

Breckland Council Inspiring Communities Match Funding 2024-25

Guidance Notes

This guide will help you when applying to Norfolk Community Foundation for Breckland Council Inspiring Communities Match Funding. It details our expectations of applicants, the processes involved and the criteria that need to be met. It is designed to help you successfully secure funding for your project and follow best practice principals of project development.

Please do not fill in an application until you have read this guide.

How much is available?

Breckland Council is providing £270,000 to be awarded in quarterly rounds over 3 years.

There is £90k available per year.

How much money can I apply for?

You can apply for a grant of up to **£5,000**, up to a maximum of **50%** of your total project costs.

How to apply:

Applications are made via Norfolk Community Foundation's website www.norfolkfoundation.com If, for any reason, you are unable to access the application form online, please contact **Norfolk Community Foundation on 01603 623958** to discuss your options.

Who can apply?

- Voluntary and/or community organisations operating in and benefitting the Breckland area and residents
- Parish or Town Councils within the Breckland district
- Schools from within the Breckland district, looking to provide community activity*
- Not for profit social enterprise or community interest companies**
- Church/PCC groups for secular projects

The organisation submitting the application must be the same as the organisation receiving the funding.

* Applications from schools are welcomed, but we cannot fund activities or services that schools have a statutory obligation to provide. We cannot fund curriculum-based activities or activities taking place during the school day. However, we can fund projects that are based on school grounds that take place for the benefit of the wider community (e.g. before or after the school day or during the holidays).

** Social Enterprises/CICs can apply, but these organisations must read Norfolk Community Foundation's guidance to ensure you meet our [eligibility requirements](#).

What we will consider funding:

Community projects that demonstrate their alignment to the priorities of Breckland Council's Inspiring Communities programme and the [Breckland Health and Wellbeing Partnership](#), whose outcomes are to **enhance the health and wellbeing of Breckland's residents by reducing health inequalities**.

Inspiring Communities Priorities:

To address vulnerability and work with the most disadvantaged members of our communities to improve their life chances, with a focus on:

- Domestic abuse
- Mental health
- Social isolation and loneliness
- Early intervention projects which prevent escalation into crisis

Breckland Health and Wellbeing Priorities:

- Prevent cardiovascular disease
- Improve mental health
- Tackle issues arising from alcohol dependency and other alcohol related concerns

The fund can be used to establish new or strengthen existing community provision for care and support. Applications are encouraged from projects which include partnership working and the sharing of skills and resources between organisations.

What we can't fund

- Organisations that are not appropriately constituted
- Activities that have happened or will start before we confirm our grant offer
- Applications received less than 3 months before a project is due to start
- Applications from groups who have not consulted their Breckland Ward Member
- Applications that do not clearly align with one of the Breckland Council priorities
- Any costs you incur before submitting your funding application
- Any costs or expenditure you commit to before we confirm our grant offer
- Contingency costs
- VAT that you can reclaim
- Fundraising activities – for example paying for a selection of raffle prizes for a fete
- Loans or interest repayments
- Projects or activities that the state has a legal obligation to provide
- Projects that require planning permission but do not yet have it
- Community building or play equipment improvements or sports activities, unless it is demonstrated that the funded costs are clearly aligned to the Breckland priorities
- Organisations that have received other sources of funding from Breckland Council cannot use this as match-funding for this Inspiring Communities application
- Organisations that have received a previous Inspiring Communities match-funding grant-but have yet to complete reporting on it.

Who assesses my application?

Norfolk Community Foundation will review your application and contact you if there are any questions. Applications deemed incomplete at the deadline will not be able to be considered for funding.

The decision process:

The Fund will operate quarterly funding rounds over 2024 - 2025. The deadline for applications is:

- Friday 14th June 2024 (decisions expected in July)
- Friday 13th September 2024 (decisions expected in October)

- Friday 6th December 2024 (decisions expected in January)
- Friday 14th March 2025 (decisions expected in April)

Applications which are submitted without all the required information will be deferred until they are complete and may not therefore receive a decision in line with the timescale above.

Informing you of the decision:

Once a decision is reached, Norfolk Community Foundation will advise you of the outcome. It will also advise you of any additional conditions that apply to your grant award. Please note, our standard terms and conditions [NCF Standard Terms and Conditions](#) apply to all awards.

If your application is unsuccessful, we will advise you whether we are able to roll it forward for consideration in the next funding round. We will only roll an application forward once and if it is unsuccessful in two funding rounds it will be rejected. If your application is rejected, you are not able to re-apply for the same project in the same financial year.

Promoting your project and funding award:

One of the conditions of receiving a grant requires you to contact the Breckland Council Community team at Community@breckland.gov.uk to coordinate any press or social media coverage, where you will be obliged to acknowledge the financial input from Breckland Council and provide photographs of the project as it develops.

Starting your project:

In general, the grant can be paid up front, but we reserve the right to vary this on a case-by-case basis. All projects and grants must be claimed and completed within 1 year of the offer being accepted, unless there are extenuating circumstances which would need to be agreed in writing with Norfolk Community Foundation on an individual basis.

Monitoring and finishing your project:

During the course of your project, you may be asked to complete an interim monitoring report to keep us updated on progress, with a final report due on completion of the project so we can see how successful your project has been and what benefits have been achieved as a result of the grant. We may contact you or ask to visit to check on the project at any time.

Please note: Once your organisation has received an Inspiring Communities grant from Breckland Council, you cannot re-apply for this funding again within the same financial year, even if it is for a different project. Before re-applying you must have spent the entire funding award for that project and have satisfactorily met all our monitoring requirements.

This does not prevent you from applying to other (non Breckland District Council) funding streams operated by Norfolk Community Foundation.

What documentation to include with your application:

Before completing an application form, please make sure you can supply us with the following:

- A copy of your constitution of governing document
- A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than a year)
- A copy of a recent bank statement
- Evidence that you have match funding for the project
- A copy of your Safeguarding policy

- Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, services or similar (preferably three for each service/product)
- For projects involving building works or installations, evidence that planning permission/ other relevant permissions are in place or that they are not required
- A copy of your equal opportunities policy/statement

If you have applied to Norfolk Community Foundation previously, we may hold some of these documents already and you need only supply those which have been updated or which are specific to this application (e.g. quotations or confirmation of match funding).

Frequently asked questions

Q What are the deadlines for sending in an application form?

- A**
- Friday 14th June 2024 (decisions expected in July)
 - Friday 13th September 2024 (decisions expected in October)
 - Friday 6th December 2024 (decisions expected in January)
 - Friday 14th March 2025 (decisions expected in April)

Q I am unable to apply online, how else can I apply?

A Please contact Norfolk Community Foundation who will discuss options with you.

Q We do not have all the essential documents in place, what should we do?

A We suggest you seek advice from an agency such as Voluntary Norfolk or Community Action Norfolk to get some help and guidance in developing any missing policies or other documents. Please do not apply until you can meet our requirements fully.

Q How do I contact my Breckland ward member to seek their support?

A You can find their contact details [here](#)

Q If my application is unsuccessful, can I apply again?

A If your application is unsuccessful, we will advise you whether we are able to roll it forward for consideration in the next funding round. We will only roll an application forward once and if it is unsuccessful in two funding rounds it will be rejected. If your application is rejected, you are not able to re-apply for the same project in the same financial year.

Q Can I apply for more than one year's funding?

A No, the funding is for one year only.

Q I want to apply for more than £5,000, is this possible?

A No, the fund is only able to award grants of up to £5,000.

Q We still need to raise other funding for our project, when should we apply?

A Generally, we would expect the other necessary match funding to be in place before an application is made. You may wish to discuss the specifics of your funding need with NCF before starting an application.

Q What are the main problems you find with applications?

A Common problems include:

- Providing answers that are too brief,
- Not providing all of the required documents,
- Not evidencing capital costs clearly,
- Not making the project's relevance to Breckland Council's priorities clear,
- Applying for grants at too early a stage without other confirmed funding in place.

Q Can I speak to the NCF Programmes Team before starting an application?

A Yes, we encourage this. Please phone us on the number at the end of this document.

Data protection and Freedom of Information:

The information you give in your funding application is used to assess your application and will be shared with the grant panel members and relevant officers in both Norfolk Community Foundation and Breckland Council. If your project is successful, the information will be kept for seven years.

Fraud:

If you provide false or inaccurate information in your application or at any point in the life of any grant and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

Freedom of Information:

Please be aware of the Freedom of Information Act 2000, which means that members of the public have the right to request information from Breckland Council. This could include information it holds from third parties, for example, grant applicants. If Breckland Council receives a Freedom of Information request, as long as there are no exemptions, it must comply, but would inform you first. Please state on your application form if you think that the information in your application should not be released as part of a Freedom of Information request.

If you have any questions please contact:

Norfolk Community Foundation

1st Floor Carmelite House,

2 St James Court,

Norwich NR3 1SL

Tel: 01603 623958

Email: grants@norfolkfoundation.com