

# Information leaflet for consultation about the Community Hubs Challenge Fund

## What is the Community Hubs Challenge Fund?

The Community Hubs Challenge Fund will enable the next phase in the growth of the community hubs network in the borough, to provide safe places for residents, community groups, small and medium sized enterprises from which they can operate and deliver services. Community hubs will provide a home where community growth, community action, volunteering and enterprise will flourish.'

The proposed commissioning fund will make available investment funds for local community groups and community led social enterprises for the refurbishment and redevelopment of community facilities across the borough.

There are two streams:

### **1. The Match Challenge Fund:**

**Total value of funding stream:** £800,000

**Purpose of fund:** Match funding for physical adaptations and improvements to buildings including disability access to improve overall financial sustainability.

**Maximum available per building:** £80,000

**Characteristic of successful applicant:** Met the public interest test. Currently managing an asset with an occupancy agreement in place.

### **2. Challenge Fund Purse:**

**Total value of funding stream:** £200,000

**Purpose of fund:** This will fund neighbourhood based projects requiring a small amount of capital investment for the purchase of equipment.

**Maximum available per building:** Up to £10,000

#### 1.1 **Characteristic of successful applicant:**

New and emerging groups who are in the initial stage of developing and exploring their capacity to take on a community asset.

Community groups seeking funding to invest in assets and facilities, and require equipment to support their financial sustainability.

#### **How much will be available in total?**

A total of £1,000,000 funding will be available for the financial year 2014/2015. The fund will be open for a maximum of 12 months.

It is proposed that two funding rounds are held in 2014-2015:

- a) June 2014 to September 2014
- b) November 2014 to January 2015

## **Information about the Match Challenge Fund**

### **Who can apply for Match Challenge Funding?**

**The Match Challenge Fund** is designed to help improve the sustainability of community organisations by providing assistance to support refurbishment and adaptations to their buildings.

- Funding is available to organisations for their existing buildings, not for establishing the group in a new building
- The fund will not fund capital works for new buildings

Organisations should consider the potential impact on their activities and overheads, both during repair/refurbishment and on completion of the project as there will be no additional funding available from the Council.

The Match Challenge Fund will only fund capital costs - please note that no on-going revenue costs will be available from the Council. All funding will be inclusive of VAT.

### **Which organisations would be able to apply to the Challenge Fund?**

Under these proposals, the following types of organisations would be able to apply to the Match Challenge Fund:

- a not for profit organisation limited by guarantee
- an incorporated organisation set up as a voluntary and community group
- an incorporated association, trust or company set up and registered as a charity
- a social enterprise
- a community interest company
- a co-operative

Challenge Fund funding would **not be available to the following types of organisations:**

- individuals applying in a personal capacity
- organisations applying on behalf of another organisation
- profit making organisations
- organisations in poor financial health
- non-Lambeth based organisations

- statutory organisations
- private companies, sole traders or partnerships that are set up to make a profit

### **1.3 Challenge Fund: What would the application process involve?**

As part of the application process, we would want to know how the building will be used, following the completion of any building work, and who will benefit.

Priority will also be given to organisations which can demonstrate the following:

- that their project will help the council in the delivery of its priority outcomes, as set out within the Lambeth Council's Community Plan 2013-2016. These are included over the page on page 5 of this information booklet.
- that their plans are supported by the local community.

We would also want to ensure that any repair/refurbishment projects that we support are financially viable.

#### **What are the council's outcomes?**

Projects will need to be able to describe how their project will assist the council in delivering its priority outcomes.

The council's outcomes are:

**More jobs and sustainable growth**

All young people have opportunities to achieve their ambitions

People have the skills to find work

Lambeth plays a strong role in London's economy

People achieve financial security

Lambeth residents have more opportunities for better quality homes

**Communities feel safer and stronger**

Crime reduces

People are healthier, for longer

Vulnerable children and adults get support and protection

Older, disabled and vulnerable people can live independently and have control over their lives

All Lambeth communities feel they are valued and are part of their neighbourhoods

**Cleaner Streets and greener neighbourhoods**

People lead environmentally sustainable lives

People take greater responsibility for their neighbourhood

People live in, work in and visit our vibrant and creative town centres

Lambeth plays a strong role in London's economy

The outcomes for the project must be realistic, measureable and achievable within one year of the building project being completed.

**What other criteria would your organisation need to meet?**

For any Challenge Fund application, your organisation **must**:

- be based in the London Borough of Lambeth and working to deliver services and activities to support Lambeth residents

- be able to demonstrate that your project outcomes will help contribute to the delivery of at least one of the council's outcomes
- be financially viable and have audited accounts
- have been established and active for a minimum of one year prior to the application and has an active management committee
- have a minimum of three unrelated committee members/directors
- be able to demonstrate that the local community has been involved in the development of your project plans
- be able to demonstrate that you have the freehold ownership or leasehold ownership of the building. If you hold a lease for the building, you must be able provide evidence of an assigned lease of at least ten years without a break clause at the completion date for the proposed redevelopment
- have applied for/received planning permission where required
- be able to complete your refurbishment/redevelopment within 12 months of the funding being confirmed
- have an equal opportunities policy and be able to demonstrate a good understanding of the borough's equalities objectives and a commitment to embed equality considerations in all work
- have a safeguarding policy in place if working with children/vulnerable adults

## **1.4 What can organisations use their Challenge Fund for in applications?**

Under our proposed plans for the Challenge Fund, organisations would be able to apply for the following:

- repairs
- redevelopment/refurbishment
- costs of research or feasibility
- professional fees associated with capital spending on your project (we will not cover any costs incurred before the funding has been agreed)
- legal fees associated with spending on your project (we will not cover any costs incurred before the funding has been agreed)
- purchase of equipment or fixtures and fittings that are linked to the redevelopment

## **1.5 What organisations cannot apply in a Challenge Fund application:**

- Funding for the refurbishment of assets that you plan to sell
- projects that are already underway
- routine maintenance
- help towards the purchase of a freehold or lease
- funding to cover the cost of activities that have already taken place
- funding to cover the cost of day to day running costs or activities (for example utilities, rent, insurance)
- funding for salaries, training costs and volunteer expenses

- any costs that you incur when putting together your funding application

## **What we will not fund**

The Match Challenge Fund will not fund the refurbishment of any of the following:

- Housing/residential property
- the cost of equipment not associated with the refurbishment project
- buildings that are used for only one activity or a very small range of activities
- buildings that are only used to promote religious beliefs or political activities
- buildings whose primary use is for administration/ office space

As a condition of the funding, you will need to

- Allow officers from the council to access your building to review progress on works taking place
- Develop and implement a maintenance plan.

# **Part 2: The Challenge Fund Purse**

## **2.1 What is the Challenge Fund Purse?**

The Challenge Fund purse is designed to help fund neighbourhood-based projects requiring a small amount of capital investment for the purchase of equipment.

This funding stream is not designed to provide an ongoing source of funding for projects.



The total value of the Challenge Fund purse will be £200,000 and the maximum sum available to any individual project will be £10,000.

Organisations will need to tell us how the funding they are applying for will help their local community to be a better place to live and how their project will help to deliver any of the Council's priority outcomes or sub outcomes as set out in Lambeth Council's Community Plan 2013-2016. Please see page 5 of this booklet for a list of the outcomes.

## **2.2 What criteria would organisations applying for the Challenge Fund Purse need to meet?**

Organisations applying for funding from the Challenge Fund Purse will need to meet the following criteria:

### **Draft criteria for the Challenge Fund Purse:**

- Be based in the London Borough of Lambeth and working to deliver services and activities to support Lambeth residents.
- be able to demonstrate that your project outcomes will help contribute to the delivery of at least one of the council's outcomes (please see page 5)
- be formally constituted (we are unable to fund organisations that do not have a formal constitution in place)
- have been established and active for a minimum of one year prior to the application and have an active management committee.
- have a minimum of three unrelated committee members/directors
- be able to demonstrate that the local community have been involved in the development of your project plans
- operating on a not for profit basis
- have an income of less than £50,000 per year

- have an equal opportunities policy and be able to demonstrate a good understanding of the borough's equalities objectives and a commitment to embed equality considerations in all work.
- have a safeguarding policy in place if working with children/vulnerable adults
- have a bank account for the organisation with at least two unrelated signatories for the account.

## **2.3 Which organisations would not be able to apply to the Challenge Fund Purse?**

Under the current proposals, funding from the Challenge Fund Purse would not be available to the following organisations:

- to individuals applying in a personal capacity
- to profit organisations (with the exception of social enterprises)
- to organisations in poor financial health
- to non-Lambeth based organisations
- statutory organisations
- for ongoing projects and activities
- for day to day running costs (for example utilities, rent, insurance, salaries)

### **Monitoring and Evaluation**

Monitoring and evaluation of the Community Hubs Challenge Fund will help us to ensure that the intended outcomes are being delivered, inform our future strategies and demonstrate the benefits of community led projects.

Organisations will be asked to submit reports on a regular basis detailing the benefits for users, the local community and the organisation. Reports will be required on a quarterly basis along with an end of project report.

## **2.4 Challenge Fund Purse: What would the application process involve?**

### **How to apply**

For any applications to the Challenge Fund Purse, organisations would need to provide the following:

#### **a) Information about your organisation**

- You will need to provide an overview of your organisation, including main activities delivered by your organisation
- Who else do you work with i.e. other local organisations

#### **b) Project funding**

- How much funding you are requesting from the council
- Information on the level of match funding available from other sources
- The total cost of the work that you plan to undertake

#### **c) Funding sources**

You will need to providing information on the sources of funding for your project.

- How you will fund the remainder of the project

- How the funding from the council would be spent on
- Whether you have secured the additional funding required to deliver the project.

#### **d) Proposals**

- You will need to provide an outline of your proposal, which clearly sets out what you propose to deliver
- How the local community have been involved in helping to develop the project
- What are the outcomes for your project? These must be realistic, measureable and achievable within eighteen months off the funding being agreed.

How will your project help the council to deliver its priority outcomes?

#### **e) Project costs**

- You will need to provide a detailed breakdown of the proposed expenditure for your project.
- Costs for capital works and professional fees will need to be shown separately.

#### **f) Project need and benefits**

- Why is your project needed and how do you know it is needed?
- Who will benefit from the project

#### **g) Timescale**

- Please set out the key milestones for the delivery of your project. What are the proposed start and completion dates?

#### **h) Project Management**

- How will your project be managed? What arrangements are in place for monitoring progress and expenditure?

#### **i) Monitoring and evaluation**

- How will you monitor and evaluate the success of your project to ensure that you deliver the outcomes for your project?

#### **k) Planning permission**

- Will you need planning permission for your project? If the answer is yes, have you submitted your planning application and when do you expect to get a decision?

## **2.5 How we would assess applications to the Challenge Fund Purse?**

We will review all applications/expressions of interest and draw up a short list of organisations that will be invited to submit more detailed information about their project.

The assessment process will look at:

- The level of match funding available from other sources
- the difference your project will make to the local community
- how well the project will address the needs that have been identified
- how the local community have been involved in developing the proposals
- how the outcomes of your project link with the delivery of the council's outcomes.

