation will conform to all relevant statutory requirements.

Signed	
Date	