

North Norfolk Sustainable Communities Fund



Prospectus

June 2023

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North Norfolk Sustainable Communities Fund Grant Panel



Cllr Saul Penfold
Chairman



Cllr Nigel Housden
Vice Chairman



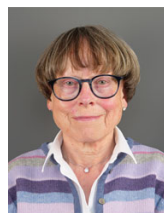
Cllr Jill Boyle
Panel Member



Cllr Martin Batey
Panel Member



Cllr Adam Varley
Panel Member



Cllr Victoria Holiday
Panel Member



Cllr Tom FitzPatrick
Panel Member

Background

The Big Society Fund was established in 2012 and has awarded over £2 million to nearly 300 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. North Norfolk District Council is delighted that it has been able to help them achieve their vision. Organisations who have received a grant from The Big Society Fund have confirmed what a difference the funding has made in delivering their project and, most importantly, the benefit the project has made within their community. We now want to build on this success by re-focusing The Big Society Fund into one which has environmental and community sustainability at its heart, thereby ensuring the long-term future and well-being of our communities here in North Norfolk. This will be called The North Norfolk Sustainable Communities Fund.

The North Norfolk Sustainable Communities Fund

In April 2019, North Norfolk District Council declared a Climate Emergency across the District. To reflect and support the Council's priorities in respect of climate change and the environment The Big Society Fund has ended and The North Norfolk Sustainable Communities Fund has been established. The aim of this new grant fund, which has environmental and community sustainability at its heart, is to help build strong and sustainable communities and ensure the long term future and wellbeing of our communities here in North Norfolk.

The North Norfolk Sustainable Communities Fund will help communities to develop new and innovative projects which will improve their environment as well as their health and social wellbeing.

By sustainable communities we mean:

Places in which people want to live and work, now and in the future. They meet the diverse needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life.

Funding Available and Decision Process

The North Norfolk Sustainable Communities Fund will assist communities in meeting their needs, with funding now available for both capital and revenue projects, as long as applications demonstrate that they meet the Fund's criteria. The Fund is provided by North Norfolk District Council and is available to support community projects throughout the District. The North Norfolk Sustainable Communities Fund grant will be administered by North Norfolk District Council, with the Grants Panel meeting four times a year to award grants of between £1,000 and £15,000. Dates for application deadlines are available on our website - www.north-norfolk.gov/nnsf

For grants of under £1,000 a monthly decision panel will now meet, enabling these smaller grants to be turned around much more quickly. Applications for grants of under £1,000 will also now have a shorter, simpler application form, but the sustainable communities criteria will remain the same.

The North Norfolk Sustainable Communities Fund will be available for projects that improve the environment or support the health, wellbeing and sustainability of our communities. It is expected that projects would be complementary to the priorities of the Council as detailed within the Corporate Plan www.north-norfolk.gov.uk/performance-and-risk/view-the-corporate-plan/

When developing your project, you need to consider what measures you will take to increase the positive environmental impacts of the project and to reduce its negative environmental impacts.

Our new focus means that the Grant Panel will now give weighting to projects which:

- **Demonstrate positive environmental outcomes through capital or revenue projects**
- **Clearly demonstrate that they have focussed on increasing the positive environmental impacts of the project and on reducing its negative environmental impacts**
- **Conserve or enhance the biodiversity of a community**
- **Help to promote and/or embed sustainability to the wider community**
- **Improve physical health or healthy lifestyles**
- **Improve mental health or community wellbeing**

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

- The provision of new or improved community facilities, demonstrating more local sourcing of materials and services
- Green energy generation
- Community allotment and tree planting
- Innovative recycling schemes
- Energy use minimisation and/or waste reduction
- Events and/or training which promotes community involvement or innovative approaches to sustainability
- Projects that encourage specific people or groups to become more active in the community, especially those who are hard to reach
- Projects that generate and/or increase social enterprise activity, creating more opportunities for local employment and/or training that can create or sustain local jobs
- Projects might also include helping to promote sustainable lifestyles to local communities through increased awareness and training
- The provision of new or improved community activities or services that support vulnerable groups or individuals or build resilience in communities

Organisations will be asked to consider how their proposed project could reduce its carbon footprint through the use of local businesses, products made from recycled materials and the establishment of additional services or groups that reduce the need for people to travel. The Panel will give weight to projects that meet such sustainability criteria in terms of the environment and local communities.

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:

- Positive environmental impacts
- 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
- Sustainable economic benefits that can create employment and training opportunities for those most in need

The following will not be supported by this Fund:

- Core or on-going revenue to meet costs such as building maintenance, cleaning, venue hire and infrastructure
- Statutory responsibilities and regulatory functions of public bodies
- Retrospective grant applications i.e. where goods or services have already be purchased or provided
- Applications for different elements of a project that has previously received a Big Society or North Norfolk Sustainable Communities Fund grant

Who Is Eligible To Apply?

The Fund will be available for projects that support people and sustainable projects/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 sustainable 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 organisation 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.

An application pack containing the guidance notes, application form and evidence checklist can be downloaded from the North Norfolk District Council website at www.north-norfolk.gov/nnsf or by contacting us on 01263 516248.

Applications will need to demonstrate:

- The project outputs and outcomes and how these match the purpose of the North Norfolk Sustainable Communities 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 characteristic.
- 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 North Norfolk Sustainable Communities Fund monies; therefore:

- There will be no limit on the number of times that an organisation can apply but only one application will be funded in any one year
- The North Norfolk Sustainable Communities Fund will award up to 90% of the project cost for applications between £1,000 - £15,000.
- The North Norfolk Sustainable Communities Fund will award up to 100% of the project cost for applications below £1,000.
- 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

Award of Grants

For grants of over £1,000, there will be four funding rounds per year; dates for application deadlines will be advertised on the North Norfolk District Council website at www.north-norfolk.gov/tasks/nnsf.

Funding will be available for each round and the maximum grant is £15,000. Grants of £1,000 - £15,000 will be determined by the North Norfolk Sustainable Communities Fund Grants Panel who will meet four times a year. District Council Ward Members will be notified of grants being submitted which affect their locality.

For grants of under £1,000 a monthly decision panel will now meet, enabling these smaller grants to be turned around much more quickly. Applications for grants of under £1,000 will also now have a shorter, simpler application form, also found at www.north-norfolk.gov/tasks/nnsf. The criteria and eligibility for grants under £1,000 will remain the same.

Audit / Evaluation of Grant

A grant agreement, which will set out the standard or any special grant terms and conditions, must be signed before the award is confirmed.

Branding

Grant funded projects will be expected to provide a suitable acknowledgement of the North Norfolk Sustainable Communities 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 North Norfolk District Council.

Further Information and Making an Application

To find out more about the North Norfolk Sustainable Communities Fund please go to www.north-norfolk.gov/nnsf

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North Norfolk Sustainable Communities Fund

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Sustainable Communities Fund

