

Appendix 3

Area Committee Documents Review

Summary of Changes Made

Funding Guidelines for Applicants

Who and what we fund

Increased emphasis given to contributing towards the Area Action Plans and addressing at least one of the identified priorities.

Encouragement of the use of volunteers.

Movement of wording from section 'types of projects'.

What we do not fund

Explanation that grant funding is for project costs only and cannot be used for core costs.

Addition of the definition of core funding and examples of costs that cannot be funded.

Removal of the North East Area Committee's consideration of further education colleges within the list.

Link to map of Ipswich Borough to ensure location-specificity and emphasise the areas more effectively.

How to apply

Information given about the deadlines/timelines the Community Engagement team work towards for each round of Area Committees.

The process

Some changes in the roles of those undertaking the sign-off process, for example 'Head of Service' to 'Director'.

Clarification that those applying to more than one area will be required to attend each Area Committee meeting.

Further information given about the months in which Area Committee meetings take place.

Payment of funding

Further information given about our monitoring processes and our expectations depending on the size of grant received.

Stipulation of returning to the Area Committee to provide feedback 'where funding was granted' clarified and changed to bold (please note that this is also in the funding acceptance form).

Appendix 1: Volunteers

New section added to encourage the use of volunteers and the benefits of this.

Information provided about Volunteering Matters to support applicants further.

Area Committee Application Form

Part 2 About your group

New question added to find out applicant's website address or social media account(s).

Addition of tick boxes for supporting documentation (2.1 – 2.6).

New question added to find out about what other routes applicants have considered or explored for funding, before approaching the Area Committees (2.6).

Table added to find out more about how much funding applicants have received from the Area Committees previously and what routes applicants have explored prior to requesting funding from the Area Committees.

Part 3 Why is your project needed?

Tick boxes added to allow the applicant to indicate which Area Committee(s) they are applying to.

If applying to more than one Area Committee, new question added to find out why the applicant is applying to those areas and what are the benefits.

Emphasis that applicants relate their answers to the relevant Area Action Plan(s).

Guidance on the amount of the words that applicants should include within their answers.

New sentence added to encourage applicants to include results of consultations and evidence on how their project will benefit local residents/the area.

Clarification given to Area Committee's decision making on multi-area bids (disclaimer)

Part 4 How will your project work?

Addition of examples of risks to consider, to encourage more detailed answers.

New sentence added to encourage consideration of how the project will be made fair for everyone in relation to the Equality Act.

New questions added to ask about whether the project will utilise volunteers and if so, how will they promote these opportunities and engage with volunteers.

Part 5 Costs & Funding

Additional rows added to the breakdown of costs table, to clearly outline how much is being requested from the Area Committees and how the applicant proposes each Area Committee is to contribute towards their request, should they be applying to more than one Area Committee.

Due consideration for applications to apply for funding proportionately in multi-area bids.

Part 7 Monitoring your success.

New question added to ask applicants what key performance measures they will be reporting on.

Information included to explain to applicants what monitoring, and evaluation is, why it's important and the different types of information they can collect.

Additional question added to ask if the applicant would be happy to attend a future Area Committee meeting to provide feedback on the project*.

() This has now been removed and is added as a stipulation in bold in the funding guidelines.*