

## 2022/2023 Waltham Forest Community Ward Funding Guidance

For the first round of Community Ward Funding this year, every ward in the borough has an allocation of £5,000 to spend on local projects.

The theme for this year will be **Fellowship – working together to improve our neighbourhoods**. You can apply for any amount of funding that will have an impact on the local community during this time.

Projects may include those that aim to:

- *Strengthen the sense of community and belonging*
- *Support charitable activities focused on reducing isolation or supporting mental health and wellbeing initiatives*
- *Improve the sustainability and liveability of our neighbourhoods*
- *Inject life into local highstreets*
- *Enable local charities to provide supplies and support to their local communities or support the recruitment and training of volunteers*

Please note that this funding cannot be used for personal needs on an individual basis. There are further details of funding available for residents and local businesses below.

You are encouraged to speak to your local ward councillor before submitting your application.

Please read all the application guidance before starting your application. If you require further information, please contact [cwfsupport@walthamforest.gov.uk](mailto:cwfsupport@walthamforest.gov.uk)

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## Completing your application form

### 1) Hints and tips for completing your online application

- Try and tell a story with your application; what is the story now, what are you going to do to make a change and what do you hope to achieve at the end?
- Remember that projects should help residents enjoy a good quality of life so consider how your project will help the residents living in the ward you are applying to.
- Try to give as detailed breakdown of costs as possible; this will help councillors understand how you plan to spend the money.
- When looking for a quote, check the price at more than one place to get the best value for money
- You can make the text on the screen bigger by adjusting your browser settings.
- You can use the tick icon on the application form to spell check your answer.
- Check you have uploaded all necessary documents before submitting your application.

### 2) Who can apply and how much can I apply for?

Organisations of any size can apply for any amount of funding up to £5,000, in tranche one.

All projects must be completed, and documentation submitted for invoices within 3 months of the declared project completion date. Projects completed after Wednesday 31st March 2023 will not be reimbursed.

### 3) What type of documentation do constituted groups need to provide?

If you are applying as a constituted group, you will need to upload documentation as part of your application.

#### Required

- A copy of your organisation's constitution
- A copy of your group's recent bank statement or opening statement if you a new group. If you have been established for 15 months or more, please also provide a copy of your previous years' accounts.

- A copy of your Public Liability Insurance. If you do not have public liability insurance, you can include this in your project costs, and you must provide it before completing your project.

#### Dependent on your organisation and project

- If you employ staff, you must provide a copy of your Employer's Liability Insurance.
- If your project will be delivered in a school, provide a document confirming approval from the appropriate Head Teacher(s).
- If your organisation is working with children or young people up to the age of 18, you must provide both;
- A copy of your Safeguarding Policy. Please ensure it is in line with [Waltham Forest's Safeguarding Children Board](#)
- The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with children and evidence that safer recruitment checks have been completed.  
If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project.
- If your organisation is working with vulnerable adults, you must provide both;
- A copy of your Safeguarding Adults Policy and Procedure which also outlines the training of staff and volunteers and how you will ensure staff are trained as part of their induction and where this will be recorded and monitored.
- The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with the vulnerable adults. If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project. Please also advise on the action you will take if there are any records on the DBS certificate.

See '[What is safeguarding and how can I get help?](#)' for more information.

#### **4) Which ward do I apply to?**

You should apply to the ward where the project is taking place. If you want to apply to more than one ward, you will need to complete a separate application form for each ward you are applying to, and state on the application form which other wards you are applying to and for how much.

#### **5) What type of projects can be funded?**

We encourage projects that will help strengthen sense of community and belonging. Alternatively, your project could be to bring people and communities together digitally, create

opportunities for residents to learn something new or reduce social isolation in your neighbourhood. You are encouraged to speak to your local ward councillor before submitting your application.

Previous projects include:

- Health and well-being awareness
- Setting up and strengthening community groups and networks
- Learning opportunities
- Arts, culture and heritage celebrations

#### **6) What type of projects or costs cannot be funded?**

- Community Ward Funding unfortunately cannot support individuals, families or businesses facing hardships. The Council has launched several schemes to support individuals during the current outbreak, please see further details below.
- Community Ward Funding cannot be used to fund political or religious events. The funds cannot be used to cover the cost of items such as alcohol, cigarettes or used towards profit-making activities and gambling such as raffles. See [acceptable proofs of expenditure](#) for more information.
- You cannot apply for funds to cover projects that have already happened or for items that have already been bought. Only costs outlined in your application will be reimbursed, providing receipts or invoices have been submitted. Please contact the team if you are unsure [cwfsupport@walthamforest.gov.uk](mailto:cwfsupport@walthamforest.gov.uk).

#### **7) What do you mean by outcomes?**

An outcome is a result you expect your project to achieve. Your project is likely to have more than one outcome, here are some examples:

- An outcome of a telephone befriending scheme may be that 'elderly people feel less lonely in the community'.
- An outcome of an English conversation class may be that 'participants feel more confident speaking English to others.'

You can also include any specific targets for your project in your application. For example, when setting up a sports club your target may be ‘to engage 30 local young people between the ages 14-20.’

Having clear outcomes will also help you plan your project. When you have finished your project, consider if you met your outcomes. For example, what was the feedback from participants? Did you reach the number of people you hoped to reach? Have you seen any lasting change in your area?

### **8) Can I reapply for funding for the same or similar project?**

As councillors have limited funds it is likely that they will look to fund different projects each year. Community Ward Funding is not intended to be a regular source of funding for community projects. If you wish to repeat your project, you should consider how you can make your project sustainable and explore alternative sources of funding.

- [My Funding Central](#) is an online database for charities and community groups. It is free to use if your group’s annual income is less than £30,000 a year.
- [SpaceHive](#) is a crowdfunding platform which supports local initiatives.
- [Fellowship Funding](#) grant program supports community engaged culture projects on a local level

### **9) Digital support for applications**

If you don’t have access to a computer or would like support using a computer to make your application, please contact [CWFSupport@walthamforest.gov.uk](mailto:CWFSupport@walthamforest.gov.uk) who can arrange for digital support to be given over the telephone.

### **10) What is safeguarding and how can I get help?**

If you are working directly with people, all individuals within your organisation should be able to recognise the different types of abuse, identify the signs and where to go for help. Even if you are not part of a formal organisation, it is your responsibility to ensure you have undertaken relevant safeguarding training.

If you are concerned that an adult with care and support needs is being abused or neglected or is self-neglecting, please contact the London Borough of Waltham Forest immediately on **020 8496 3000** or follow this link to complete [an online referral form](#)

For further guidance regarding Safeguarding Policy and Procedure and DBS checks, visit [the Community Waltham Forest safeguarding](#) webpage.

For further guidance on Safeguarding Adults, visit the London Borough of Waltham Forest [Safeguarding Adults](#) webpage.

## What happens next?

### 11) How are funding decisions made?

As applications are received, ward councillors will be able to make funding decisions on a rolling basis if they choose to, in addition to a three-week decision period once the portal closes to decide which projects are to receive funding and the amount to award.

Councillors are responsible for making funding decisions based on the needs of their ward for the benefit of local residents. Councillors have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

### 12) What happens if my application is successful?

You will need to log into your application account to accept the offer and agree to the terms and conditions by the end of August 2022. By accepting the offer, you are agreeing to submit all proof of project expenditure via your online account.

If you do not accept the offer by the deadline stated your grant will be withdrawn.

Please note that you may not be awarded the full amount that you requested. If you are unable to deliver the project with the awarded amount, you can decline the offer. See [returning funding](#) for more information.

You will only be reimbursed up to the value your project was awarded.

A list of the successful project names and amount awarded will be uploaded to the community ward funding page.

### **13) What is the payment plan?**

#### Payment plan for projects of £500 or less

If your project is successful, we will pay 75% of the total value of the project upfront. You will be expected to complete a mid-point evaluation form through your account and include any receipts for items purchased so far. The remainder of the funds will be released upon submission of the final receipts/invoices and including photographic or video evidence. You will only be reimbursed for the value of the receipts and not more than the awarded grant.

#### Payment plan for constituted group led project for £501 or more

If your application is for £501 or more, we will make an initial payment of 50% to your constituted group's bank account. You will be expected to complete a mid-point evaluation form through your account and include any receipts for items purchased so far. The remaining amount will be repaid to you once you have submitted sufficient evidence that your project took place. This means completing an evaluation form, submitting final receipts/invoices and including photographic or video evidence. You will only be reimbursed for the value of the receipts and not more than the awarded grant.

Under exceptional circumstances, a further interim payment can be paid where this can be demonstrated as essential to the delivery of the project. This is subject to the approval of your ward councillors and you must have completed a mid-point evaluation for their consideration.

All projects must be completed, and documentation submitted within 3 months of the declared project end date. Projects completed after 31<sup>st</sup> March 2023 will not be reimbursed.

### **14) Acceptable proofs of Expenditure**

Receipts must be clear, legible and you must highlight the items purchased for your project.

Invoices must have the following

- a unique identification number
- the company name, address and contact information
- the company name and address of the customer you're invoicing
- a clear description of what is being charging for

- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed
- must be on a template

#### **What is not acceptable?**

- Handwritten receipts/invoices
- Receipts for items paid in cash
- Receipts for cash prizes offered at your event/project
- Invoices to pay yourself for work undertaken
- We will not reimburse for alcohol purchased, petrol, taxis or anything not declared on the application form.
- Existing/ongoing rental costs/overheads

#### **15) What happens if my application is not successful?**

We anticipate a high volume of applications, unfortunately not all applications will be successful, and some successful applications may be allocated less money than they are applying for. Unsuccessful applicants can reapply in later funding rounds. Your ward councillors will provide written feedback on the reason for an unsuccessful application. There will be a second funding round in Autumn 2022, see [Will there be a second funding round?](#) for more details.

#### **16) Promoting your project and sharing its success**

If your project is successful, you can request a copy of the Council's logo to be used on publicity or communication materials. Please ensure that the logo is visible on all printed, web and any other media material together with enough text acknowledging the support of Community Ward Funding. A draft of your publicity or communication material must be sent to the community ward funding mailbox [CWFSupport@walthamforest.gov.uk](mailto:CWFSupport@walthamforest.gov.uk) for review and should not be circulated until approval is provided.

We want to hear how your project went and share its success. Take photos of your project in action and let us know what participants said. If you are taking photos of people, please ensure you have their permission to take their photo and let them know it could be used by the Council to promote future community ward funding. You should also invite and welcome ward Councillors to any official opening or similar.

### **17) Will there be a second funding round?**

It is up to ward councillors to decide how much of their funds to allocate in each funding round. We anticipate there will be a second funding round in October 2022 (autumn) but the amount of funds available in each ward will depend on the number of projects funded in the first round. It may be that your ward councillors allocate all funding in the first round. We advise you to contact your ward councillors to find out more.

The list of successful projects and an overview of remaining funding will be published on the community ward funding page in September.

### **18) Returning funding**

If your project cannot go ahead you will need to return any funding paid to you. Please email [cwfsupport@walthamforest.gov.uk](mailto:cwfsupport@walthamforest.gov.uk) where the team will provide further details for you to make the payment. You will also be asked to return funding if you cannot prove that the event took place by providing the required mid-point evaluation, final evaluation and proof of expenditure.

### **19) Alternative sources of funding**

Our website has further details of sources of funding for residents and business during the outbreak;

[Support for Residents](#)

[Support for Businesses](#)