KEIGHLEY TOWN COUNCIL

Community Development Grants

Guidance for applicants to assist with the completion of the 'Community Development Grants Expression of Interest Form (2017/18)'

Introduction

This guidance note is to support the completion the Community Development Expression of Interest Form. The Form will be used to identify what you are able to offer Keighley Town Council in terms of providing community development support. Before the Council finalises which organisations will receive grant funding, additional information may be sought through a Follow Up Form.

If organisations wish to be considered for a Community Development Grant by more than one area, please complete and submit a form for each Area.

Background

The Town Council has set aside £100,000 for Community Development Workers in the budget for 2017/18. Bradford Council had previously funded Community Development workers for over 10 years, however due to budget cuts taking effect from April 2017, funding for community development was no longer available. This vital service for Keighley has been identified as an area that Keighley Town Council can support as it is a fundamental part of community growth, development and integration. The Town Council will need to find new ways to support and empower communities to identify self-help solutions rather than rely on public funding. Community development workers organise activities within the community across different areas. Activities range from community safety, youth groups, health and wellbeing to community cohesion.

The independent voluntary and community sector is well placed to support communities to help themselves. Expressions of Interests will only be considered from voluntary and community sector organisations based within Bradford District, covering the Keighley Town Council parish area. Any applications from businesses and statutory organisations will not be eligible.

Helping to ensure that communities are safer, clean and active communities is a Council priority. The community development approach to community support can contribute to building stronger sustainable communities in the following ways:

- Develop active communities
- Increase the active participation of residents in their neighbourhoods and communities
- Reduce the negative impact of budget reductions within neighbourhoods and with communities of interest and people on low incomes.
- Challenging disadvantage and inequalities
- Stimulate innovative and sustainable local solutions to issues.
- Build relations within and between communities

Asset based community development is an approach that is likely to be particularly useful.

It is up to the applicant to determine the work that will be carried out in support of community development grants. The applicant must be expected to provide reasons to support the identified needs of community development.

Community Development Grants are intended to support development work with communities and not for the management of community centres.

Community Development Grants should only be awarded to organisations that demonstrate capacity to support staff using community development approaches.

Community Development Grants should be awarded to organisations that can demonstrate an ability and commitment to deliver community development across a Ward and, where appropriate, across the Area.

The Town Council may identify priority areas that have not been included in your application. An application may be awarded the grant subject to acceptance of the ward priority areas identified by the Council. The priorities could include, for example:

- Develop projects with positive impacts on the local environment, including promoting recycling
- Increase neighbourliness
- Develop a dementia friendly community
- Reduce social isolation and loneliness
- Increase the sense of community safety, reducing anti social behaviour and road safety
- Intergeneration work
- Improving mental and physical health
- Community cohesion work
- Other

The Town Council may choose to prioritise particular groups for example:

- Older people
- Women
- New Communities
- LGBT
- Low income groups
- Disabled people
- Others

FORM COMPLETION NOTES

The Expressions of Interest Form is available from the Town Council website, Community Development page: www.keighley.gov.uk
Please keep your responses concise and to the point. If necessary please extend the boxes and submit by email, with a hard signed copy posting in to follow.

SECTION 1 – USE OF COMMUNITY DEVELOPMENT GRANT

This section is for your organisation to demonstrate the community development that you would be able to offer if you were to receive a community development grant.
It is probable that you will only choose one of the three choices in 1.1.
 a) should be ticked if what you can offer to deliver is likely to be restricted to a specified community centre and will require a substantive post of community development worker (but not managing the centre).
 b) should be ticked if you are planning to have a substantive post of community development worker who will work on a detached basis.
 c) should be ticked only if you do not intend to use the grant to fund a substantive community development post and you have an alternative plan of how you would use a grant to deliver a community development project.

The list of potential priorities that Keighley Town Council may identify, could be delivered by any of the above three options.

In boxes 1.1 – 1.4 please only put a tick where you are confident your organisation would be able to deliver community development to a good standard.

SECTION 2 – ABOUT YOUR ORGANISATION

There is no need at this stage to present any of these documents but you will need to produce these if you are to receive a Community Development Grant.

Criteria and conditions of organisations receiving funding

- Organisation is registered with the Diva database.
- Bradford District based Voluntary Sector Organisations
- Meeting eligibility criteria / all paperwork in order
- Have a good track record delivering Community Development work, including if currently grant funded providing satisfactory evidence of performance
- The completion of any forms requested by the date specified in the timetable, and provision of all financial information requested
- Agreement to work with the Town Council Community Development committee around developing quality and evaluation systems for your work
- Agreement to provide appropriate monitoring information about the support you provide during the duration of the funding period

SECTION 3 – RESOURCES AND BUDGET

Please complete this to give some indication of what your expression of interest would cost if Keighley Town Council were to choose to fund this work.

If you have ticked 1.1 c then it is likely that you will need to complete 3.4 rather than 3.3

Organisations making an Expression of Interest may wish to consider the total budget available. Applicants may wish to apply for community development in a number of areas, however the applicant must be expected to provide reasons to support the identified needs of community development for that particular area.

Area	
Keighley Central	
Highfield	
Knowle Park	
Lawkholme and Showfield	
Town Ward	
Utley and Spring Gardens	
Keighley East	
Long Lee & Parkwood	**Overall 2017-18 Community Development budget available to cover the areas listed on the left - £100,000**
Morton & Sandbeds	
Riddlesden and Stockbridge	
Woodhouse & Hainworth	
Keighley West	
Bogthorn & Exley Head	
Bracken Bank & Ingrow	
Fell Lane & Westburn	
Guardhouse	
Laycock & Braithwaite	
Oakworth	

Amount of funding and duration

Grants will be for 11 months and will be awarded from 02 May 2017 to 31st March 2018. Subject to compliance with the funding agreement, continuous satisfactory performance and subject to the Councils annual budget review (which may lead to 100% reduction cut to the budget for 2018/19 for Community Development Workers).

SECTION 4 – MONITORING AND PERFORMANCE

Delivery of Community Development work will be monitored in the following framework:

- Regular, suggested quarterly, reporting of the community development work carried out by each organisation to the Community Development committee
- Community development workers will be expected to plan 3 months ahead and performance will be measured against this Forward Plan
- Six monthly presentation reports and performance review to the Full Town Council
- Grant payments to be made six monthly based on satisfactory delivery of agreed community development work carried out within the first six months
- The organisations in receipt of the grants, and the Community Development workers themselves, should have strong working relationships with the Town Clerk, Council Officers and Keighley Town Council.

SECTION 5 – FUTURE SUSTAINABILITY

We would like you to demonstrate in this section how the community development work you are planning will be self-sustained in future years.

SECTION 6 – FINANCE PRO-FORMA

Please complete the finance pro-forma to support the information you have provided in section 3 'Resources and Budget'. The Community Development Committee may ask you for further details later, so it is advisable that you keep hold of any calculations you make.

LIST OF APPENDICES

- Appendix 1   Asset based Community Development
- Appendix 2   Timetable for Community Development
- Appendix 3   Use of Community Development Grant – quarterly written reports template
- Appendix 4   CD Submission Pro Forma

The following table illustrates what we mean by an asset based approach in comparison with a needs based approach which is often the default approach for delivering public services.

Needs approach	*Asset approach*
Starts with deficiencies and needs	Starts with assets in the community
Responds to problems	Identifies opportunities and strengths
Provides services to users	Invests in people as citizens
Emphasises role of agencies	Emphasises the role of civil society
Focuses on individuals	Focuses on communities and neighbourhoods
Sees people as clients and service users	Sees people as citizens and co-producers as something to offer
Treats people as passive and 'done to'	Helps people to take control of their lives
'Fixes people'	Supports people to develop their potential
Sees programme implementation as answer	Sees people as the answer

Definition of Community Development Work

For the purposes of the commissioning of community development it is expected that the majority of work will be with adults over the age of 18.

Building Organisations
- Work with communities to identify needs
- Help new community groups to form
- Help community groups to develop, plan and take action
- Help build links and networks between groups

Building Skills

- Build the skills, knowledge, confidence and experience of community leaders and members of community groups
- Help community groups and leaders to learn fro their action and experience

Building Involvement

- Building and maintaining positive relations with members of communities
- Enable people to have a say on issues and services that affect their lives
- Encourage people's participation in collective action and community activities
- Develop collaborative working between people, organisations, groups and within partnerships to create lasting change

Building Equality

- Promote inclusive and empowering ways of working within communities
- Support individuals, groups and communities in dealing with conflict
- Increase equality of access to resources and services
- Bringing people of different backgrounds together for increased understanding and joint working

Appendix 2: Timetable Community Development

It is envisaged that the time table for the CD grants will be as follows:

Key Event	Date to complete
CD Expression of interest form and guidance sent out	01 March 2017
Community Development Committee to consider process for evaluating applications	22 March 2017
CD Expression of interest form to be returned no later than	02 April 2017
Community Development committee to meet and assess/evaluate applications Identify any further needs that are not considered within any of the applications received and any follow up required with any of the applicants	13 April 2017
Community Development committee to meet (if required) to consider any further follow up received from applicants	TBC
Community Development Committee to present findings and recommend the award of grants to Full Council	04 May 2017
Applicants to be advised of the outcome of the process	8 May 2017
Grant to be awarded from the 02 May 2017 until 31 March 2018 (Grant payments to be made six monthly based on satisfactory delivery of agreed community development work carried out within the first six months)	02 May 2017

Community Development Committee Timetable	Meeting Date (to be confirmed)
Committee to meet and review the quarterly monitoring reports received from applicants for the period (May, June, July 2017)	September 2017
Committee to meet and review the quarterly monitoring reports received from applicants for the period (August, September, October 2017) Committee to confirm advance payment of the grant for the next five months (subject to satisfactory delivery of agreed community development work carried out within the first six months) Successful applicants to be invited to make a presentation to full Council	November 2017
Successful applicants to make a presentation to full Council (six monthly presentation)	November / December 2017
Committee to meet and review the quarterly monitoring reports received from applicants for the period (November, December, January 2018)	February 2018
Committee to meet and review the quarterly monitoring reports received from applicants for the period (February and March 2018) Successful applicants to be invited to make a presentation to full Council	April 2018
Successful applicants to make a presentation to full Council (five monthly presentation)	April / May 2018

Use of Community Development Grant – Quarterly Monitoring Form

This template is to be completed for each project of community development work delivered.

Bradford District Area: (please circle)
Keighley Central　　　　　　　　**Keighley East**　　　　　　　　**Keighley West**

Keighley Town Council Areas: (please tick)
Keighley Central
Highfield
Knowle Park
Lawkholme and Showfield
Town Ward
Utley and Spring Gardens
Keighley East
Long Lee & Parkwood
Morton & Sandbeds
Riddlesden and Stockbridge
Woodhouse & Hainworth
Keighley West
Bogthorn & Exley Head
Bracken Bank & Ingrow
Fell Lane & Westburn
Guardhouse
Laycock & Braithwaite
Oakworth
Voluntary Organisation:
Name of Community Development Worker:

Project Name:
Date of project start:
If completed date of completion:

1. Summary of Project (Maximum 100 words):

2. Who was involved in the project (Maximum 100 words):

3. How did you ensure a wide range of people had the opportunity to get involved? (Maximum 100 words)

4. How has the project benefited people in the Ward (Maximum 100 words):

5. What has the project achieved? (Maximum 100 words)

6. Summary of other work you have undertaken since April 2017 (Maximum 100 words)

CD Submission – Finance Pro-Forma

Name of organisation:

DESCRIPTION	2017-18
Direct frontline staffing costs (inc. NI etc.)	£0.00
Direct Management and Admin. Costs (inc. NI etc.)	£0.00
Direct running costs of the project/service	£0.00
Indirect Management and Admin costs (inc. NI etc.)	£0.00
Premises costs/ office accom.	£0.00
Other (please specify)	£0.00
Total	**£0.00**

Explanation of above categories

Direct frontline staffing costs (inc. NI etc.)
This should only include all the costs of staff providing a direct frontline service in the delivery of commissioned service.

Direct Management and Admin. Costs (inc. NI etc.)
This should only include all the costs of staff that give direct support to the commissioned service you intend to deliver (e.g. supervisor of frontline staff)

Direct running costs of the project/service
For example recruitment and training of staff, equipment and other consumerables for the delivery of the service

Indirect Management and Admin costs (inc. NI etc.)
This should include all the costs of management and support staff that are not involved in the direct delivery of the service