



COMMUNITY LED PLANNING SUPPORT GRANT FUNDING CRITERIA & APPLICATION GUIDELINES

What funding is available?

£7500 has been allocated by Braintree District Council to support communities wishing to undertake new Community Led Plans in their area.

Grants of up to £750 are available for Parish & Town Councils or Community Groups wishing to undertake either of the following in their area:

- A new Parish or Town Plan (Or a refresh of plans more than 5 years old)
- A new Community Action Plan (Or a refresh of plans more than 5 years old)

What can the funding be used for?

Grants will be available for 10 areas and can be used in a variety of ways to support the development of your plan, depending on your specific needs. This could include:

- Paying for consultancy support or volunteer expenses
- Venue Hire for meetings and events
- Community Engagement and Consultation Costs
- Survey design and printing costs
- Design and Printing of your finished Plan

What can the funding NOT be used for?

Funding cannot be used for activities which are not directly linked to the development of your Community Led Plan. Funding can also not be used for the any of following:

- Community led plans in areas (either partly or wholly) outside of the Braintree District
- Activities for which the applicant has already received funding from another provider to deliver
- Activities which have already taken place
- Plans which have already received consultancy support under the Council's previous support scheme

Who can apply?

Grants would be open to any of the following organisations, provided they have not received support under the previous scheme or do not have a plan that was completed in the last 5 years:

- Parish and Town Councils
- Community Groups in non-parished areas (with the backing of their District Council Ward Member)
- Community Groups in smaller neighbourhoods in parished areas (with the backing of their Town/Parish Council)

Organisations applying for funding must have their own bank account. Payments are not able to be made into an individual's personal bank account.

Groups which are in the process of setting up a bank account are still encouraged to apply. *If your funding request is approved, your grant will be held for a maximum of 3 months from the date of offer to give you time to get your bank account set up.*

Successful groups will only be eligible for one support grant per plan

The application process

Application forms will be available online on the Braintree District Council website www.braintree.gov.uk

Requests will be assessed and funding allocated on a “first come, first served” basis.

All applications forms must be filled in electronically and emailed to communityservices@braintree.gov.uk . *We will only accept paper-based applications from groups with exceptional circumstances, which must be agreed with us in advance.*

If your application is successful

- We will notify you in writing and send a copy of a funding agreement for you to sign and return. Once your signed agreement has been returned, funding will be paid into your group's bank account.
- Your group will have 18 months to spend the funding as set out in your application. Any monies unspent at the end of this period will need to be repaid to Braintree District Council.
- You will be contacted every 6 months after your grant has been paid and asked to complete a short monitoring form to find out how your plan is progressing. Where any issues are identified we may contact you again before the next monitoring period to see how things are progressing.
- At the end of the 18 months you will be asked to complete a short monitoring form to tell us what has been achieved using the grant. You will also be asked to provide proof of expenditure on the items specified in your application.
- Once your group has completed its plan, you will be asked to submit a copy of the finished document to Braintree District Council. You may be also be invited to meet with officers and members to discuss the activities in your plan in more detail.

If your application is unsuccessful

- We will notify you in writing to explain the reasons why your application has not been approved
- Unsuccessful applicants will be welcome to reapply provided that;
 - they are able to address the reasons for which their original application was rejected
 - unallocated funding is still available

What will happen if funding is oversubscribed?

In the event that we receive more applications than there is funding available, we will maintain a waiting list of any applications received before the grant scheme closes.

If another applicant does not *for whatever reason* take up the grant offered to them, this will be offered to the next eligible applicant based on the order in which their application was received.

Where to go for further information?

For more information about the Community Led Planning support grants or to discuss issues relating to your plan, please contact:

Telephone: 01376 552525

Email: communityservices@braintree.gov.uk

Further information about community led planning is available online at http://www.braintree.gov.uk/info/200129/community/475/community_led_plans/2