

North Ayrshire Council COMMUNITY INVESTMENT FUND: Guidance Notes for Locality Partnerships

(To be used in conjunction with the CIF Proposal Form)

1. Criteria

The CIF will support proposals and projects that:

- Connect with:
 - The North Ayrshire **Fair for All** Inequalities Strategy;
 - the **Community Planning Partnership and Locality priorities**; and
 - **North Ayrshire Council's** values, priorities and business objectives.
- Fulfil a compelling need and **do not duplicate existing services** or facilities;
- Provide **long-term, sustainable**, positive results for the greatest number of people possible;
- Exhibit project and/or organisational **innovation** in their approaches to their work in their way of addressing community challenges and in their request to Locality Partnerships and the Council;
- Come from (an) **organisation(s) that is financially viable** (can provide financial statements upon request) and efficiently and effectively managed. This **can include an organisation to be created** to deliver the project;
- Include options or potential for NAC and CPP **employee engagement and volunteering** where possible; and
- Include **measurable outcomes** and can report to NAC on outcomes on a regular basis.

Organisations must:

- **Work in partnership and be engaged with relevant Locality Partnerships** to provide services or programmes that **improve community access to services** in their area;
- Provide services or programmes that **improve the life chances/health and wellbeing** for members of the community;
- Have regard to **equalities** in designing their activities and programmes;;

- Demonstrate active engagement and consultation with the local community to identify needs.

2. Grant eligibility

The Community Investment Fund will be open to **not for profit, community based organisations** with local governance arrangements in North Ayrshire which meet the following eligibility criteria:

- The services and programmes of the community based organisation benefit a local geographic community or communities of interest in North Ayrshire;
- The community-based organisation must be properly constituted with clear and effective local governance and management structures;
- Organisations should meet the minimum legal requirements along with policies and procedures to cover the organisation's services and programmes;
- Organisations should have sufficient cover for public liability and employers liability insurance; and
- Where appropriate, depending on the grant sum requested, the organisation will be expected to submit supporting documentation. All documentation will be used, alongside the application form, to assess against the grant criteria.

3. Process for developing and submitting Proposals

1. **Locality Partnerships will agree eligibility criteria** for CIF applications, based on the recommendations above.
2. **Locality Partnership will agree additional local eligibility criteria** based on agreed locality priorities, as published in the six locality plans.
3. Timescales and mechanisms for inviting proposals in each locality will be agreed, but can include publicised drop-in discussion sessions, one-to-one meetings with Locality Partnership members, attendance at Locality Partnership meetings to discuss proposals, Participatory Budgeting etc.
4. **Proposals will be identified and/or invited in discussion with Locality Partnership members.**
5. Locality Partnerships will discuss and review proposals.

6. Proposals will be reviewed and support will be provided, as appropriate, by Community Development and Empowerment staff, the CIF architect/project manager and Council and CPP officers, in discussion with Elected Members, locality representatives and CPP partners.
7. **Locality Partnerships will agree which competent bids should be recommended to Cabinet for approval** and progression to funding stage, in line with assessment criteria.
8. Recommendations and requests for **project spend will be considered by Cabinet**.
9. **Cabinet will review/approve** the recommendations. Cabinet cycles are monthly and recommendations will be reviewed at the next available Cabinet meeting and the outcome communicated to the Chair of the Locality Partnership.
10. The selected projects will go forward to implementation stage.
11. Locality Partnerships will receive regular monitoring reports; and
12. Cabinet will receive bi-annual reports on the implementation of the CIF.
It is anticipated that activity in relation to the proposals will require to take place between Locality Partnership meetings, with formal reporting at the meetings.

4. Assessment of projects

Assessment will take the following into consideration:

- The local management (**governance**) **arrangements** within the organisation and explanation of how it is locality/community based;
- The **services and programmes** the organisation delivers to the community and how they meet the scheme's criteria (listed on the criteria page).

This may include:

- i. The services, projects and activities that are provided and for whom; how they will be delivered; and the total number of people benefitting;
- ii. Any new organisational or service developments planned for the funding period;
- iii. Relevant community/locality organisation(s) with whom there is a partnership;
- iv. What actions, activities and or projects the organisation is engaged in to support increasing participation through volunteering; and
- v. What the funding will pay for, for example, capital costs, core running costs, salaries, volunteer expenses, marketing, consultation, outreach services.

- The difference and impact the services and programmes will make to those accessing them, including participants and volunteers. This will be considered in relation to the LOIP and priorities in locality plans;
- How the organisation has identified community need through engaging and consulting with the community on the services and programme design and delivery and how this information is used, including with partners;
- Methods for monitoring and evaluating services and programmes and activities;
- Quality systems used to demonstrate how organisations ensure the delivery and improvement of high quality services;
- Financial proposition, including potential match funding, and current financial status;
- Project sustainability; and
- Equalities information about the organisation.

5. Notes: Funding: 2017/18 until 2019/20

The total CIF is £3.162m.

Officer support for the management of the fund will comprise a project manager/architect, finance and external funding advice to maximise the CIF grants (a maximum of £250,000 in total for support staff).

The CIF will be allocated across six localities based on population. c.10% of the overall fund (£300,000) has been retained to address optimism bias within projects, over and above contingency funds, to mitigate risk of over commitment and overspends within projects. This approach was adopted in the Belfast LIF and allows for security of completion once a project/proposal has been agreed. This funding will remain available for CIF projects and will act as a contingency fund.

£2.6m will therefore be initially available for allocation to projects. The approximate allocations:

Locality	Population	Value
Irvine	29%	£754,000
Kilwinning	11%	£286,000
3 Towns	23%	£598,000
Garnock Valley	15%	£390,000
North Coast	18%	£468,000
Arran	4%	£104,000

Awards between £5,000 and £100,000 will be available, with phasing and draw down to be agreed dependent on individual projects. Where a proposal is assessed to be eligible for an award, but the value of that award is calculated to be less than £5,000, the organisation will be signposted to apply for support through the Nurturing Excellence in Communities, Common Good and NAVT Grants schemes instead. This is to ensure the required levels of monitoring and reporting are proportionate to the value of award.

Further information:

North Ayrshire Community Planning Partnership Priorities:

- Healthier North Ayrshire
- Working North Ayrshire
- Safe and Secure North Ayrshire
- Thriving North Ayrshire

We also have themes that run across all three priorities:

- Building stronger communities
- Prevention

Fair for All Strategy:

One of the key purposes for Community Planning in North Ayrshire is to promote equality across our residents