

## **Neighbourhood Improvement Budget**

### **Information, criteria and Guidance Notes**

The Neighbourhood Improvement Budget is a grant scheme open to local community groups and charities operating in North East Derbyshire. The grant aims to support projects which will have positive impacts upon the local community.

To apply for NIB funding, you will need to complete an application form and give details of your proposal which will include all costs.

To apply for a grant your group needs to meet the following criteria:

- The group is a community group or charity with a constitution (we can provide help with this if required)
- The project is non-political and non-religious in nature and does not promote political or religious views
- The project you wish to apply for funding for contributes to Rykneld Homes' and North East Derbyshire District Council's (NEDDC) priorities for improving local communities
- The project has clear aims and you can evidence how the project will have a positive impact on the community
- The project does not discriminate and adheres to Rykneld Homes' equality and diversity principles
- The project is not already supported by existing Rykneld Homes or NEDDC's budgets (e.g. repairs to council housing) or to provide services other agencies are responsible for (e.g. Policing or highways)
- The project has not already started or taken place, we cannot fund anything retrospectively
- Your group will be able to evidence the community benefit and complete an End of Funding Report Form once the project is complete

#### **Funding Limits**

- The Neighbourhood Improvement Budget is open to applications for up to £500
- You cannot apply for a grant if you have already received funding from Rykneld Homes within a rolling 12 months
- Applications received from groups which have been funded in previous years will be considered, however, priority will be given to applications from groups who have never applied before
- We regret schools, pre-schools and nurseries are not able to apply – applications received from voluntary organisations linked to schools, pre-schools or nurseries will be assessed on a case by case basis
- Each application will be judged on its own merits, we reserve the right to approve or reject applications even if all the criteria appear to have been met in favour of applications which provide a greater community benefit to our communities

## **The Application Process**

- Once the application form has been received, we will send out a letter to acknowledge receipt, this will inform applicants that the judging process may take up to 8 weeks
- The application form will initially be assessed by the Community Involvement Team to ensure that it fits the criteria. If there is any missing information or the project does not fit the criteria the Group will be contacted, the Group will be given the opportunity to send further information or a new application
- We will consult with our involved tenants who will look at the application form and make recommendations about whether to award funding (this is for consultation purposes only)
- The group will be contacted in writing within two weeks of an award decision being made to inform each applicant if their application has been approved or rejected
- The decision process can take up to 2 months, from initially receiving an application form, to posting out an award/ refusal letter. You can contact the Community Involvement team at any stage to request an update
- All applications require 2 group contacts who will take responsibility for the grant application, any funding awarded and the submission of the end of funding report and receipts
- Monies can be paid into a group's bank account or direct to suppliers for certain items. Rykneld Homes can support your group set up a bank account and offers payment advice if your group operates without a bank account.
- Any items purchased by the funding must be handled responsibly, insured if necessary and stored securely
- Funding must be spent within 6 months of receipt. If the money has not been spent by this time the group must contact the Community Involvement Team to discuss a formal extension or return the money to Rykneld Homes Ltd.
- The persons signing the application form are agreeing to complete the end of funding report within one month of spending the money, to include Rykneld Homes in any promotional literature to acknowledge their contribution to the project and to invite a Rykneld Homes representative to any promotional/ celebratory events directly associated with the funding granted.

## Guidance notes

- **Q5. Constitution** - A constitution is a document which lays out the rules by which your group will run. If your group does not have a constitution the Community Involvement team can support you to write one. If you already have one, please include it with your application. The constitution needs to include what would happen to any equipment if the group disband
- **Q6. Bank account** – if your group has a bank account please provide details on the form. If you don't have a bank account we will contact you to discuss the various options
- **Q7. Aims of the group** – Include details such as why your group exists, why are you proposing the project and what do you hope to achieve
- **Q8. Your project** – please provide details of what you plan to do including timescales and potential dates of events. You can include additional sheets and diagrams if necessary
- **Q9. Impact on your community** – who would benefit from your project and in what ways? In the long term how will this effect the community? How many people will benefit from your project? What are your targets for success?
- **Q12. How will your project be sustained in the future?** - It is important that you have thought about how you will be able to keep your project running or maintained after the funding has been spent. Please provide information on how you plan to do this
- **Q13. Costs** – please include all costs, not just the ones you are applying to the Neighbourhood Improvement budget for
- **Q15.** - please include all the places you are applying to for funding and whether or not this has been confirmed
- **Q16. Community Involvement support** – at Rykneld Homes we have a Community Involvement team who are able to support your group and project in various ways, for example helping with promotion, giving advice and attending meetings. Please get in touch for more information Tel: 01246 217670
- **Q17. Disclaimer** – by signing the document you are agreeing to the terms and conditions of the funding and are taking responsibility for ensuring that the end of funding report is completed and returned to the Community Involvement Team

## Contact Information

If you wish to discuss the application process further or would like to request support from our Community Involvement Team in completing the application form or to discuss your project in more detail; please contact us.

**Tel:** 01246 217670 and ask for a member of the Community Involvement Team  
**Email:** [get.involved@rykneldhomes.org.uk](mailto:get.involved@rykneldhomes.org.uk)