

Village Planning Fund **Guidance Notes**

It is important that you read these guidance notes before you complete the application form.

Thank you for your interest in the Village Planning Fund. These guidance notes will help you to provide all the information we require to enable us to consider your application.

Please refer to the Information Pack containing the application form, which can be downloaded from the website, for more information regarding the criteria and application process.

If after reading these Guidance Notes you are unclear about whether your application meets our criteria, please contact your local Community Links Officer who will be pleased to help you. Contact details are listed in the 'Key Contacts' section below.

For general guidance, please contact your local Community Links Officer, details are listed in the section below titled 'Key Contacts'.

As part of the application process you are required to discuss your proposal with local ward Members and lead service officers within the Council, who can talk through your ideas and provide extra guidance and support.

Please complete the electronic version of the application form. Paper copies of the application form are available from your local Community Links Officer if required. If you complete your application by hand please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

A large print version of the application form and guidance notes are also available on request from Community Links, London Borough of Richmond upon Thames LBRuT, 3rd Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ or email AllINOne@richmond.gov.uk

Completing the application form

1. Name of organisation

Are you an individual applying or an organisation?

If you are an individual then you will need to apply in partnership with a constituted organisation; please give your name, and the name of the organisation.

2. What is the Legal Status of the organisation?

Please state the legal status of the organisation and provide the registered charity and company number, if applicable.

3 - 5. Your details

The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address please give us this as it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.

6. Geographical areas covered

A village cluster system is best placed to recognise the impact that development can have beyond Village boundaries and to maximise the amount spent locally. You must indicate which cluster area you are applying for, as each has a separate amount of funding available. For example a project benefiting Ham and Petersham should be funded with the Ham and Petersham pot. The clustered areas are:

- Richmond, Richmond Hill and Kew
- Hampton, Hampton Hill, Hampton Wick and Teddington
- East Sheen, Mortlake and Barnes
- Ham and Petersham
- Twickenham, St Margarets, East Twickenham, Strawberry Hill, Whitton and Heathfield

Please tick which clustered area and then write which individual village area.

7. Name of the project

If your project has a different name to that of your organisation, you need to tell us here. You don't need a different name, but sometimes organisations run more than one project and wish to distinguish between them.

8. Describe your project

Please provide a detailed description of your project meeting the points listed:

- Think about what will change for the better as a result of your project?
- Please also try and quantify your activities, for example, how many sessions, for how long and when?

Some projects will not involve running of activities.

9. How does your project address the impact of development in your local area?

Please use this section to explain how your project responds to the demand that development has placed in an area. This could be interpreted as a project which addresses the new population, the development itself, or the needs/impact of an increased population as a result of development.

Below is a list of developments which have taken place within the village cluster areas. Larger developments have been listed however some smaller developments occur on personal property and for this reason are not listed.

Richmond, Richmond Hill and Kew	Inland Revenue Office, Kew Ancaster House, Richmond Kings Road Garage, Richmond
Hampton, Hampton Hill, Hampton Wick and Teddington	Upper Sunbury Road, Hampton Normansfield, Teddington
East Sheen, Mortlake and Barnes	Barnes Police Station
Ham and Petersham	HMP Latchmere House, Ham
Twickenham, St Margarets, East Twickenham, Strawberry Hill, Whitton and Heathfield	Land to the rear of 558-564 Hanworth Road, Whitton

It is important to remember that ongoing revenue costs cannot be funded by the Village Planning Fund. Examples to consider are listed below;

Items of physical infrastructure could include:

- Environmental improvements
- Way finding or signage
- Play equipment
- Lighting

We would also welcome projects which address items of social infrastructure:

- Community and sports facilities
- Educational/cultural facilities
- Recreation facilities
- Vehicles that provide a service to support the local community; mobile library, mobile art venue, transport for older people.

10. What evidence have you collected to demonstrate the need for this project? Who are the main beneficiaries?

Please tell us how you know there is a need for this project, what evidence do you have? Please describe if you have consulted with local people about the project or if you have identified the need through other means e.g. availability of other services/facilities in the area, evidence from a resident's survey, or the Richmond Story which identifies needs <http://www.datarich.info/resource/view?resourceId=710> .

We anticipate that a large number of groups will apply for grants so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

11. Which of the Village Plan priorities does your application meet and how will your project contribute to the priority/priorities identified?

Your project needs to relate to one or more of the Village Plan priorities for the area which your proposal will impact. You may refer to 'Key Issues – Community Projects' or identify which section of 'Key Issues' your proposal is relevant to, for example 'parks, open spaces and rivers' or 'libraries.' These can be found at http://www.richmond.gov.uk/village_plans

12. What is the estimated start and finish date for the project? Please include the key stages or "milestones" in running this project

The Village planning local Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. We are unable to consider projects that have already taken place; please ensure you have allowed sufficient time between submitting the application and when you would like to start the project.

Please also state the key stages or "milestones" of your project so that we can understand how you have planned the project.

13. Identify and describe any risks / uncertainties

Identify any relevant risks to the project and outline what your mitigation measures are and list them in order of relevance: High/Medium/Low

14 - 15. Equality Impact: Which protected characteristic groups will your project support?

The Equality Act 2010 means that you must not discriminate against a person because they have any of the protected characteristics:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>. The following characteristics are protected characteristics:

- Gender
- Ethnicity
- Age (including older persons, young persons and children)
- Disability (including long-term illness or health condition)
- Gender reassignment
- Sexual orientation
- Religion or belief
- Pregnancy and maternity (or other caring responsibilities for dependents)

16. Who will manage and be involved in the delivery of your project?

Please describe who will be responsible for managing and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project.

17. Does your project require permission from a third party and if so has this been obtained?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. local authority, planning permission, private individual/company. An example of the permission you might require is described below:

- A conservation group wants to develop a project on some local common ground, they would need to contact the local authority's Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.
- For buildings, planning permission or change of use maybe required. You must ensure that you have the relevant permissions and paper work in place before you apply.

If you are unsure whether you need to seek permission for your project please contact your Community Links Officer or the appropriate lead service Officer within the local authority. Contact details are on page 9 of these guidance notes.

18. All applications require comments from the appropriate Council officer.

Your Community Links Officer can assist you in identifying who you will need to liaise with to complete the application, for example; an application to renovate play equipment in a local park will require advice and guidance from the Parks Service and possibly Children's

Services. It is also necessary to liaise with relevant Council officers to ensure that the proposal is not part of existing work planned for the area.

19. Endorsement from two Councillors from the cluster areas is required to support the project.

Please discuss your application with local Ward Members. Endorsement from two Councillors is required to meet the criteria. This may be in the form of a supporting email to the relevant group and Community Links Officer, or a signed application form. *Please ensure you have approached your Ward Councillor with plenty of time before the application deadline is due.*

20. Please state the date of your most recent audited accounts or management accounts

If you do not have a set of audited accounts (e.g. you are a new organisation) or if they are more than a year old, please explain why.

21. Please state your income and expenditure for your last financial year

Please include here the total income and total expenditure for your organisation in your last financial year.

22. How much is your project going to cost and how much do you need from the Village planning Fund?

How have you arrived at the amount you are requesting? Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards. If you have received match-funding please state how much, and where this is from.

We expect you to have obtained quotes for goods/services, and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. Staffing costs must be short, fixed term and incurred as a result of the delivery of the proposal.

For capital purchases or works we require you to have obtained 3 quotes, unless the works are to be carried out by the Council. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed we may require evidence of how much you have spent.

You will be required to sign a Funding Level Agreement for any grant awarded.

In-kind Match Funding

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Civic Pride Fund. In-kind match

funding is a noncash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2015 (ASHE) Median hourly pay – gross, for all employees in Richmond upon Thames. This provides an hourly rate of £14.36. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

To calculate volunteer time

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£14.36) = value of volunteer time.

For example:

Total hours per week volunteered (per volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of volunteer time
7	5	35	40	£14.36	£20,104

Payments made from the Village Planning Fund will fund actual expenditure of the proposal and not the in-kind elements.

23. Please identify any on-going maintenance costs. How will these costs be met?

If on-going maintenance is required from the Council, then you must have the agreement of the relevant service lead in place before applying.

24. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?

In order for us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. We are unable to proceed with your application if this is not the case. Please contact your Community Links officer to discuss options.

25. If the project will continue beyond the timescale for which you are applying for a grant, how will you fund this?

This fund is not designed to fund ongoing projects, so if this is an ongoing project or a pilot project you will need to demonstrate that you will not be reliant on funding from the Village Planning Fund in future years to continue to deliver your project or services.

26. What other funders have you applied to and what is the response?

You will need to demonstrate why you cannot to fund this project from your own resources. In some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other local funders, the lottery grant, your own fundraising efforts.

We will also take into consideration whether your proposed project or service is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

Please give us the specific name(s) of local funders you have applied to for funding. Please indicate if you have been awarded other funding towards the project costs, or if you have a grant decision pending, please indicate when you will know the outcome.

27. Agreement: Your understanding of the grant condition

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

28. Monitoring and Evaluation

If your application is successful you will be required to complete a short monitoring and evaluation form at the end of your project. A copy of the monitoring form will be sent out to successful projects and can be seen by request.

29. Where did you find out about the Village Planning Fund?

Please state how you found out about the Village Planning Fund.

30. Any other comments?

Please state any other comments you may have.

Key Contacts

Community Links

Lynette Lawson-Tyers	Kew, Barnes, Mortlake, East Sheen, Richmond, Richmond Hill	Lynette.Lawson-Tyers@richmond.gov.uk 020 8831 6427 or 07943 555676
Siobhan Oktay	Ham and Petersham, St Margarets and East Twickenham, Strawberry Hill, Twickenham, Whitton and Heathfield	siobhan.oktay@richmond.gov.uk 020 8831 6351 or 07983 568 491
Bill Reed	Hampton, Hampton Hill, Hampton Wick, Teddington	william.reed@richmond.gov.uk 020 8831 6273 or 07565 895 485
Anna Sadler	Community Links Coordinator	anna.sadler@richmond.gov.uk 020 8831 6332 or 07850 513 568

Supporting Documents

Accounts

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful you will be asked to provide evidence of recent income and expenditure e.g. bank statements.

Children and Vulnerable Adults

If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum, you must have a policy that explains how you make sure of this and you must ensure that the policy is put into practice. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Disclosure and Barring Service (DBS) clearance. If you do not have this in place please speak to your Community Links Office who can support you.

Making your Project Sustainable

Richmond CVS is a local charity which provides support, advice and training in all aspects of charity, community and voluntary activity in the London Borough of Richmond upon Thames. They can provide specific support to help you develop your project, plan and apply for future funding and develop the sustainability of your project. For more information please visit the Richmond CVS website: <http://www.richmondcv.org.uk/>

South West London Environment Network (SWLEN) is a local charity that assists people and organisations who protect and enhance the environment. They help environmental groups to start, operate, find volunteers, raise funds, get insured, share good practices and collaborate. For more information please visit the South West London Environment Network website: <https://swlen.org.uk/>

Submitting Your Application

Please submit a signed copy of your application with all your supporting documents:

Electronically to:

AllInOne@richmond.gov.uk Please mark the subject line as Village Planning Fund application followed by the village area. For example;
Village Planning Fund application: HAMPTON

*If returning via email, please ensure your cover email is copied to the Councillors supporting this proposal as listed in point 19 above.

Or via post to:

FAO Anna Sadler, 3rd Floor Civic Centre, 44 York Street, Twickenham. TW1 3BZ

Village Planning Fund Application Form

Please refer to the accompanying guidance notes when completing this application form

Internal use only	Area:	Project:	No:
ABOUT YOU/YOUR ORGANISATION If an individual is applying they must have a constituted organisation that they can work in partnership with.			
1	Name of organisation(s)		
	Name of individual applying and affiliated constituted organisation	Individual Organisation	
2	What is the Legal Status of the organisation?	<input type="checkbox"/> Registered Charity	Registered Charity No.
		<input type="checkbox"/> Company limited by guarantee	Company Number
		<input type="checkbox"/> Voluntary Organisation	Other (please specify)
3	Your Address		
4	Your Telephone number		
5	Your Email address		
ABOUT YOUR PROJECT			
6	Geographical area(s) covered.	Village cluster areas	
	Please tick which cluster area will be benefit from the proposal If appropriate, please identify the location and the village where your project will be based.	<input type="checkbox"/> Richmond, Richmond Hill and Kew <input type="checkbox"/> Hampton, Hampton Hill, Hampton Wick and Teddington <input type="checkbox"/> East Sheen, Mortlake and Barnes <input type="checkbox"/> Ham and Petersham <input type="checkbox"/> Twickenham, St Margarets, East Twickenham, Strawberry Hill, Whitton and Heathfield Individual village – location	
7	Name of the project		

8	<p>Describe your project:</p> <ul style="list-style-type: none"> • What are the main aims? • In what ways will the project benefit the community? • What activities will you run as part of the project? 			
9	<p>How does your project address the impact of development in your local area?</p> <p><i>Please refer to the guidance notes to see a list of developments in your area</i></p>			
10	<p>What evidence have you collected to demonstrate the need for this project?</p> <p>Who are the main beneficiaries?</p>			
11	<p>Which of the Village Plan priorities does your application meet and how will your project contribute to the priority/priorities identified?</p>			
12	<p>What is the estimated start and finish date for the project? Month / Year</p> <p>Please identify the key stages and “milestones” in running this project.</p>	<p>Start:</p> <p>Milestones:</p> <ul style="list-style-type: none"> • • • 		<p>Finish:</p>
13	Identify and describe any risks / uncertainties			
	Risk description	Likely impact of risk H/M/L	Probability of risk H/M/L	Identify relevant risk management / mitigation measures

Equality Impact			
14	Will your project have positive impacts on individuals with a protected characteristic? If yes please say which group(s) and how? <i>Please find a list of protected characteristic in the guidance notes</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Which group(s): How:	
15	Can you think of any unintended negative impacts your project may have on individuals with a protected characteristic? Yes / No If yes, please say which group(s) and how it might be managed	<input type="checkbox"/> Yes <input type="checkbox"/> No Which group(s): Management plan:	
Governance			
16	Who will manage and be involved in the delivery of your project?		
17	Does your project require permission from a third party and if so has this been obtained?		
18	All applications require comments from the appropriate Council officer <i>Community Links Officers can provide details of the relevant Council officer</i>	Name of officer	
		Officers comments	
19	Endorsement from two Councillors from the cluster areas is required to support the project <i>This may be in the form of a signature or an email pledging support</i>		
	Name	Ward	Signature
			Date

Finances (If you are an individual please ask your organisational partner to complete this section)					
20	Please state the date of your most recent audited accounts or management accounts				
21	Please state your income and expenditure for your last financial year		Income: £	Expenditure: £	
22	<p>How much is your project going to cost and how much do you need from the Village Planning Fund? Please provide a breakdown of costs in the budget table below and include the cost to your organisation in delivering the project</p> <p><i>You will need to sign a Funding Level Agreement for any grant awarded</i></p>				
Expenditure Item		Cost of Item	Match funding including other grants & fundraising (cash)	Match funding (in-kind)	Amount requested from the Village Planning Fund
<i>Examples</i>					
<i>Gardening equipment 3* spade at £10</i>					
<i>Play equipment 1 * swing frame £500</i>					
<i>Building costs</i>					
Total					
23	Please identify any on-going costs, including maintenance, and who will be liable for these costs				
24	Does your organisation have a bank account in the name of the organisation / project with two separate signatories?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
25	If the project will continue beyond the timescale for which				

	you are applying for a grant, how will you fund this?	
26	What other funders have you applied to and what is the response?	
27	<p>Agreement: I confirm that this information is correct and I enclose the following documents:</p> <p><input type="checkbox"/> A copy of my organisation's audited accounts (no more than 12 months old)/ income and expenditure sheet for the past 12 months (if I do not have audited accounts). [tick box]</p> <p><input type="checkbox"/> A safeguarding policy/ statement outlining how children, young people and vulnerable adults will be kept safe [tick box]</p> <p><input type="checkbox"/> A copy of the organisation's constitution</p> <p>Signature Date</p> <p>You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application.</p>	
28	<p>Monitoring and Evaluation</p> <p>If your application is successful you will be required to complete a monitoring and evaluation form either at the end of your project, during or both. A copy of the monitoring form is available on request.</p>	
29	Where did you find out about the Village Planning Fund?	
30	Any other comments	

NEXT STEPS

Please return completed form

Electronically to:

AllINOne@richmond.gov.uk Please mark the subject line as *Village Planning Fund Application* followed by the village area.

*If returning via email, please ensure your cover email is copied to the Councillors supporting this proposal as listed in point 19 above.

Or via post to:

FAO Anna Sadler, 3rd Floor Civic Centre, 44 York Street, Twickenham. TW1 3BZ

Key Contacts:

Lynette Lawson-Tyers	Kew, Barnes, Mortlake, East Sheen, Richmond, Richmond Hill	Lynette.Lawson-Tyers@richmond.gov.uk 020 8831 6427 or 07943 555676
Siobhan Oktay	Ham and Petersham, St Margarets and East Twickenham, Strawberry Hill, Twickenham, Whitton and Heathfield	Siobhan.Oktay@richmond.gov.uk 020 8831 6351 or 07983 568 491
Bill Reed	Hampton, Hampton Hill, Hampton Wick, Teddington	William.Reed@richmond.gov.uk 020 8831 6273 or 07565 895 485
Anna Sadler	Community Links Coordinator	Anna.Sadler@richmond.gov.uk 020 8831 6332 or 07850 513 568