



# **Community Facilities Fund Round 7 Terms and Conditions 2019**

The Community Facilities Fund is open to any community group / town or parish council in East Northamptonshire for the use of the community within the district of East Northamptonshire.

**All groups must be constituted and not for profit.**

**It funds capital projects only up to £10,000 and is a one stage process**

**Please see the CFF Round 7 Process flowchart.**

For guidelines on completing the Application form, what should be included and how it is scored please see: **Scoring Criteria** .

## **The Process:**

Those applicants who scoring 20 or above will have their applications passed to the Community Facilities Fund Working Party. Here they will assess and make recommendations to the Policy and Resources Committee. This process may take up to 8 weeks.

## **Conditions:**

- Capital projects only
- No match funding required
- Only one application per precept authority / organisation
- All awards will be subject to a grant agreement
- All grants are paid retrospectively upon receipt of invoices
- Projects cannot start before the funding application has been approved
- Applicants are responsible for ensuring they have all relevant documentation e.g. planning permission, building control; regulations, tenancy / lease agreements
- Activities must be widely advertised, open to the public and fully accessible to all.
- The project must acknowledge the contribution of East Northamptonshire Council
- Capital projects only
- Must be used in East Northamptonshire
- Must have the support of the management committee / landlord / town or parish council etc. and ratified in minutes
- Project management costs are classed as revenue
- Projects must reference and examples made as to how it contributes to our Healthy and Active Lifestyles Strategy

## **Examples of what can be funded:**

- Environmental improvements
- Community centres / village halls
- Sports clubs

- Play equipment for parks and open spaces
- Footpaths and cycle ways connecting to East Northamptonshire Greenway
- Carparks where they are part of a larger scheme to promote health and wellbeing
- Schools / libraries / churches where they can show it is for the benefit of the whole community

### **Examples of what cannot be funded:**

- Revenue – expenditure / running costs/ feasibility studies
- Unlawful expenditure
- Religious promotion
- Political promotion
- Projects / schemes aimed at making a profit
- Replacement of facilities subject to an insurance claim
- Statutory duties
- Schemes for the use of an exclusive group
- Land banking

Please note that this is not an exhaustive list, and the Community Facilities Fund Working Party makes its recommendations based on the information provided by each application. The more detail that is given, the more information we have to assess your application.

### **Contacts for any queries and application submission.**

For any questions relating to the Community Facilities Fund please contact:  
**Lucy Hawes, Community Development Officer on 01832 742268**  
or email: [lhawes@east-northamptonshire.gov.uk](mailto:lhawes@east-northamptonshire.gov.uk).

### **The closing date for applications is 14<sup>th</sup> June 2019 at 5pm**

Please submit your completed application form with any supporting documents to:  
**[communitydevelopment@east-northamptonshire.gov.uk](mailto:communitydevelopment@east-northamptonshire.gov.uk)**