

# Barking and Dagenham: Guide to the Neighbourhood Fund (NCIL)

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## About

The Neighbourhood Community Infrastructure Levy (NCIL) represents a fantastic opportunity for local community groups to access grant funding for improvement projects / initiatives in their local area, and the process is one that will genuinely involve residents in the decision-making process. This fund seeks to link residents across the borough to the opportunities that regenerating the borough create to support the priority of No One Left Behind

The Neighbourhood Community Infrastructure Levy is a fee that the council charges developers who are building new housing developments in the borough. This money is then set aside to fund local neighbourhood schemes, such as environmental improvements, health projects or community initiatives.

The borough's Community Infrastructure Levy (CIL) is split into two parts, strategic CIL (85%) and neighbourhood CIL (NCIL) (15%) to be spent on more local priorities in consultation with communities.

On 12 December 2017, Cabinet agreed that the entire borough be defined as the neighbourhood for the purposes of allocating the Neighbourhood Community Infrastructure Levy (NCIL). It argued that the process should strike a balance between ensuring a significant proportion of Neighbourhood CIL is spent in those areas where the impact of growth is greatest but also that other parts of the Borough are not left behind and benefit from the proceeds of growth.

## Contact:

Participation and Engagement Team, Barking Town Hall, IG11 7LU

E-mail: [community@lbbd.gov.uk](mailto:community@lbbd.gov.uk)

## **How much money is available?**

We have established a NCIL funding stream to support local projects. The opportunity for groups to apply will be once every 6 months and the amount that is available will be published at each 6-month. The application window will be four- six weeks. Any one group can only apply for NCIL funding once per year.

Projects can include small-scale new ideas or support the scaling of larger projects .

If the fund is oversubscribed, we will prioritise applications from new organisations as this is an innovation fund. However, we will encourage ideas from previously funded organisations where they are partnering with another local organisation.

**The maximum amount we will award to any single project is up to £10,000 in the first year.**

## **Who can access NCIL Funding:**

NCIL Funding is available to community and voluntary organisations, not-for-profit companies, registered charities, constituted organisations and social enterprises operating in Barking and Dagenham.

To apply you must have:

- A written governing document properly approved and accepted by the management committee/board of trustees
- At least three unrelated people on the board of directors, of Trustees, or governing body, and the majority of members must be unpaid
- A bank account that requires at least two people who are not related to each other to sign each cheque or withdrawal

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit<sup>1</sup>:

- Constitution or governing document
- Equalities and Diversity policy and procedures
- Safeguarding policy and procedures
- Public Liability Insurance
- Accounting or financial information to prove solvency

Where this information cannot be supplied you will need to provide a written statement of the reasons.

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<sup>1</sup> All documents should be scans or copies, not originals.

## Eligibility criteria

To receive NCIL funding from us your project must:

- be local to the borough and benefit people who live in the borough
- be inclusive and accessible to everyone and have regard to equalities and diversity
- This is an innovation fund and not for continued maintenance of daily funding. See exclusions.
- Not have received any previous NCIL funding. We cannot fund any projects that have previously been funded by NCIL as it is an innovation fund for new projects.

Criteria	Score
Does it deliver priorities in the interest of Barking and Dagenham residents?	1 – 10 points
Is there community buy-in. Can they show support from other residents for the project going forwards?	1 – 10 points
Do they have good evidence of the need?	1 – 10 points
Has the group set out a clear business plan demonstrating: <ul style="list-style-type: none"> <li>• How will it be delivered?</li> <li>• Who will benefit?</li> <li>• The timetable</li> <li>• Budget plan for all costs</li> </ul>	1 – 10 points
Have they considered risks and developed appropriate mitigations? (excluding legal and compliance which the authority will consider)	1 – 10 points
Sustainability: what is the continuity plan; what will happen after the funding ends?	1 – 10 points
How much money has already gone to that part of the borough?	1 – 20 points
Does the NCIL help attract other match funding?	1 – 20 points

Further to these requirements, all projects submitted for NCIL funding will have to demonstrate that they support our strategic priorities as set out in our Borough Manifesto.

You will improve your chances of being awarded NCIL funding if your application can demonstrate how it will deliver outcomes in these areas:

- Community Engagement – building communities improving how well people from different backgrounds get on together and increasing community participation

- Health and Wellbeing – increasing physical activity, improving personal wellbeing and happiness, achieving healthy weight and life expectancy
- Safety – reducing anti-social behaviour, improving levels of hate, crime and domestic violence.
- Skills and education – improving educational attainment and increasing skills
- Employment and Enterprise – lowering unemployment, growing local business and improving income.

The panel will also consider where the project is being delivered and how much money has already been granted to that part of the borough.

We reserve the right to amend these criteria at any time.

## How to apply

Funding will be open to registered charities, Community, VCS groups and Social Enterprises that benefit the local community. The opportunity for organisations to apply for this funding will be available every six months.

- Bids will be submitted online via One Borough Voice <https://oneboroughvoice.lbbd.gov.uk/neighbourhood-funding>
- Officers will undertake an initial sense check and organisational due diligence of what has been received
- Projects will be presented to a resident's panel for consideration. The panel will make recommendations to the Director of Policy and Participation and the Cabinet Member for Community Leadership & Engagement.

One Borough Voice:

- You will need to register on One Borough Voice to be able to fill in and save your application.
- Once logged in you will be able to work on, save and go back to your application before you submit
- Many of the fields are mandatory to fill in and you will not be able to move on to the next question or page if you do not fill it in.
- If you have any questions, please email [community@lbbd.gov.uk](mailto:community@lbbd.gov.uk)

You may also be required to submit the following documents specific to your project:

- Health and safety policy
- Volunteers' policy
- Child protection and/or vulnerable adults safeguarding policy
- Statement evidencing that all staff and practitioners are DBS checked to the required standards for the project being undertaken
- Risk Assessment

- Equality and diversity Policy

We may follow up your application with additional questions or queries in advance of making a decision.

Any organisations which are not a legal entity and cannot submit the above documents can umbrella under another established organisation. Please email [community@lbbd.gov.uk](mailto:community@lbbd.gov.uk) for more information on this.

Organisations can also contact the BD\_Collective at [Alison@bdcollective.co.uk](mailto:Alison@bdcollective.co.uk) or B&D Giving at [Geraud@bdgiving.org.uk](mailto:Geraud@bdgiving.org.uk) or you can visit the B&D portal at [www.bdgiving.org.uk](http://www.bdgiving.org.uk) to request impartial advice for their application.

## **Assessment of application**

We have established a Residents Panel who have been fully trained to ensure fair decision-making and application of our eligibility criteria.

The assessment of applications will be carried out in three stages:

### Stage 1: Checks

We will review your application form and supporting documents for completeness and compliance. If we receive an incomplete application this will be returned to you. You will be given 10 working days to send us the missing information. After this time your application will be rejected.

### Stage 2: Panel Assessment

Our Resident Panel will be given your application and will assess it against the eligibility criteria.

### Stage 3: Presentations and recommendations

The Panel will then convene a dragon's den style process. You will present your project to the panel. The panel will then consider the application to reach a final decision to award NCIL funding.

### Stage 4: Outcomes

LBBD officers will inform applicants of the Panel's decision and will give any feedback from the panel members to the applicants. Any feedback should be treated confidentially in order to protect panel members.

## **Awarding funds**

If your application is successful we will issue a conditional offer letter. The offer will, as a minimum be subject to checking of the any supporting documents you have been asked to provide.

If everything meets our requirements we will confirm the offer with the issue of a Conditions of Grant Aid. This will set out the terms and conditions and service specification for which funding has been awarded.

If your project is awarded NCIL funding then delivery of the project must be underway and our funding element spent within one year of the date of the award letter.

## **Monitoring the funds**

If we fund your project you will need to complete an end of project report to confirm how the funds were spent and what you achieved.

The responsibility for capital elements of a project, or where groups use contractors to do the work will be done in accordance of their own internal governance process where this is appropriate. Where projects propose the installation of small-scale infrastructure like street furniture for example, Be First should be involved to ensure that appropriate contractors are used.

We reserve the right to request invoices or receipts to evidence that NCIL funding has been spent for the purposes intended. For the same reason, we reserve the right to audit project delivery.<sup>2</sup> If the funding is not spent for the purposes intended within the timescales agreed in the award letter we reserve the right to request that the unspent funding is returned.

## **Unsuccessful applications**

If your application is not successful we will write to you telling you the reasons why. Please consider the feedback carefully before deciding whether to apply again. Since we seldom have enough funds to support all the applications we would like to if you send us the same application again it is likely to be unsuccessful. We suggest you only apply again for the same project if you can make a much stronger case.

We ask that all feedback is treated as confidential and not to be shared in the public domain. We feel that this is important so as to ensure resident panels members can trust the process and feel fully supported in taking part in it.

There is no appeals process for unsuccessful applications, though you can make a complaint via the council's formal [complaints procedure](#) if you think we have not followed our process.

## **Exclusions**

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<sup>2</sup> Legal action may be taken if you do not comply or co-operate with these activities or the council is not satisfied that public money has been used for the purposes that it was awarded.

NCIL funding is the giving of public money so it is important that it is used appropriately. Therefore, it cannot be used to:

- replace any previous funding programmes
- fill any gaps left by the withdrawal of other grant giving programmes
- fund continued maintenance of an organisation.
- fund any projects that have previously been funded by NCIL as it is an innovation fund for new projects.

If the fund is oversubscribed, we will prioritise applications from new organisations as this is an innovation fund. However, we will encourage ideas from previously funded organisations where they are partnering with another local organisation.

NCIL funding will not support projects or activities that cannot evidence how they will meet the identified needs of the beneficiaries.

Furthermore, NCIL funding cannot be used to fund:

- projects which are purely research
- costs of ongoing staff who are not working directly on the project – including salaries of permanent or fixed term staff.
- costs incurred in putting the application together
- core costs of the organisation – (utility bills; rent; management costs etc.) which are not directly related to the project activity.
- contingency costs e.g. funds to provide a source of income or for fundraising activities.
- political or religious<sup>3</sup> activities
- projects that take place outside of Barking and Dagenham.
- VAT that you can recover
- loans or interest payments.
- purchase of alcohol or illegal substances

This list is not exhaustive. You should contact us at [community@lbbd.gov.uk](mailto:community@lbbd.gov.uk) if you are unclear whether your project, or elements of your project, would breach these rules.

## **Data Protection and Freedom of Information**

As a public organisation we must follow GDPR and the Freedom of Information Act 2000. By submitting your application you agree that we can use the information it contains, and other information we hold about your project, for the following purposes:

- making decisions to award NCIL funding to your project
- responding to Freedom of Information requests
- data analysis and statistical research
- sharing with individuals or organisations
- communications activity to publicise your project, or promoting NCIL funding