

Community Chest

Criteria 2018-19



Criteria

Funding will be made on the basis that project participants must live in the Phoenix area. We will expect that priority will be given to Phoenix tenants and leaseholders followed by people who live in the Phoenix area only. Projects must provide participant's details for verification to the Community Chest manager to include: name, house number and postcode.

Completing your application form

A short training video to assist you in completing your application is available at <https://youtu.be/2i8eD8DDLQY>. We recommend that you watch this with the application form open. Before completing your application, you must check that your organisation/project is eligible for funding.

What we won't fund

While we are keen to support a wide range of activities that contribute to thriving communities, we recognise that we can't do it all. Therefore, in order to ensure that we continue to fund projects that complement our core activities **we will not be able to fund any of the following:** -

- ✗ previous Community Chest projects that have not delivered or provided evidence of their project outcomes
- ✗ salaries for posts which are not dedicated to deliver your stated Community Chest funded outcomes or direct services that deliver these
- ✗ fundraising or income generating posts, activities or events
- ✗ the grant cannot be used to employ an external person or organisation to produce the project's final report
- ✗ projects that do not benefit Phoenix tenants or their families
- ✗ feasibility studies
- ✗ activities promoting a particular religious or political belief
- ✗ improvements to places of worship or buildings owned by religious bodies
- ✗ projects involving improvements to public roads or adopted highways
- ✗ any project which is the responsibility of a statutory body
- ✗ individuals or individual benefit e.g. mobile phones, laptops etc.
- ✗ organisations which aim to distribute a profit
- ✗ setting up a business or social enterprise
- ✗ existing projects or those that have already taken place
- ✗ travel/transport costs outside the scope of the project
- ✗ academic research
- ✗ incomplete applications

Resident support for your project

You will need to show us evidence of how you have decided that there is a need for your project and how Phoenix residents support your application. Some examples of the types of evidence you might provide are:

- organising a meeting that anyone interested in your project can come to
- carrying out a survey of people who use your service or those who might use it
- keeping a waiting list of people who want to get involved in your activities or use your service
- finding out if there is a lack of your type of project or activities in your Community Link area and whether people would use it if it was available

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- researching about the people who might benefit from your project, which may include statistics. Here is statistical information for the Phoenix areas which you may find useful <http://www.phoenixch.org.uk/sites/default/files/CommunityInsight-Phoenix2013.pdf>
- finding out if your project supports the Phoenix funding priority areas
- evaluating previous projects or seeking feedback on a pilot project.

We have a Community Links event at the Green Man which all Phoenix residents are invited to attend. This is an opportunity for you to come along to meet our residents and discuss your project idea with them. This will take place on: **Thursday 15 February 2018, 5pm-7pm**

If you would like to attend you must contact the Community Links Project Manager either by email cchest@phoenixch.org.uk or telephone 0800 0285 700

About the Grant Funding

Small Grants – a maximum of £2,500

There is £10,000 allocated for small grants. The Community Chest Evaluation Panel will award the grants from this fund. The decision of the Evaluation Panel will be final. Where appropriate, unsuccessful applicants may be signposted to other funding sources or offered suitable training.

Large Grants – a maximum of £20,000

Awarding of grants is subject to a two stage process:

Stage 1 the Evaluation Panel will review submissions to the Large Grants fund. The applications will be scored by the panel and only projects that have received the highest score will proceed to Stage 2.

Stage 2 applicants will be invited to have a stall to promote their project at the Phoenix Festival **on Saturday 12 May 2018**. The funding for large grants will be decided by Phoenix tenants voting for their favourite project(s) either at the Phoenix Festival, by post or voting via the Phoenix website.

All successful applicants will be required to attend the *Setting Up Your Project Workshop and Safeguarding training* at The Green Man on **Thursday 17 May, 10am – 2pm**

Scoring of your application

Applications are reviewed and scored by our resident-led Evaluation Panel. The scoring definitions used by the panel are:

Score	Definition	Description
1-2	Unacceptable /incomplete	Very little information provided and doesn't answer the question
3-4	Poor	Answers the question but not enough detail or information included
5-6	Satisfactory	Answers the question in most respects but more information could have been given
7-8	Good	A good answer in all respects supported with examples and/or additional information
9-10	Very Good	Very clear and comprehensive answer in all respects. Including evidence to support statements or examples.

The Five Priorities for funding

Stronger and Cohesive Communities

There are many ways for residents to get involved in their local community, as part of a club, community group, neighbourhood action group etc. Projects that contribute to the following aims will be supported:

- ✓ encourage local community participation and volunteering
- ✓ increase the confidence of local communities, supporting them to identify local solutions to local problems
- ✓ help all communities get on well together
- ✓ improve community cohesion, particularly between new and existing communities
- ✓ provide support for community participation and engagement
- ✓ provide facilities in new and existing communities, especially for young people
- ✓ reduce levels of disadvantage, including social and geographical isolation.

Safer Communities

Fear of crime is a consistent concern for residents and we aim to improve security and safety, and reduce the fear of crime. We will consider funding projects which improve the safety of local people, particularly where these help to safeguard vulnerable adults and young people, and/or that:

- ✓ help to reduce levels of crime and the fear of crime - community clean-ups, projects that help to improve security and safety in local areas, contribute to a reduction in anti-social behaviour, or provide diversionary activities
- ✓ help reduce the harm caused by alcohol or drug misuse
- ✓ raise awareness of road safety or safer driving
- ✓ raise awareness of fire safety, particularly in vulnerable households.

Thriving Economy

We particularly welcome applications from projects aimed at addressing unemployment, or which help to overcome the economic difficulties associated with poor education. Our priorities include projects that:

- ✓ support families and vulnerable people
- ✓ provide training (e.g. IT training), develop workforce skills and improve employability
- ✓ bring additional funding into the Phoenix area from external sources.

Sustainable Environment

We will support projects which:

- ✓ enhance and protect the local environment, improve our green spaces, enhance biodiversity or reduce littering
- ✓ tackle climate change through reducing carbon emissions and implementing sustainable energy solutions
- ✓ reduce waste, reuse resources, increase recycling or recover energy.

Health & Wellbeing

There are inequalities in health, particularly affecting vulnerable groups and low-income households. Projects that help to reduce these inequalities will be considered under the following headings:

- ✓ help residents live healthier, longer and happier lives and encourage participation in cultural and exercise
- ✓ reduce health inequalities through supporting families with budgeting advice, healthy eating, cooking etc
- ✓ improve the quality of life for our ageing population – provide activities, support and reduce isolation
- ✓ children and young people - provide positive activities, encourage achievement.

Project Outcomes

It is important that you clearly describe how you will measure the outcomes from your project. You will need to provide evidence of these and tell us in your application how you will do this. Your funding maybe withdrawn if you are unable to provide sufficient evidence of how you will collect, monitor and measure your outcomes. Any future funding will also be dependent on your previous project's delivery success.

Outcomes are what changes, difference or benefits your project makes to the Phoenix residents who take part in it, therefore they should be achievable and realistic. It is better to focus on a few key outcomes that clearly set out what you are trying to achieve, for example, ways of measuring these could include:

- questionnaires. A questionnaire at the start of the project and one at the end to evaluate what has changed during the project
- case studies – at the beginning and at the end of the project.

Examples of evaluation tools are available on our website at: www.phoenixch.org.uk/toolkit

For further information on measuring impact you might find the following websites useful:

Voluntary Action Lewisham (VAL): <http://www.valewisham.org.uk/show-your-impact>

National Association for Voluntary and Community Action (NAVCA): <https://www.navca.org.uk/how-we-can-help/consultancy/demonstrating-impact>

The Arts Council: <http://www.artscouncil.org.uk/selfevaluation>

Recruitment & Marketing to your project

Funding for the Community Chest comes from Phoenix tenants' rent. It is very important that Community Chest projects benefit as many tenants and leaseholders as possible. You need to ensure that you include sufficient funds in your budget for marketing materials to recruit Phoenix residents to your project. You need to consider including costs for:

- invitations/leaflets/poster design
- printing
- distribution e.g. postage, leaflet dropping

Support from Phoenix

We will acknowledge and publicise your grant award and the nature of your project or event on our website (www.phoenixch.org.uk), on our twitter feeds (@phoenixtogether / @greenmanhub), in our quarterly resident newsletter (Community News) and in a press release to local media.

If accurate and approved content is provided to us in good time we can promote events or opportunities to our residents and broader community via:

- our website
- twitter accounts
- press releases
- the media wall at The Green Man
- Community News.

We are also happy to display leaflets in the Green Man reception area and may be able to arrange displays of posters (created and supplied by grant recipient) on our estate noticeboards.

Safeguarding

If your project involves working with children, young people under 18 or vulnerable adults you must also provide evidence of the following:

- safeguarding policy. We will require all projects who do not have a safeguarding policy to adopt the Phoenix policy. This can be found at:
<https://www.phoenixch.org.uk/sites/default/files/documents/Safeguarding%20Policy%20FINAL%20V2%20November%202016.pdf>
- DBS checks (formerly CRB)
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment
- secure extra insurance cover, if appropriate.

Grant Expenditure

- a breakdown of your costs and grant expenditure will be required
- to ensure Value for Money, we may ask you to provide more than one quote for goods and services
- any equipment costs included within the application must be supported with a detailed explanation of use and how necessary it is for delivery of the project.
- the grant cannot be used to employ an external person or organisation to produce the project's final report

All equipment purchased from our grant fund remains the property of Phoenix Community Housing. This must be returned within 28 days of the end date of the project unless evidence can be provided that a future project will be delivered to Phoenix residents using the equipment purchased.

Supporting Documents

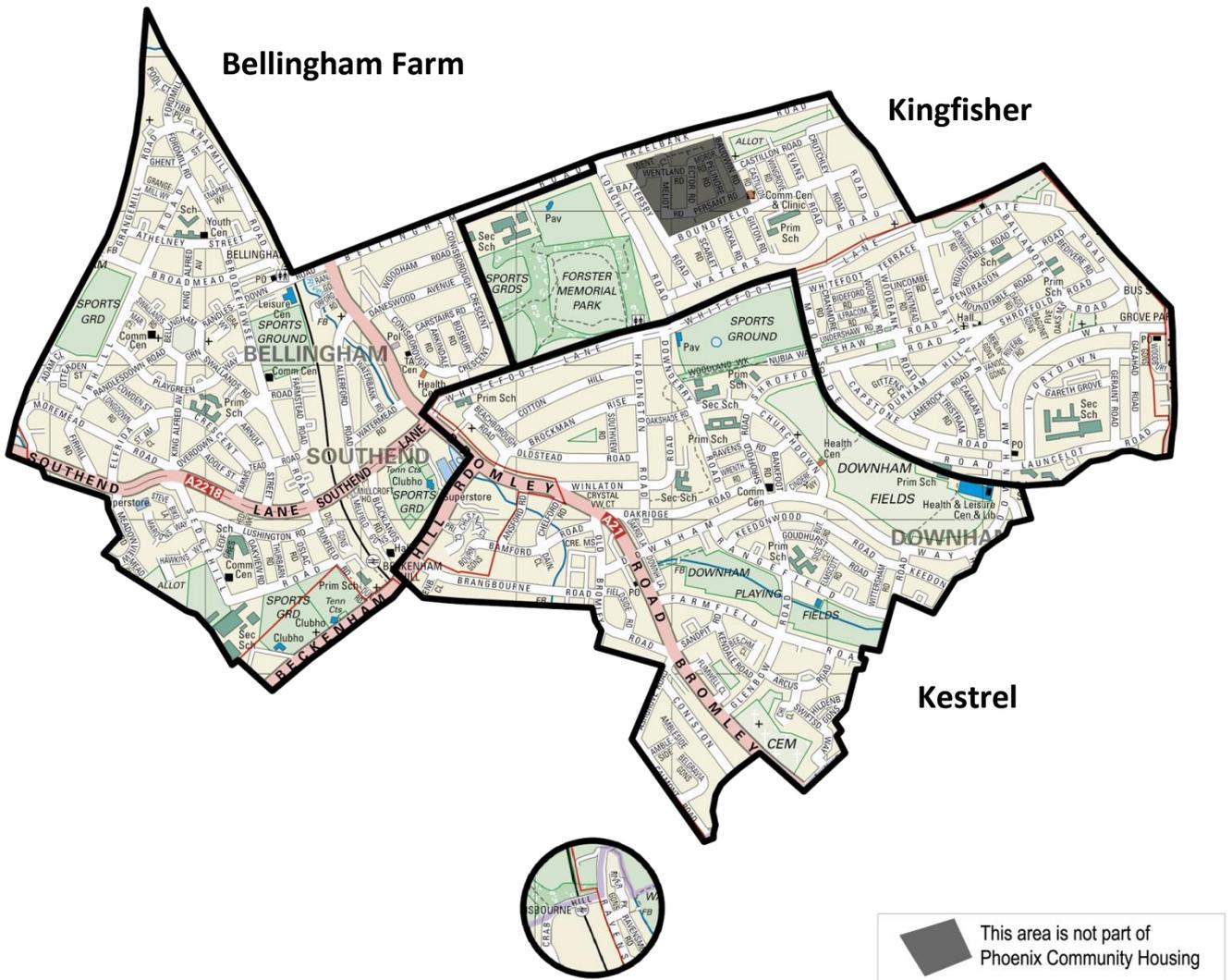
You must provide copies of relevant supporting documents with your application, such as:

- Constitution, Terms of Reference, Articles of Association or governing document
- last Audited accounts for groups who have them
- Public Liability insurance
- Health & Safety policy
- Equal opportunities policy
- Risk assessment(s)
- evidence of DBS (Disclosure & Barring Service, formerly CRB) checks (for projects working or volunteering with children or vulnerable adults)
- evidence of support for your project from Phoenix residents
- Safeguarding policy or signed adoption form for Phoenix Safeguarding policy.
<http://www.phoenixch.org.uk/sites/default/files/Policy%20adoption%20agreement.doc>

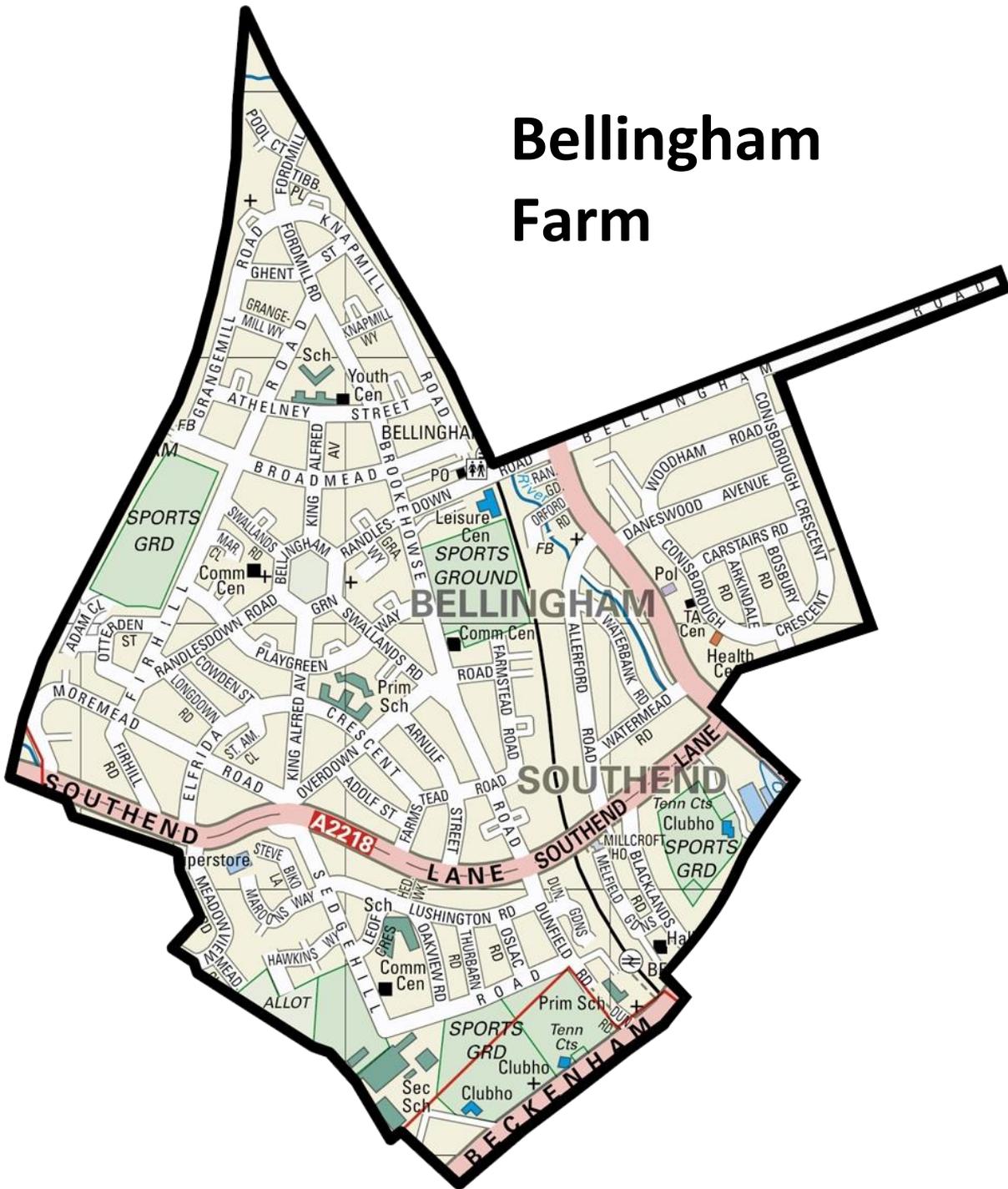
Community Links

Your bid is more likely to be supported if the project takes place in a Community Link(s) area(s). The majority of Phoenix properties are in the SE6 and BR1 postcodes. There are a very small number of properties in the BR2 and BR3 postcode areas. The following maps illustrate the Phoenix area and each Community Link area.

The Phoenix Area



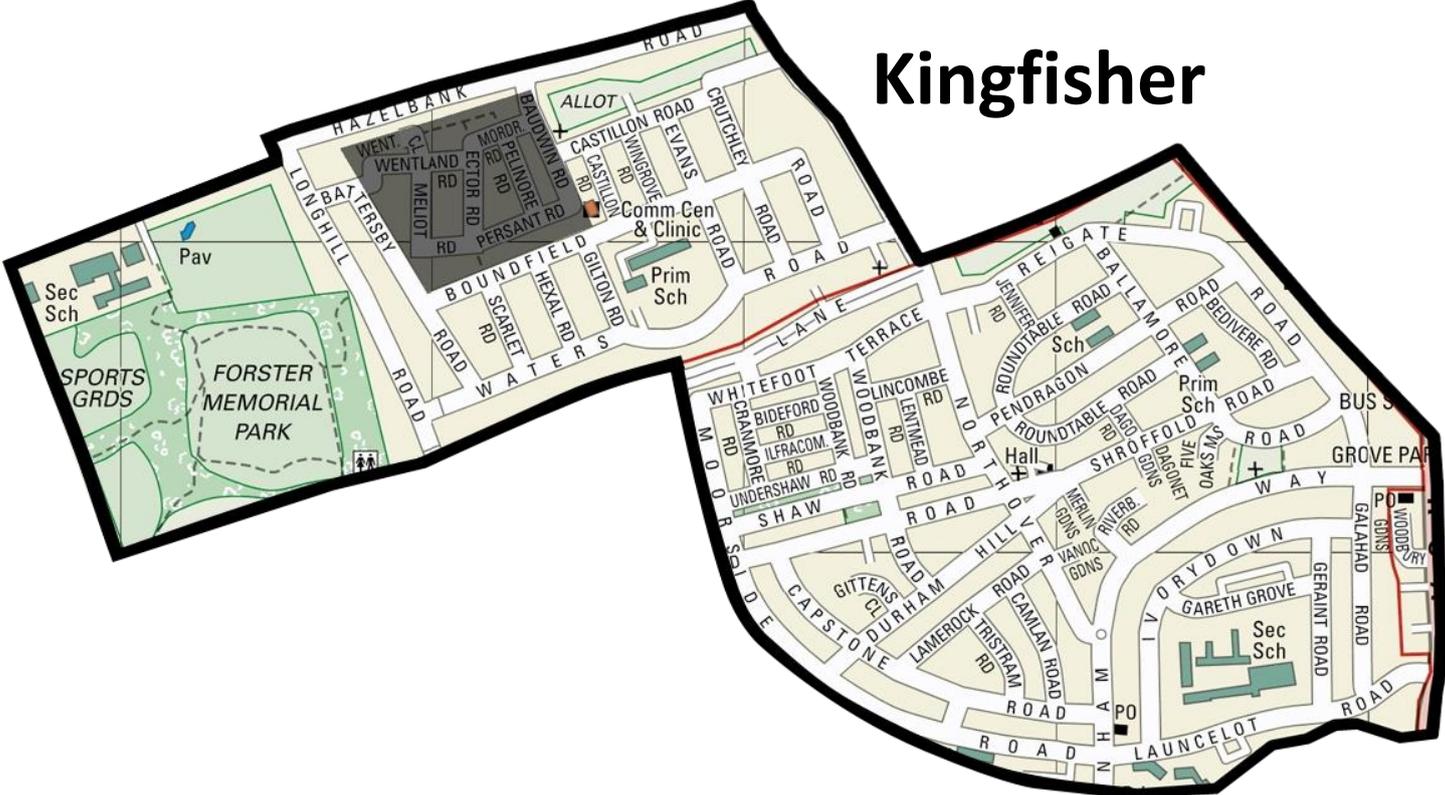
Bellingham Farm





Kestrel

This link also has properties in Riverpark Gardens, Clarence Road, Ravensmead Road, Bromley Leeson's Way Orpington



Kingfisher