

## Rochford Community Fund Advice and Guidance April 2025



### Information and Guidance Notes April 2025

#### What is the Rochford Community Fund?

The Rochford Community Fund has been set up to give Rochford's Communities the opportunity to promote local initiatives to improve the quality of life for local people living in the district. With the support of Find Your Active Rochford and Castlepoint and Rochford Health and Wellbeing Board, grants of up to **£2,000** are available for applicants.

The Rochford Community Fund will open for applications on **Tuesday 1st April 2025** and will close on **Friday 1 August 2025**.

Bids will be assessed and reported to the relevant committee in September 2025, when a decision on the allocation of funding will be made. Applicants should continue to check [www.rochford.gov.uk/funding](http://www.rochford.gov.uk/funding) as certain when a date for this committee has been set.

#### Who can apply?

The Council is inviting bids from individuals, groups and organisations for a share of the cash on offer for local causes and projects that will support and improve the quality of life for local people and tackle the issues that they think are important. All applications must benefit Rochford's communities. Projects must be delivered in the district and take place between **1 October 2025 and 31 October 2026**.

Bids may be submitted by individuals or community and voluntary organisations, residents' / tenants' associations etc. Groups do not need to be formally constituted, but if that is the case, the Council will request invoices to be submitted to it directly and will settle these.

Funding should be for new projects. Previous applicants may apply if they are proposing a new project, however, priority will be given to those who have not received any previous funding from Rochford District Council if applicable. We also ask that you state on your application and in the budget template whether you have applied for or have received funding from another department within the Council, whether it be confirmed or unconfirmed.

#### How much can I apply for?

The maximum amount that can be applied for is **£2,000**. There is no minimum amount. We would expect to see some form of match funding or in-kind support for all applications. However, applicants should remember that in-kind support includes volunteers' time in both coordinating and delivering the project. Volunteer time in-kind can be estimated at £10 per hour per person (as an average).

#### How to Apply

##### The application form

You can apply for funding using the [Rochford Community Fund application form](#), which is linked on the Rochford District Council website [www.rochford.gov.uk/funding](http://www.rochford.gov.uk/funding)

Please read the information and guidance notes thoroughly before completing the application form and ensure that you submit the application form together with any attachments and supporting documents (see checklist). Additional supporting documents can be emailed to [partnerships@rochford.gov.uk](mailto:partnerships@rochford.gov.uk) **by 1 August 2025** at the latest to ensure that these are considered along with your application. For any advice, support, guidance or any queries relating to the completion of the form please contact [partnerships@rochford.gov.uk](mailto:partnerships@rochford.gov.uk) or telephone enquiries/ Rochford Community Fund on 01702 546 366.

Please ensure that all fields on the application form are fully completed. If any questions are not applicable, please write 'N/A' in the answer box.

### What will be funded?

Projects will only be funded if they are firmly and directly aligned with the Council's Corporate Plan ([Corporate Plan 2024-28 | Rochford Council](#)) in particular, we are looking at schemes which will deliver wider community benefits, rather than benefits to individual clubs or organisations and that will also deliver on the following priorities, actions and outcomes:

<b>The Council would expect to see clear links between the delivery of the proposed activity and the following criteria and expected outcomes:</b>
<b>Communities and Home</b>
<ul style="list-style-type: none"><li>• Projects that support thriving and resilient communities</li><li>• Projects that support communities to shape their future</li><li>• Projects that support reducing health inequalities</li><li>• Projects that support community safety initiatives</li><li>• Projects that promote and support volunteering</li></ul>
<b>Places and Spaces</b>
<ul style="list-style-type: none"><li>• Projects that support the Council Net Zero target by 2030</li><li>• Projects that support enhancing and protecting our green spaces</li><li>• Projects that support accessibility to our parks and open spaces</li></ul>
<b>Economy and Prosperity</b>
<ul style="list-style-type: none"><li>• Projects that support and increase community skills development and opportunities</li><li>• Projects that support thriving high streets and attract greater footfall to the district</li><li>• Projects that support the cultural opportunities across the district</li></ul>

### What will we not fund?

- Retrospective bids, i.e. Where work has already commenced (prior to agreement of any funding allocation).
- More than one bid per applicant.
- Future running costs – these are one off grant only.
- Repeat funding for the same project.
- Salary costs or routine administration (the Council will fund on-off, external facilitator costs).
- Start-up business costs
- Political activities.

- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering (including refreshments).
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- Ongoing costs incurred by the project, e.g. maintenance of equipment.

### **How will the panel assess your application?**

Each application will be scored against the criteria set out in the [Scoring Matrix](#) which is available to download from [www.rochford.gov.uk/funding](http://www.rochford.gov.uk/funding). You should review your application before submitting it to ensure that you have fully answered all of the questions and clearly linked your project to the criterion listed above. For example, if your application scores 80% against the criteria then it will be recommended to receive 80% of the money it requested.

### **Application Form - Questions Explained**

#### **Question 1 – Please provide a brief description of the project.**

Please tell us details of your project, what it is, why you need the money (for all or part of the project) who it involves etc. We would not expect to see bids for one off capital expenditure except if there are no ongoing revenue costs.

#### **Question 2 – How does your project meet one or more of the criteria outlined in the guidance, and how will it deliver the expected outcomes?**

Please look at the criterion and expected outcomes as outlined in the table previously and clearly tell us how your project will meet one or more of these. (NB, it does not have to meet every criteria but must meet at least one.)

#### **Question 3 – How do you know that the community need or wants this project? Have you talked with project beneficiaries and local partners? If so, who? How have they helped you identify the need and shape the project delivery?**

Please include evidence of community involvement with supporting documents that show us how you identified a need for this project and who in your community supports it. The community should be engaged in identifying schemes to be put forward and particularly schemes which generate community involvement, engagement and ownership. There should be demonstrable community support for initiatives being put forward.

#### **Question 4 – Please explain how your project promotes volunteering or includes volunteers in its planning or delivery**

Schemes should promote volunteering and community participation.

#### **Question 5 - Rochford District Council is committed to Equality, Diversity and Inclusion in all its work and funding. How does your organisation and project delivery support this?**

Tell us about your organisation's commitment to Equality, Diversity, and Inclusion. What steps are you taking to ensure that everyone has fair and equal access to your project?

**Question 6 – Please tell us how your project will operate sustainably: including minimalising environmental impact and carbon emissions as part of the project itself, or its delivery.**

Tell us about your organisation's commitment to reduce its carbon footprint. What steps are you taking to reduce the environmental impact of the project.

**Question 7 - How will you ensure your project has legacy past initial delivery. If there are ongoing costs, how will you manage these after the end of the project?**

Project legacy and sustainability – How will you ensure your project has legacy past initial delivery. If there are ongoing costs, how will you manage these after the end of the project? • Tell us what the legacy of the project and what your plans are for ensuring it can be sustained past the initial funded delivery. Please note, the Council will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.

**Question 8 - Please tell us how you have considered safeguarding vulnerable people in your project delivery and throughout your organisation.**

Tell us about your organisation's Safeguarding protocols and the actions you will take to safeguard vulnerable people during project delivery.

**Question 9 - What are the health and wellbeing benefits of your project and how will these be measured?**

Outline the specific health and wellbeing benefits of your project and how you intend to monitor and report these.

**Question 10 – Budget – Please complete the linked [Budget Template](#) and upload to your online application form.**

Expenditure – Please give us a breakdown of what you expect your project costs to be, for example venue hire, equipment, in kind costs such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials etc.

Income – Please list any income you may be receiving including whether its confirmed or unconfirmed. This includes additional external funding, funding from another Council department, in kind funding such as volunteer contribution (this can be estimated at £10 per hour per person as an average), donated time or materials, and any of your own fund raising.

In kind amounts in the expenditure column and the income column should match i.e. in kind contributions are seen as a cost and an income as described above.

You must state if all income amounts are confirmed or unconfirmed.

Rochford Community Fund amount – Please tell us how much money you are requesting from the Rochford Community Fund and ensure this matches with the amount you have written on the front page of the application form. The maximum amount you can apply for is £2,000.

VAT – please include your VAT registration number if relevant.

Please ensure your total income and total expenditure matches.

## **Question 11 – Bank Details**

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are a new group and no bank account has been set up for your project/organisation, please contact [partnerships@rochford.gov.uk](mailto:partnerships@rochford.gov.uk) or telephone 01702 546 366 for advice and guidance.

## **Permissions and Licenses**

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

## **Checklist**

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent.
- Confirmation of any additional external secured funding, if applicable.
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc).
- Evidence of community involvement.
- Safeguarding policy (if working with young people and vulnerable adults).
- Risk assessments and insurance if required.
- Cost estimates or price quotations.
- Letters of support or other supporting information.
- Completed Budget Template

## **Declaration**

Please read through your application form carefully and sign and date it. An electronic signature is acceptable.

## **When will a decision be made on funding?**

Applications will be assessed by a panel of Council officers and representative from the Health and Wellbeing Board and Find Your Active Rochford and recommendations will be reported to the relevant committee in **September 2025**. Notifications will be sent to all applicants to inform them whether they have been successful or not following this meeting.

## **Monitoring**

Successful applicants will be asked to return a signed Terms and Conditions form and complete a monitoring form once their project has been completed. We also ask that successful projects use the Rochford District Council, Find Your Active Rochford Logo and CPR HWB logos on marketing materials relating to their funded project.