

Safer Stronger Communities Fund (SSCF) Guidance Only*

* SSCF Terms & Conditions enclosed in this pack provide further details.

Projects up to £1,000

Who can apply?

- Individuals, residents, community groups/clubs and charitable organisations who are based in the SSCF area or provide services/activities to those who live in the SSCF area. The SSCF Programme covers Cliftonville West & Margate Central wards and the green space of Dane Park.
- Public and Private Sector organisations can also apply.

How many times can you apply?

- A maximum of two applications will usually be considered from any one applicant, group or organisation per quarter. These can be for varying amounts of funding up to an overall maximum of £1,000 per project.

How much can you bid for?

- Up to and including £1,000 (inclusive of all costs - including VAT & labour charges).

What must you use the money for?

- Your Project must work towards the SSCF aim of improving the quality of life for people within the areas of Cliftonville West and Margate Central wards and the green space of Dane Park.
- Project must work towards achieving the following SSCF criteria:
 - Safer Communities
 - Stronger Communities
 - Cleaner Safer Greener Public Spaces
 - Access to Better Public Services

How do you apply?

- Complete the SSCF Application Form (up to £1,000) and return it to the SSCF Team at the address below. All proposals must be received by the deadline of 31st October 2007 (please refer to the Proposed Time Schedule enclosed). Proposals received after this date will not be considered for funding.
- The project must be completed and all monies spent by 31st March 2008.

What do you have to include in your application?

- Evidence of how your project meets the SSCF criteria.
- A breakdown of expenditure - including quotes where appropriate.
- Groups/organisations must provide their constitution/set of rules, a copy of their latest accounts, details of their bank account on the enclosed bank details form and three consecutive months of recent and original bank statements. These are not required for individual or public sector applications.
- Evidence of match funding where appropriate: (Individual and community/voluntary sector applications do not need match funding to apply for up to £1,000 funding). Public Sector organisations do require match funding.
- You do not need to be working with partners (although this may strengthen your application).

How is the proposal assessed?

- Projects up to £1,000 are assessed by the SSCF Executive who are members of the SSCF Programme Board with the authority to act on behalf of the SSCF Programme Board.
- Your application needs to be received by the SSCF Team two weeks before the date of an SSCF Executive meeting where it will be assessed. (Please refer to the Proposed Time Schedule for Applications).

When will you know if you will receive funding or not?

- You will receive formal feedback on your application within two weeks of the date of the SSCF Executive meeting at which your application was assessed.

What will happen if your project is funded?

- The SSCF is public money and therefore has to be accounted for. This means you will need to keep account of expenditure.

How will your project be monitored?

- When the project has been approved members of the SSCF Team will meet with the project team to discuss the project and the monitoring and evaluation process. The aim of this is to ensure that the project delivers what has been promised.
- The SSCF Team will monitor the progress of the project through reports from the project team and by visits to the project. The SSCF Team will give help and advice at any stage of the project to support a successful outcome.
- Periodic returns will be required. These will ask what has been achieved, how much money has been spent, and any problems that may either delay or affect delivery of the project. (Please refer to section 1.4 of the SSCF Terms & Conditions for dates of monitoring returns).

How will the project be evaluated?

- At the end of the project, the project team and SSCF Team will evaluate the success of the project against the outputs agreed in the project application.

(Community groups/clubs, charitable organisations, Public & Private Sector organisations may **also** submit applications in excess of £1,000 using the appropriate application forms).

Please note SSCF Funding is separate to any other grant funding available.

Further details are available by contacting the SSCF Team on 01843 577534 and in the SSCF Terms & Conditions enclosed in the pack.

**Safer Stronger Communities Fund
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