

## LOCAL INITIATIVES FUND GUIDANCE NOTES

To help you with your application we have provided the following guidance notes explaining what information to include for some of the questions.

<b>Pre-Application Questions Guidance Notes</b>	
<b>Which ward would you like to deliver your project in?</b>	<ul style="list-style-type: none"><li>We need to know which ward you would like to deliver your project in so that we can send your application to the right councillors for assessment. Local councillors will be looking to support applications that deliver benefit to the residents of their ward. You can find out which ward by entering the addresses of your expected beneficiaries into the following tool on our website: <a href="https://www.islington.gov.uk/your-area">https://www.islington.gov.uk/your-area</a> You may also find the <a href="#">map</a> on our webpage useful which shows the 16 wards in Islington.</li></ul>
<b>Have you contacted the ward councillor(s) to discuss your project?</b>	<ul style="list-style-type: none"><li>We strongly advise you to contact the relevant councillor(s) prior to making your application. Their contact details can be found here: <a href="http://democracy.islington.gov.uk/mgMemberIndex.aspx">http://democracy.islington.gov.uk/mgMemberIndex.aspx</a></li></ul>
<b>Is the previous Local Initiatives Funded project still running / does some of the grant still need to be spent?</b>	<ul style="list-style-type: none"><li>We are interested in knowing when your project is expecting to end and when we should receive your monitoring information.</li></ul>
<b>If (your project is not still running), have you returned the monitoring information for this project?</b>	<ul style="list-style-type: none"><li>If you have received Local Initiatives Funding and the project has finished, you must submit your monitoring information before you make another application to the programme.</li></ul>
<b>Insurance and Safeguarding Documents Guidance Notes</b>	
<b>Insurance Documents</b>	<ul style="list-style-type: none"><li>Document outlining that you have obtained the required level of insurance for your activity. All recipients of Local Initiatives Funding need to indicate that they have a public liability insurance policy in place before any funding can be released. This insurance will need to cover the project that is being funded by LIF. We may ask to see this.</li><li>If your proposal is to deliver an external activity / event (e.g. hiring a coach for trip, delivering a festival, etc) you will need to obtain the partner organisations' insurance documents (e.g. Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance). Please see the additional document (<a href="#">Insurance Policy Guidance Notes</a>) which provides information on what insurance you should obtain for your initiative. These additional insurance documents from your partner organisations do not need to be submitted to us.</li></ul>

<b>Safeguarding Children Policy</b>	<ul style="list-style-type: none"> <li>We want to know that your organisation is committed to reducing harm to children. Please see here for help with this policy: <a href="http://www.islingtonscb.org.uk/key-practice-guidance/Pages/Sample-policy-documents.aspx">http://www.islingtonscb.org.uk/key-practice-guidance/Pages/Sample-policy-documents.aspx</a> and <a href="http://www.vai.org.uk/services/policies-resources-and-toolkits">http://www.vai.org.uk/services/policies-resources-and-toolkits</a> Please note that these model policies will need to be adapted for your organisation or group.</li> </ul>
<b>Safeguarding Adults Policy</b>	<ul style="list-style-type: none"> <li>We want to know that your organisation is committed to reducing harm to adults and has adopted appropriate policies and practice.</li> <li>A safeguarding adults policy shows that an organisation has a commitment to safeguarding adults with care and support needs and promoting their wellbeing. Rather than health and safety style risks and responsibilities about supervision of people, a safeguarding adults policy shows that your organisation has a zero tolerance approach to the abuse or neglect of vulnerable adults and knows what to do if this happens. The policy should contain a list of information about what abuse is (i.e. different categories and what that might look like) and a section that tells people what to do if they suspect that a vulnerable adult is being or is at risk of abuse or harmed. We would recommend that any organisation that either provides a service to or is accessed by adults at risk i.e. people who are elderly, disabled or have other health problems or vulnerabilities (which sometimes are not visible) should have a safeguarding adults policy. There are four documents here which provide more detail on this: <a href="http://www.vai.org.uk/services/policies-resources-and-toolkits">http://www.vai.org.uk/services/policies-resources-and-toolkits</a></li> </ul>
<b>Your Project Guidance Notes</b>	
<b>Please provide an overview of the project/event that you want to deliver</b>	<ul style="list-style-type: none"> <li>Please tell us about the project you are seeking a LIF award to support. This can also include local improvements which may be carried out by council departments.</li> <li>If you are planning to hold a street party or festival, please see the following webpage for guidance: <a href="https://www.islington.gov.uk/libraries-arts-and-heritage/arts/organising-an-event/licences-and-permissions">https://www.islington.gov.uk/libraries-arts-and-heritage/arts/organising-an-event/licences-and-permissions</a> or email <a href="mailto:licensing@islington.gov.uk">licensing@islington.gov.uk</a></li> </ul>
<b>How many Islington residents will benefit?</b>	<ul style="list-style-type: none"> <li>Please tell us which wards your project's beneficiaries will come from and the numbers expected from each ward.</li> <li>If planning to deliver across several wards, it is recommended that you contact at least one councillor from each of these wards.</li> </ul>
<b>What is your project's delivery period?</b>	<ul style="list-style-type: none"> <li>We want to know when your project will start and end in order to inform ward councillors who may want to visit your project.</li> </ul>

	<ul style="list-style-type: none"> <li>• The earliest funding can be received will be nine (9) weeks after the application deadline. The Local Initiatives Fund normally funds projects in advance of them taking place so ideally the start date of your project should be at least 9 weeks after the application deadline published on the website. <i>For example, projects applying to the 15 March 2018 deadline should have a start date no earlier than mid to late May 2018 if you need the funding before delivering the project.</i></li> <li>• We require all LIF projects to end within twelve (12) months of the award date. The award date is around 6 weeks after the application deadline on the webpage. This means that your project should end no later than 13 months after the application deadline. <i>For example, projects applying to the 15 March 2018 deadline should end no later than April or May 2019.</i></li> <li>• If your project is ongoing, we would like to know the timeframe within which the funding applied for will be spent.</li> </ul>
<b>Project Costs</b>	<ul style="list-style-type: none"> <li>• Please ensure that the '<b>Total amount of Local Initiatives Funding requested</b>' added to the '<b>Total amount of match funding</b>' equals the total cost of the project. The match funding listed does not have to be secured but we need to see what plans you have in place to cover the difference.</li> <li>• The minimum grant award is £250.</li> <li>• LIF cannot be spent on the purchase of alcohol.</li> </ul>
<b>Supporting Documents Guidance Notes</b>	
If you have previously received a LIF award and your supporting documents are unchanged, please do not resubmit these. If you have already provided us with these documents, please indicate this on the application form.	
<b>Constitution</b>	<ul style="list-style-type: none"> <li>• Document outlining your group's aims and objectives</li> </ul>
<b>Annual Audited Accounts or Accounts signed by Chair or Treasurer</b>	<ul style="list-style-type: none"> <li>• Audited accounts must be submitted if you have these.</li> <li>• If you do not have audited accounts, we can accept an informal record of income and expenditure signed by your chair or treasurer, e.g. spreadsheet, takings book, etc.</li> <li>• If you are new and have been operating for less than a year, we will require a record of any income and expenditure to date signed by your chair or treasurer.</li> </ul>
<b>Most recent Bank Statement</b>	<ul style="list-style-type: none"> <li>• We want to make sure that the council is not awarding any funding to organisations that are in financial arrears/ debt in order to ensure proper use of public money.</li> <li>• We also use your bank statement to set you up on the council finance system to be paid. Please ensure you submit the bank statement for the account you wish the grant to be paid into.</li> </ul>