

Award of Grants

There will be four funding rounds; the closing dates for each application round and Panel date will be advertised on the North Norfolk District Council website at www.north-norfolk.gov.uk/tasks/your-community/apply-for-big-society-fund/. Funding will be available for each round.

Grants of £15,000 or less will be determined by the Big Society Fund Grants Panel. This Panel will meet four times a year. District Council Ward Members will be notified of grants being submitted which affect their locality.

Audit / Evaluation of Grant

A grant agreement, which will set out the grant terms and conditions, monitoring and the end of grant reporting requirements must be signed before the award is released.

Branding

Grant funded projects will be expected to provide a suitable acknowledgement of the Fund such that it can be viewed by the greatest number of people in the community (commensurate with the scale and scope of the project as determined by the funder on approval of the grant).

Any building or infrastructure (including play area and green space) projects must display acknowledgement of the Fund in an open public area. Plaques will be provided for this purpose.

It will be made clear in all publicity, correspondence etc. that the Grant is provided by NNDC

Big Society Grants Panel

The Big Society Fund Grants Panel has been set up to consider grant applications up to £15,000. .

Administration for the Grant Fund will be provided by North Norfolk District Council. The Council will appoint seven members and three substitute members to the Panel which will be Chaired by the Cabinet Member for the Big Society.

If you would like to receive this document in large print, Braille, alternative format or in a different language, please telephone 01263 516248 and we will do our best to help.



The North Norfolk Big Society Grant Fund Prospectus



Further information and making an application

To find out more about the North Norfolk Big Society Fund please go to www.north-norfolk.gov.uk/tasks/your-community/apply-for-big-society-fund/ where you will find out how to apply. Alter-natively, email:

supporting.communities@north-norfolk.gov.uk



NORTH NORFOLK DISTRICT COUNCIL
HOLT ROAD CROMER NORFOLK NR27 9EN



www.north-norfolk.gov.uk

www.north-norfolk.gov.uk

Tom FitzPatrick

Leader of the Council and North Norfolk District Council Cabinet Member for the Big Society



Since the Big Society Fund started in 2012 it has awarded in excess of £1,400,000 to over 180 community projects across our district. These projects were all ideas that came from local communities where people and organisations were already working hard to try and achieve something for their town or village and I am delighted that the Big Society Fund has been able to help them achieve their vision.

Organisations who have received a grant from the Big Society Fund confirm the difference the funding has made in delivering their project and, most importantly, the benefit the project has made within their community.

We are very lucky to have hardworking people in our towns and villages who give up their time to serve their local community in many different ways.

Corporate Plan.

Outcomes (i.e. benefits or impacts that can be recorded now and/or in the future) that we would expect to evidence as a result of investment from this fund are:

- People working together to achieve benefits that can be both appreciated by and have real positive impacts for the whole community or sections of it that have particular needs related to the outcomes that will be delivered.
- People who feel part of their community and have a sense of belonging and responsibility for the good and long-term benefit of the wider community.
- Communities and/or local groups who feel empowered to make a difference and make improvements to the lives of those who they support in the locality.
- An increased number of people getting involved in their local community to achieve greater levels of activity aimed at improving and sustaining opportunities for the wider community.

The kind of activities or initiatives that could be supported, for example, might include:

1. The provision of new or improved community facilities.
2. The establishment of new organisations or specific activities (for existing organisations) that will meet identified local needs and can evidence sustainable long-term outcomes.
3. Events which promote community involvement, volunteering or innovative approaches that bring people together, that can be sustained (where appropriate) by the community in the longer term.
4. Projects that encourage specific (hard-to-reach) people or groups to become more active in the community.
5. Projects that generate and/or increase social enterprise activity, to help create or sustain local jobs and offer more volunteering opportunities .

The following will not be supported by this Fund:

1. Revenue costs for administering groups or organisations, such as staff, management, volunteer and training costs or travel expenses
2. Core or on-going revenue to meet costs such as routine maintenance, cleaning, venue hire and infrastructure.

3. Statutory responsibilities and regulatory functions of public bodies.
4. Retrospective grant applications i.e. where goods or services have already be purchased or provided
5. Applications for different elements of a project that has previously received a Big Society Fund grant.

Who would be eligible to apply?

The Fund will be available for projects that support people and activities within the North Norfolk District geographical area. The following categories of organisation are likely to be eligible:

- Constituted local voluntary organisations, charities and community groups.
- Parish and Town Councils within North Norfolk District.
- Larger regional or national charities/organisations if the funding is to deliver a specific project in North Norfolk.
- Community businesses, social enterprises and other not-for profit organisations.

Note: schools will be eligible if the project/ activity proposed relates to community oriented or supported activities that are outside the school's normal core curriculum and/or main term-time educational role (usually outside school hours).

Organisations that are routinely supported by grant funding from North Norfolk District Council will not normally be eligible unless the application can prove that the funding request is for a specific additional project and that the outcomes are over and above any existing funding agreement with the District Council.

Individuals will not be eligible to apply.

How to apply

An application pack containing the guidance notes, application form and evidence checklist can be downloaded from the North Norfolk District Council website www.north-norfolk.gov.uk/tasks/your-community/apply-for-big-society-fund/ or by contacting 01263 516248 / 516173. Applications will need to demonstrate:

- The project outputs and outcomes and how these match the purpose of the Big Society Fund.
- The needs or characteristics of the community which the project is intended to support.

- Demonstrable support from within the community that the proposed project is expected to benefit.
- Who the expected beneficiaries are, identifying their location and other relevant characteristics.
- The governance and management arrangements of the group responsible for administering or implementing the project.
- The total project budget, including 'whole-life' costings and the proposed and alternative sources of funding.
- A programme for implementing the project (including key dates and timescales).
- A realistic cash flow forecast for any revenue implications relating to the project (detailed as appropriate to the scale and scope of the activity being funded).
- A commitment to provide evidence of the project outcomes once it is complete.

Applications will only be processed once all the required supporting documentation is received. The evidence checklist will identify the essential documentation that will be required to support all applications.

Funding commitment

North Norfolk District Council will honour funding commitments and will expect applicants to act reasonably with respect to the submission of funding applications and to be realistic in respect of their ability to spend any approved Big Society Fund monies; therefore:

- There will be no limit on the number of times that an organisation can apply but an organisation can only receive one grant award in any one financial year.
- Grants will normally be expected to be spent within one year of the date of the letter confirming the award.
- Any unspent grant at the end of the grant period shall be expected to be returned, unless agreement otherwise has been confirmed in writing by North Norfolk District Council.