**West Berkshire Community Fund Guidance Notes**

**1. Introduction**

**1.1** West Berkshire Council (WBC) is committed to supporting local good causes such as charity, voluntary and community sector organisations. One of the ways the Council is providing support is through the establishment of the West Berkshire Lottery (WBL). The WBL has been set up to help local good causes to access new funding streams to support ongoing activities and to innovate in their organisations.

**1.2** The West Berkshire Community Fund (WBCF) is one of the good causes supported by the WBL. The WBCF is administered by the Council. The WBCF is a generic fund that will be accrued and then distributed according to the guidance notes and supporting information.

**1.3** Funding going into the WBCF comes from players who nominate it as their good cause when they buy a ticket.

**1.4** Organisations are able to apply for funding from the WBCF if they have met the criteria for joining the WBL and are an active participant of the scheme having sold 10 or more tickets per week over the preceding 10 weeks of play up to the closing date for applications.

**1.5** Distribution of funding from the WBCF is overseen by a panel who will meet up once a year to consider applications from eligible causes. The funding awarded will be in addition to the funding received as a direct result of the tickets sold in support of the specific cause.

**2. Scope**

**2.1** These guidance notes apply to the allocation of WBCF to local good causes who are active participants in the WBL. It does not apply to any other means of financial support from the Council that may be available under other schemes.

**3. Purpose of the West Berkshire Community Fund**

**3.1** The WBCF has been established as a generic option for players of the WBL who do not have a particular allegiance to a specific good cause. This provides an option for players to nominate the WBCF as the beneficiary of the funding generated by their ticket purchase.

**4. How will funding be allocated?**

**4.1** In line with the criteria for joining the WBL, funding will be awarded to those good causes providing community activities and services for the benefit of the residents of West Berkshire and can demonstrate support for the six priorities for improvement as set out in the Councils Strategy *Building on Our Strengths 2019 – 2023* set out below.

* Ensure our vulnerable children and adults achieve better outcomes
* Support everyone to reach their full potential
* Support businesses to start, develop and thrive
* Develop local infrastructure, including housing, to support and grow the local economy
* Maintain a green district
* Ensure sustainable services through innovation and partnerships

**4.2** Organisation will need to outline the service it is providing by giving details of its activities and the number of people it is in contact with, as well as any other information required in the application form.

**4.3** Organisations making applications will need to demonstrate in their applications how any additional funding awarded will achieve added value for those that are in receipt of their services.

**4.4** Funding awards will be looked on more favourably where applications can demonstrate:

a) Demonstrable evidence of need

b) Demonstrable evidence the proposal will achieve the intended outcomes

c) The application does not contain high revenue costs that cannot be sustained

**4.5** The higher the sum of money applied for - the greater the need for the applications to:

a) Be from organisations with a good track record of delivery

b) Be from organisations with a range of funding streams

c) Provide evidence of benefit to the wider community beyond the membership of the good cause

**4.6** Eligible good causes will be advised in advance of when the fund will be open for applications and the process for applications.

**5. What will and will not be funded?**

**5.1** Funding will only be considered for work that will be undertaken in West Berkshire and/or will be wholly or principally for the direct benefit of residents of the district.

**5.2** Awards cannot be used for retrospective funding to replace money that has already been spent, or to cover items or services that have already been bought.

**5.3** Any funding award must only be spent for the approved purpose i.e. applicants must be able to demonstrate that funding has been spent on the specific purpose outlined in the funding application form. Applicants may be asked to provide evidence of this in an appropriate format.

**5.4** There are no maximum or minimum funding values, the expectation is that any application will be proportionate to the organisations activities and to their level of involvement in the WBL.

**5.5** The panel reserves the right to ask for updates from successful applicants on progress of plans for spend within the timeframes indicated for successful completion.

**6. Risk considerations in funding awards**

**6.1** The Council acknowledges that creativity and innovation can carry risks of non-delivery, for example where a new idea does not work out as intended. Therefore the Council will use the general principle of requiring lower levels of risk for higher levels of funding.

**6.2** Applicants will be asked to clearly identify any risks to delivery as part of their application.

**6.3** Where a project has not progressed due to a risk being realised this must be reported back to the panel as soon as possible.

**7. Funding conditions**

**7.1** All funding offers are subject to the agreement of the applicant to report back to the panel on whether or not they have successfully achieved the intended outcomes of the funding awarded - timeframes for this will be agreed when the funding is awarded.

**7.2** An application will only be considered if previous funding has been spent in accordance with the conditions of the award.

**7.3** An organisation may only receive one award over a twelve month period.

**7.4** All funding awards must be spent within 12 months of being awarded.

**7.5** In the event of non-delivery of the intended outcomes of the funding awarded it is possible funding will be withdrawn or required to be paid back.

**7.6** An organisation cannot submit an application year on year to fund the same initiative.

**7.7 A**s the nature of this funding is ‘one-off’ it will only be awarded for specific projects and not for ongoing running costs.

**7.8** Recipients of the funding will, wherever possible, acknowledge the support it has received from the WBCF/WBL in its marketing collateral, website and premises.

**7.9** The WBCF retains the right to publicise all beneficiaries of the lottery funding and the specific objectives that the funding will be used for.

**7.10** Any specific conditions that apply to an award will be made known to the applicant at the time award is made.

**7.11** All funding offers will be subject to the recipients accepting the funding conditions.

**8. Assessment process**

**8.1** Applications must complete a standard application form and provide any supporting documents as required in the application form.

**8.2** Applicants will be notified if they have been successful within six weeks of the application deadline. Payments will be made directly into BACS account (unless otherwise requested) no later than six weeks from the date of consideration by the panel.

**8.3** All funding applications will be assessed by the WBCF panel. A senior Council officer with a good understanding of the WBL and the WBCF will attend panel meetings in an advisory capacity.

**8.4** Conflicts of interest will be recorded and members with a conflict of interest for a particular funding application will not participate in the assessment of that application.

**8.5** Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application by panel.

**8.6** Appeals against the process used to award funding will be dealt with using West Berkshire Council's complaints procedure. There is no right of appeal as to the decision outcome itself.