

## Appendix A

### 1 Love Where You Live Draft Grant Award Application Guidance

- 1.1 Officers will assess the grant applications using the following criteria:
- Project fits within the awards area criteria: community cohesion, expanding local engagement, environmental, capacity-building a newly formed resident/community group
  - Project is within £500 funding maximum and/or is match-funded
  - Local support is evidenced - neighbours / street / estate – consulted at least 20 residents
  - 1 application per annum covering a specific area
  - Activity is area specific and detailed within the application
  - Activity is open to everyone in the specified area
- 1.2 Grants will be available for resident and community groups, schools and individuals (over the age of 16) who wish to run a project based in Brent. Applicants must be based in Brent. Projects must demonstrate community benefit by being open to the whole community and helping to bring people from different backgrounds together. Groups will not be required to be constituted, but will need to demonstrate prior community need and consultation (evidenced by having consulted with a minimum of 20 residents) as part of their application.
- 1.3 The application pack will provide a single point of application comprising: guidance notes, application form and standard funding agreement. Groups will be required to submit bank details and pre-sign the funding agreement. Upon receipt of a successful application and signed agreement, this will become legally binding and funds will be released in a single payment up-front. The application will be available for electronic download and we will also seek to make this available for electronic completion on the Brent website.
- 1.4 Projects can be submitted at any point during the year. Upon receipt, the Partnerships and Engagement Team will log the application, check it for completeness and ensure it meets the criteria and council policies. We will aim to give a decision within 30 days with projects considered in batches on a monthly basis.
- 1.5 Applications will be signed off by the three councillors in their ward, the grant will be signed off under delegated officer authority. This is to further embed council support of the grant scheme, local projects and to ensure that Councillors are fully aware and involved with projects being undertaken in their local wards.
- 1.6 The risks associated with giving grants to un-constituted groups and individuals will be offset by awarded relatively small amounts of money, limiting the number of awards per group (one per year) and by developing a light touch but robust monitoring system administered by the Partnerships and Engagement team. Successful recipients will need to keep receipts as evidence of expenditure and submit these with a monitoring and feedback form. They will also be required to submit photographs/videos and a short narrative of projects for inclusion on the LWYL section of the council's website.