



Guidance
Document

**For applicants
of The Deal for
Communities
Investment
Fund**

The Deal

for communities investment fund

Contents

What is The Deal for Communities Investment Fund? 3	Who can apply? 4	What are the priorities that you must address? 5	What will the funding pay for? 7
How much can I apply for? 8	How do I apply? 9	How will we assess your application? 10	What happens if we make you an offer of investment? 11
What happens if we fund your project? 12	Keeping track of your investment 13	What happens if your application is unsuccessful? 13	Equality and Diversity 13
Data Protection and Freedom of Information 14	Help and Advice 14	Connect with us 14	

What is The Deal for Communities Investment Fund?

The Deal for Communities Investment Fund is an exciting opportunity for people to make a real difference in Wigan Borough.

The funding forms part of The Deal, an informal contract between the council and residents that includes a commitment for both sides to work together to make Wigan Borough a better place. As part of The Deal, residents are being encouraged to get involved in their community.

Large or small, your idea or project could make a real difference.

There are several priority areas for the funding to ensure the projects receiving

investment improve outcomes for local residents.

Whether you're an individual with a fantastic idea that needs to be nurtured or part of a community group that has developed a project that is ready to be started, there are different levels of funding available.

Through the Deal for Communities Investment Fund you can apply for:

	Small Investment	Big Ideas
What is it for?	Fund for all that all community groups and tenant and resident groups can access.	Focused on, activities for children, young people and family.
How much can I apply for?	Up to £2000	Over £2000
Project length	12 months	<input type="checkbox"/> 12 months <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years

Who can apply?

In order to apply for funding, you must;

- Be a not-for-profit organisation or constituted community group. (You do not need to be a registered charity to apply for funding).
- Offer provision for the residents of Wigan Borough only.
- Not already be in receipt of monies from the council for the provision of a service or project suggested in the bid, unless the proposal clearly evidences sustainability or a legacy and increases outcomes for residents of the borough.
- Have a bank account that has two signatories who are not related nor live at the same address.
- Demonstrate how the idea or project addresses community issues.
- Schools and other education providers are eligible to apply to the Deal for Communities Investment fund, the proposal will need to benefit the wider community and/ or work in partnership with a voluntary or community organisation.
- We actively encourage applications from groups that have come together to make a bid. You will need to identify one partner as the budget holder. Collaborative bids will score higher.
- You can apply for repeat small investment funding but organisations that haven't received funding previously, may get priority.

Help with your Application

We would encourage groups to seek advice or support at an early stage please contact us at **thedealforcommunities@wigan.gov.uk** giving details of your requirement so that we can find the best way of assisting you.

Big ideas funding

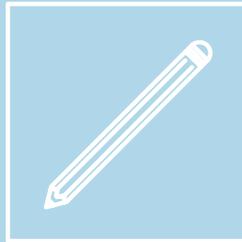
Children, young people & families

What are the priorities that you must address?

Applications will be scored based on how well they meet at least one of our key priorities.



Increasing physical activity, healthy eating and reducing obesity – that focus on the whole family



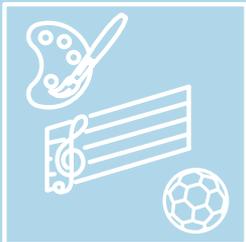
Connected schools – exploring the unique position of schools, and how their facilities can be utilised to support community activity



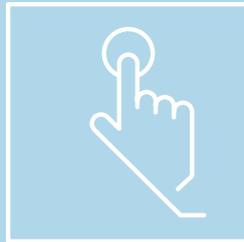
Intergenerational activities - sharing skills and bringing families together



Improving Mental health and increasing resilience and wellbeing



Activities in the school holidays and out of school- sport, arts, culture



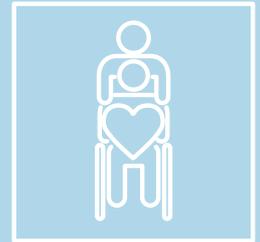
Digital and coding clubs – preparing for the future



Supporting community cohesion – events and community festivals that bring the whole community together



Opportunities to enhance and deliver the Cultural Manifesto – The Fire Within



Opportunities to put children and young people with special educational needs and disabilities at the heart of the community



Opportunities to inspire and engage children and young people



Address priorities raised by children and young people part of Deal 2030 e.g. Environmental issues



Encourage social enterprise or entrepreneurship with a package of support to grow their idea



Tech and digital innovation

What are the priorities that you must address?

Applications will be scored based on how well they meet at least one of our key priorities. There are seven priority areas which help us to ensure that projects receiving investment improve outcomes for local residents. These are outlined over the following two pages.

Start Well

We want our children and young people to get the best start in life and prepare them to be confident and resilient individuals.

Age Well

Develop an age friendly town that supports older people to remain independent and connected, tackles loneliness and improves health and wellbeing. We want our older people to lead fulfilling lives, be independent and healthier for longer.

Economy & Skills

We want the economy to grow; creating employment opportunities for our residents and ensuring belief in the borough as a place to work, live, invest and visit

Great Place

Working together to inspire pride in the borough and deliver safe, clean and green communities. We'd like to create a network of 'Incredible Wigan' and 'Wigan Borough In Bloom' projects and activities across the borough. We want a network of community facilities that connect and serve the local community, supporting everyone in our borough.

Live Well

We want our adults of working age to be healthy, well, financially included and engaged in work or training.

Wigan Borough on the move

We want to inspire and motivate all residents of Wigan Borough to be healthy and physically active; creating communities that enable people to start active, stay active and be stronger for longer.

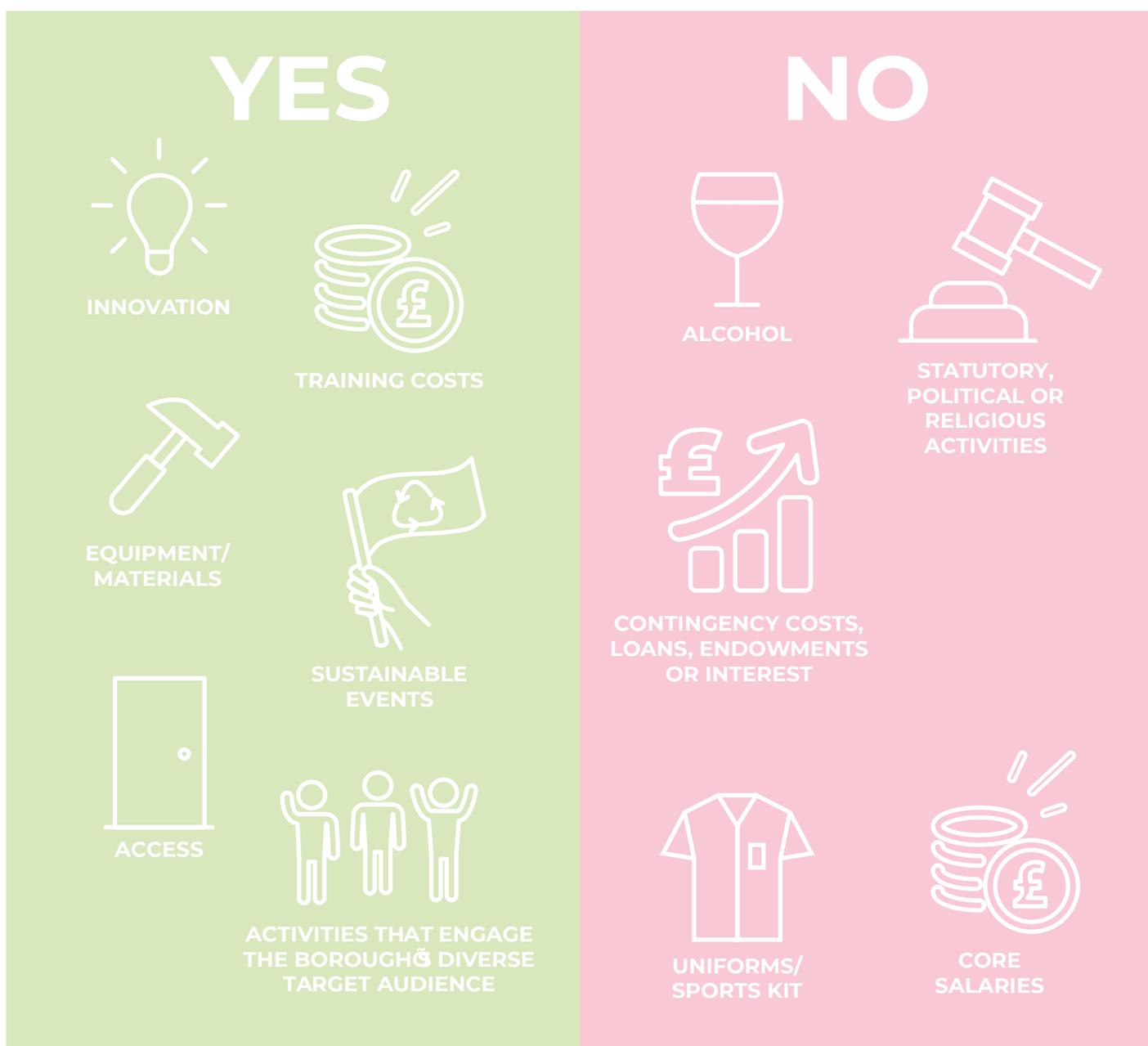
New:

Culture & Cultural Education To improve the opportunities for residents and young people to be involved in high quality arts, cultural and creative activities.

Digital

#DigitalWigan: improving lives through digital and enjoying the power of digital. Supporting adults and children to enjoy and increase their digital skills and to have the ability to access services online. Supporting businesses to grow Wigan as a digital borough and to grow the competitive advantage that this will bring to our economic growth.

What will the funding pay for?



Only costs directly associated with the delivery of the project will be covered. Please note that any cost of using council assets e.g. a council building should be built into your project costs. If you aren't sure please ask before you submit your application.

In addition, all Big Idea applications will be asked to comment on whether they own the building in which they will operate the project from. Before investment is made to an organisation, there is an expectation that if applicable, the organisation will include their Business Rates Liability in

their costings and business case so that the funding decision can be taken with the open understanding that the organisation can meet the rates liability, along with other business expenses.

Wigan Council are committed to, and will encourage applications to support the daily mile initiative. However we will not invest in capital funding e.g. tarmac of pathway. Deal for Communities Investment fund cannot fund anything that should come from core budgets.

How much can I apply for?

Small Investment

You can apply for a small investment of up to £2,000. When applying, you need to work out how much you are applying for. You will then need to provide 20% of this as community match. For example:

Total cost of your project (100%)	£2000
How much you are applying for from us (80%) of your project)	£1600
How much you will contribute as community match (20% of your project):	£400

Big Idea Investment (12 months, 2 years or 3 years)

You should be able to forecast how much your project is going to cost. In this example, the applicant has worked out they will need funding for their project over 3 years at a total cost £270,000. The applicant has calculated that the costings for year 1 will be £100,000, therefore, 80% will come from the Big Idea Funding; the remaining 20% will be contributed by the applicant through community match. For example:

	Year 1	Year 2	Year 3
Total cost of your project (100%)	£100,000	£90,000	£80,000
% funding provided by Big Idea Funding by year	80%	60%	40%
Amount provided by us each year.	£80,000	£54,000	£32,000
Total funding to bid for (the figures in the row above added together)	£80,000 + £54,000 + £32,000 = £166,000		
% contribution by you as community match by year	20%	40%	60%
Amount to be contributed by you as community match each year	£20,000	£36,000	£48,000

The Big Idea investments (Over £2k)

We are seeking applications for innovative ideas and projects that will make a big difference to children, young people and their families lives. Organisations wishing to apply for a big idea must evidence that they have support from public sector colleagues and projects must demonstrate how they will help the Council and its partners

to manage demand on their services. We would expect schools applying for projects to be working in collaboration with community organisations.

Alternative funding opportunities can be sourced via www.crowdfunder.co.uk/funds/crowdfund-wigan

How do I apply?

The Online Application Form can be found at www.wigan.gov.uk/communitydeal

At Stage 1 you will need to provide the following information:

- Details about your organisation
- Tell us about your project and the residents that will benefit
- How much money you will need
- Identify the priorities & outcomes that the project is going to deliver. Please see the website:
- www.wigan.gov.uk/communitydeal
- Briefly identify how the project will leave a legacy

Completing the Online Application Form
All applications will be submitted online, if your organisation has any difficulty with this please email thedealforcommunities@wigan.gov.uk for support.

As soon as you start to apply online you will automatically receive a unique reference

number by email. Please ensure that you make a note of the application reference number as this will be needed to access your form in future and when dealing with further enquiries.

Please ensure that you save each page of your application form often using the save button at the bottom of the page.

When you have completed the application form, check that you have answered every question and then click the submit button. You will receive an automatic receipt to confirm your application has been submitted.

The application form can only be submitted if you have completed all necessary fields/questions on the application form. If information is missing a prompt will appear stating the information that is still required in order for the application to be submitted.

How will we assess your application?

Before submitting your application form, please check to ensure your proposal evidences each of the following assessment criteria:

	Assessment criteria	Please tick	Office use only (score)
Eligibility	Not for profit organisation.		
	Not a re-application (unless a significantly different proposal/idea).		
	Offers a provision for residents of Wigan Borough only.		
	Has a bank account with two signatories who are not related nor live at the same address.		
	Demonstrates how the idea meet/addresses the key priorities.		
	Not already be in receipt of monies from the council for the provision of a service or project suggested in the bid, unless the proposal clearly evidences sustainability and increases outcomes for residents of the borough.		
Proposed Idea	How does your project differ from other similar projects?		
	Evidences the need for the project / gap with in the borough. Who have you consulted with?		
	Meets one or more of the priorities and outcomes (Mandatory).		
	Project innovation - is the project innovative?		
Community Involvement	Demonstrates who will benefit from the project.		
	Demonstrates which area(s) of the Borough the proposal will impact upon.		
	Demonstrates how the project will impact residents not already engaged in the project.		
Outcomes to be delivered	Evidences of Community Match e.g. volunteer time.		
	Demonstrates how the project will be evidenced and monitored?		
Project Resources	Evidences of Community Match e.g. volunteer time.		
	Evidences value for money.		
	Reasonable and robust costing.		
	Plans for delivery.		
Collaboration	Partnership working with other third-sector organisations (Additional points for joint proposals)		
Sustainability /legacy	Demonstrates plans for sustainability.		
	Evidence of or plans for income generation.		
	Offers a return on investment in terms of outcomes and or improve outcomes for children, young people and their families.		
Consultation	Big Demonstrates/ evidences voice of young person		
	Small Demonstrates/ evidences community need consultation with beneficiaries.		

What happens if we make you an offer of investment?

If you are successful, you will receive an offer letter from us via email that will outline how much we are investing, the terms of the offer and the methods of monitoring our investment. Please note that you may not receive the full amount requested.

All investments will require you to submit details of your bank account, sign a Legal Agreement Form and sign up to The Deal behaviours and sign up to community book. You will also be provided with

information on monitoring arrangements for each investment. Once payment details have been received the monies will be paid directly into your bank account in full.

The monitoring for Small investments will consist of a 'one off' impact evaluation which must be completed and submitted at the end of the 12 month project showing how you spent the money and how you used it to do something differently to achieve better outcomes.

Big Idea investment

If you receive funding for a Big Idea, you will receive a dedicated evaluation officer. Once your project commences, your evaluation officer will meet with you to agree an evaluation plan to confirm how you will be monitored. You will then have monthly catch ups to capture regular data. You are also partnered with a service mentor who will have the appropriate skills set to tackle the issues arising. Once a year, you will be required to complete a detailed monitoring return that will bring together all the major successes, challenges in the last 12 months and identifies any

opportunities or threats for the next year. You are also asked to complete a cash flow. An impact statement is also produced to cover your successes, challenges, impacts and next steps. Subsequent years' funding will be determined by a successful completion of a year 1 review.

12 Months

2 Years

3 Years

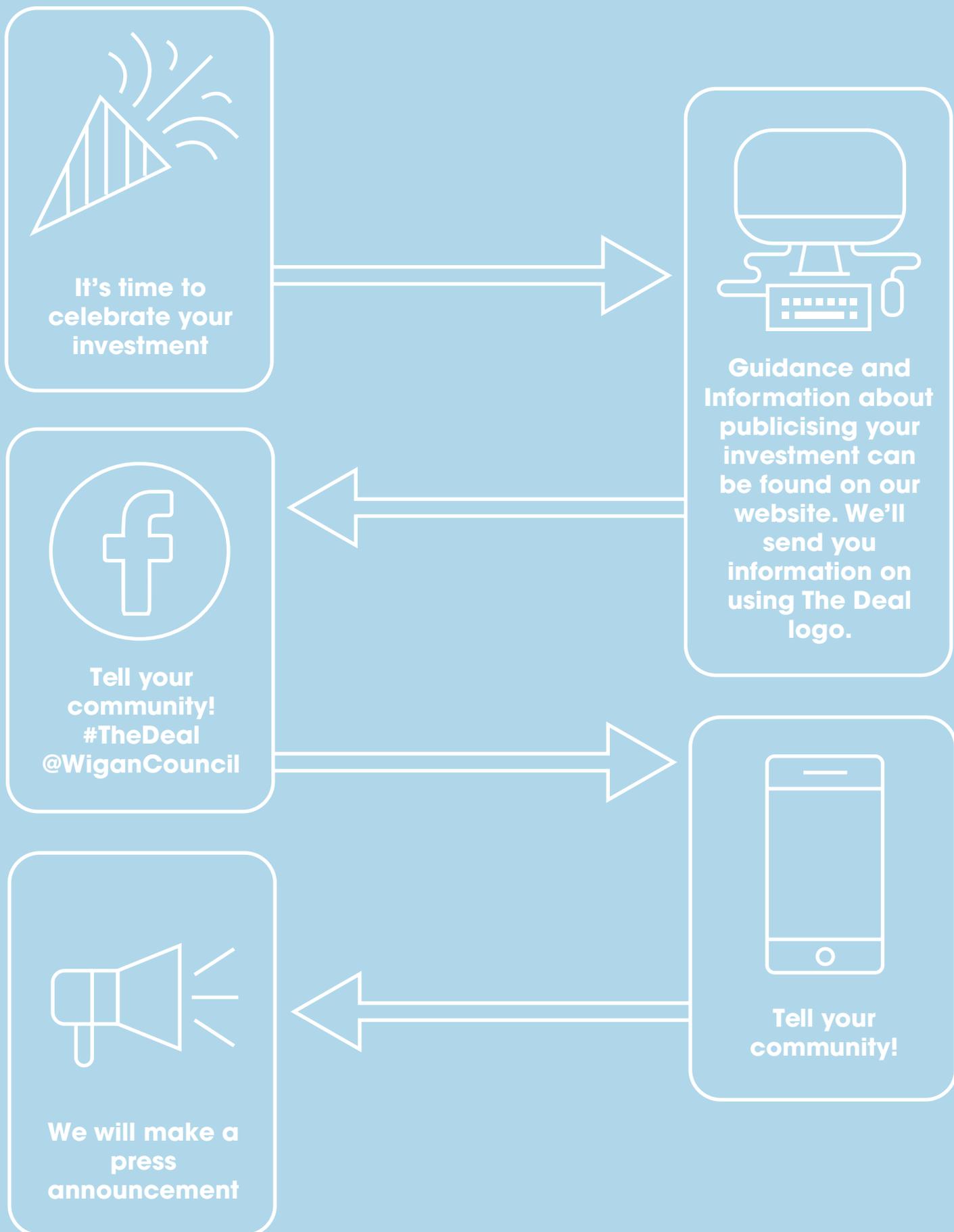
Additional conditions that will apply to the offer will include:

- Right of access to organisation's records to ensure the investment is being used for the purposes it is granted for.
- The capacity to reclaim funds after 6 months if outcomes are not delivered or expected not to be delivered.
- The right to recover assets that have been purchased using the investment fund if the organisation fails to deliver outcomes.

Other conditions appropriate to your Investment may also be included in the Offer Letter and Legal Agreement.

All successful organisations will be required to attend a celebratory networking event – details of which will be provided when you are notified if your application has been successful.

What happens if we fund your project?



Keeping track of your investment

We need to know that you can keep Community Investment Funding safe. We expect your organisation to have a set of procedures explaining how you manage and use money, agreed by your management board/committee which sets out arrangements for;

- Cash spending
- Cheque writing and signing
- Authorising any withdrawals (including debit card if applicable)
- Cash handing

- Invoice authorisation
- Keeping finance records (receipts and invoices)

All withdrawals of Deal for Community Investment Funding must be agreed by at least two people. Receipts should be obtained for all cash purchases. All invoices and receipts should be kept for 7 years after the project has ended. We may ask you to provide us with information at any time during the investment or up to 7 years after the investment has ended. Spot checks will be randomly carried out.

What happens if your application is unsuccessful?

If you are unsuccessful in your application, we can provide the reasons on request as to why you have not received funding. You will receive feedback as to the strengths and weaknesses of your application.

The decision that we make is final and the

feedback may not be used as grounds for challenge.

There are a number of funding drop-in sessions being held. Dates and times are available at www.wigan.gov.uk/communitydeal

Equality & Diversity

Our vision is to create a place which is comfortable within a modern, diverse and changing world; that celebrates and makes constructive use of our differences; without fear, enabling those who live, work, study and volunteer in the borough to make a positive contribution; where everyone is heard, valued and respected; and that

welcomes learning and change. If you require additional support to complete an application please contact us at the address provided, giving details of your requirement so that we can find ways of assisting you on a case by case basis.

Data Protection and Freedom of Information

Data Protection

We will use the information you give us during assessment and during the life of your Deal for Communities Funding (if awarded) to administer and analyse the Deal for Communities and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring the Deal for Communities and evaluating the Deal for Communities processes and impacts. These organisations may include universities, external evaluators, partners of the Council and other groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in the Deal for Communities. We have a duty to protect public funds and for that reason we may also share information with Lottery distributors, government departments, organisations providing matched funding or

for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point after the Investment has been allocated to you and we suspect fraud has taken place, we will provide details to the police and fraud prevention agencies to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Further details on how we use your information can be found in the council's primary privacy notice: <https://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notice/Data-Primary-Privacy-Notice.aspx>

Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, Deal for Communities applicants. If information is requested under the Freedom of

Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are being asked to provide may be exempt from release, you should let us know when you apply.

Help and Advice

Email:
thedealforcommunities@wigan.gov.uk

Website:
www.wigan.gov.uk/communitydeal

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wigancouncil

@wigancouncil

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