

# Enfield Residents' Priority Fund 2012/13 Guidance

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For further information please contact:

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# 1. Introduction

- 1.1. The Enfield Residents' Priority Fund (ERPF) as been established with the key aim of addressing local need within wards, through the funding of projects (set up using the Council's wellbeing power now replaced by the general power of competence, introduced by the Localism Act), which demonstrate a capacity to reduce need within a given ward. It will be necessary to demonstrate a likelihood of participation by, or benefit to, residents of more deprived areas of the ward, as well as residents in general (where participation or benefit is also considered likely by or to residents outside those areas). The scheme will aim to encourage local communities to identify their priorities by working with their local ward councillors.
- 1.2. The ERPF will encourage a deeper level of engagement between ward councillors and those who live, work, study and do business in Enfield. By working with their ward councillors to identify projects to address local needs and contribute to the Council's strategic objectives, local people are able to promote or improve wellbeing in their neighbourhoods.
- 1.3. Shown below in Table 1, to assist, examples are provided which illustrate the links between the Council's strategic objectives and the range of needs contained within the Index of Multiple Deprivation (IMD).
- 1.4. This document is intended to provide guidance to councillors and other interested parties regarding administration of the Fund.

**Table 1**

Council's Strategic Objectives	Examples of types of need reflected in the IMD that link to the Council's Strategic Objectives <sup>1</sup>
<p><b>Fairness for all</b></p> <ul style="list-style-type: none"> <li>• Serve the whole borough fairly and tackle inequality</li> <li>• Provide high quality, affordable and accessible services for all</li> <li>• Enable young people to achieve their potential</li> </ul>	<ul style="list-style-type: none"> <li>• Income</li> <li>• Employment</li> <li>• Education, skills and training</li> <li>• Barriers to housing and services</li> </ul>
<p><b>Growth and sustainability</b></p> <ul style="list-style-type: none"> <li>• A clean, green and sustainable environment</li> <li>• Bring growth, jobs and opportunity to the borough</li> </ul>	<ul style="list-style-type: none"> <li>• Living environment</li> <li>• Education, skills and training</li> <li>• Employment</li> </ul>
<p><b>Strong communities</b></p> <ul style="list-style-type: none"> <li>• Encourage active citizenship</li> <li>• Listen to the needs of local people and be open and accountable</li> <li>• Provide strong leadership to champion the needs of Enfield</li> <li>• Work in partnership with others to ensure Enfield is a safe and healthy place to live</li> </ul>	<ul style="list-style-type: none"> <li>• Crime</li> <li>• Health and disability</li> <li>• Education, skills and training (where likely to encourage active citizenship)</li> </ul>

<sup>1</sup> See also paragraph 2.3.

## 2. Ward allocations

- 2.1. The level of funding allocated to each ward is based on the IMD 2010 scores attained by each ward. Those with the highest scores (more deprived areas) have greater funding allocations. The allocated budgets for each ward can be found in Appendix 1. No ward will be allowed to exceed its annual budget.
- 2.2. IMD is based on the concept that there are distinct, recognisable types of need that are experienced by individuals living in an area. Statistical techniques are used to combine information on a range of economic and social issues. The resulting overall IMD scores are a weighted area level aggregation of the different dimensions of deprivation.
- 2.3. The scores take into account the following types of deprivation or areas of need:
  - Income
  - Employment
  - Health and disability
  - Education, skills and training
  - Barriers to housing
  - Crime
  - Living environment.

## 3. Community engagement and residents' priorities

- 3.1. Public participation is key to the successful delivery of the ERPF. Ward councillors must consult their residents to gather ideas about potential projects and help the communities put forward their views and develop ideas for projects in their localities. Engagement will vary between wards and neighbourhoods and will depend upon the nature of the project and sections of the community involved.
- 3.2. Consultation should be open and user friendly. Councillors should make full use of the full range of engagement methods including:
  - Public meetings
  - Local group meetings
  - Area forums
  - Newsletters
  - Websites and blogs
  - Social media (Facebook, Twitter etc) – particularly for engaging young people.
- 3.3. Proposals from community groups and organisations must demonstrate consultation with and support from the wider local community, not just members or service users. Similarly, proposals from individuals should show significant local support.
- 3.4. All applications are initially sent to the respective ward councillors for consideration. They should ensure that there is sufficient funding available, that the forms are complete, meet the criteria, and provide sufficient detail and evidence of consultation. The ward councillors must then decide unanimously, whether to recommend the proposal for decision by the Cabinet sub-committee. Completed forms must indicate that all the ward councillors support the proposal, or if this is not the case give reasons for non-support. Forms must be signed by one or more of the ward councillors before submission to the Corporate Performance and Information Team.
- 3.5. In all cases the Cabinet sub-committee will be provided with a report, prepared by the Council's Performance and Information Team detailing both the projects being recommended and those that are not. This report will include legal advice on how it meets the criteria and financial advice.

## 4. Eligibility criteria

- 4.1. All projects funded through the Residents Priority Fund must demonstrate that:
  - One or more of the areas of need set out in the IMD is addressed.
  - Residents living in the deprived areas of the ward or affected by one or more IMD areas of need are likely to take-up or benefit from the project, as well as residents in general (where applicable)
  - There will be a measurable or visible impact on the ward or part of the ward
  - There has been wide-ranging consultation within the ward and evidence of support from local residents.
- 4.2. The Residents Priority Fund application form requires applicants to demonstrate clearly that their project fulfils all of these criteria including evidence of consultation and engagement. Where necessary, advice will be sought from relevant Council officers to determine the feasibility and/or propriety of councillor supported proposals.
- 4.3. Projects involving children and young people must demonstrate that due regard has been given to child protection issues and ensure that appropriate safeguards are in place.
- 4.4. Applicants submitting proposals that cover more than one ward must submit a separate form for each ward, breaking down the cost and listing the benefits for each ward. This enables ward councillors to make a considered decision, based on defined benefits for their ward. If agreement from more than one ward is required to make a project viable, this should be clearly stated on each application form.
- 4.5. Where applications are submitted by organisations or individuals not based in Enfield, they should demonstrate a clear connection to the ward or wards in which they plan to deliver their project, or evidence of support for their work from local people.
- 4.6. Funding will only be given to public bodies for projects that go over and above the services that they are required to provide. The project bid must show this clearly and indicate how it links to existing service provision.
- 4.7. Compliance with these criteria ensures that potential projects can be simply and robustly evaluated, underpinned by ward councillors' local knowledge and expertise and available baseline data.

## 5. Governance arrangements

- 5.1. The Enfield Residents' Priority Fund is managed by the Council's Performance and Information Team who manage the delivery of the ERPF and co-ordinate the provision of advice and/or assistance with:
- Engagement with residents
  - Development of project bids
  - Application process
  - Post approval implementation and delivery.
- Contact:**
- Nick Bowater, tel. 020 8379 3792,  
email: [nicholas.bowater@enfield.gov.uk](mailto:nicholas.bowater@enfield.gov.uk)
- Peter Doherty, tel. 020 8379 5145,  
email: [peter.doherty@enfield.gov.uk](mailto:peter.doherty@enfield.gov.uk)
- Alison Trew, tel. 020 8379 3186,  
email: [alison.trew@enfield.gov.uk](mailto:alison.trew@enfield.gov.uk)
- Email: [residentsfund@enfield.gov.uk](mailto:residentsfund@enfield.gov.uk)
- 5.2. To ensure that the approval process is democratically accountable and involves the community, all shortlisted proposals from ward councillors are checked and quality assured by officers. Summaries of all projects are published with reasons for recommendation or non-recommendation.
- 5.3. A Cabinet sub-committee has been established that meets monthly to consider applications received. The sub-committee has authority to reject projects, or to modify them, including where the projected costs of a shortlisted application exceeds the allocation for a ward.
- 5.4. The Cabinet sub-committee operates under delegated authority from Cabinet and all decisions are subject to the normal processes of the Council.
- 5.5. No projects can be agreed where funds are being used for party political purposes, activities over which the Council has no legal powers or where the Assistant Director of Legal Services at the Council has advised that the project is unlawful or improper.
- 5.6. Where a Councillor has a personal or prejudicial interest under the Councillor Code of Conduct, they will need to fully declare this as part of the project proposal submission and, if appropriate, be removed from the approval process.
- 5.7. Projects are delivered through the following arrangements:
- Council and its partners
  - Third sector providers
  - Council and/or partners and key stakeholder groups
  - Other service providers as approved by the Council.
- 5.8. The promoter of the bid must demonstrate an established connection to their ward and be content to have the names of the project and bidders published on the Council's website. Successful bids will be required to highlight that the project is sponsored by Enfield Council.
- 5.9. The Council will ensure that the impact of the fund is visible in the community through branding, communication and promotion.
- 5.10. In addition to supplying details of other funding being used to support the project proposal, groups applying for funding under the ERPF must give details of all funding they are receiving, both from the Council and external bodies.
- 5.11. The fund is primarily for capital spending on projects. Project bids should be time limited, one-off spend. Projects requiring further funding will need strong justification for submitting an application for another year. These will be subject to complete reappraisal by their community and the Council (through the rules and stipulations in this guidance) with no guarantee of further funding.

## 6. Finance arrangements

- 6.1. Where possible, projects will be funded in arrears. If this is not possible (for example, if the applicant does not have sufficient funds to purchase the agreed items without first receiving funding) then the project will be funded in advance and subject to a risk assessment by the Council. Once funding has been agreed, all receipts on items purchased through the fund must be handed to the Council by the project sponsor(s).
- 6.2. The entire budget for the Fund is controlled by the Council's Performance and Information Team. Funding is not released until a signed contract has been returned to the Performance and Information Team. This system is the same for all projects whether funded in advance or arrears. Where projects are being delivered by Council departments a service level agreement is drawn up and signed by the appropriate Assistant Director. Funding is then released as spend is incurred.
- 6.3. Funds are only paid to organisations that are legally constituted groups. Funds are paid via BACS into the organisation's bank account. Funds are not paid into a private individual bank account(s). Alternatively, projects are commissioned by the Council, or in the case of equipment, purchased by the Council on behalf of the applicant.
- 6.4. Funding will not be released to any organisation that has failed to comply with the terms of funding agreements with the Council or a body commissioned by the Council to administer distribution of funding. Funding will also not be released to any organisation that owes money to the Council or if there are serious doubts about the financial stability of the organisation.
- 6.5. It is the responsibility of the provider to properly account for, and declare, any income received from the Council to HMRC, the Charities Commission or other organisations as required legally or by their terms of operation.
- 6.6. The Council will determine the ownership of assets purchased through the ERPF. Where assets are transferred to the community the cost of maintaining the asset and upgrades will not be borne by the Council.
- 6.7. Bidders must be able to demonstrate visible evidence of what the project has delivered, and sample variation checks will be carried out to ensure probity. In the event of those in receipt of the fund being unable to demonstrate such evidence, the Council reserves the right to suspend funding and to recover up to 100% of the total sum allocated. The Council reserves the right to ask for an update at any time.

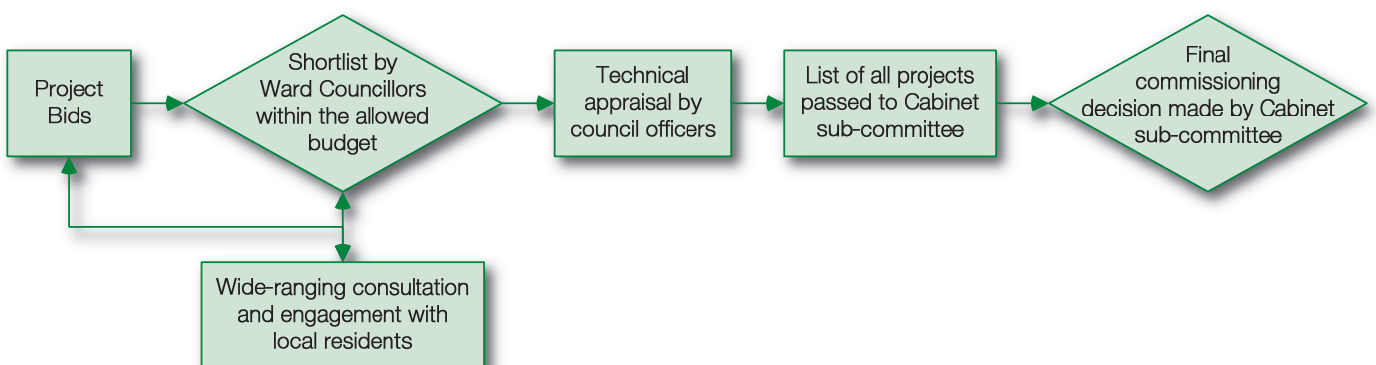
## 7. Performance management and delivery

- 7.1. The Council's Performance and Information Team monitors and reports on projects in operation and manages performance on a regular basis. The level of performance monitoring is proportionate, determined by the complexity of the project and amount of funding involved.
- 7.2. Performance is measured in a number of ways e.g. by ensuring that the funding is spent as agreed in the contract and that timescales are being adhered to and outcomes achieved.
- 7.3. The milestones used to measure the success of each project are agreed with The Performance and Information Team before the project commences. The monitoring form requires the project sponsor to detail progress against the milestones, achievement of the project's outcomes and profiled spend. An end-of project approach will be taken for one off payments and small grants.
- 7.4. An annual evaluation of the Fund will be carried out by the Council's Audit team that will include reviews of governance and performance management arrangements as well as support to councillors.
- 7.5. Ultimate responsibility for administration and management of the Fund and ward councillor support on behalf of the Council will be met by use of corporate resources within the local authority.

## 8. Small grants

- 8.1. Small grants will be available up to and not exceeding £500 per project. Small grants in total will not exceed more than 5% of the ward allocation.
- 8.2. The eligibility criteria, finance arrangements, performance management and delivery arrangements for small grants are the same as those for the main fund but with a simpler model to reflect the amounts concerned. Applicants will need to provide details of how the grant will be spent and agree proposed outcomes with the relevant ward councillors and council officers, for submission to the Cabinet sub-committee for approval. Sample variation checks will be carried out to ensure probity.

## Project approval process





## Appendix 1

### Ward allocation figures

The following table details the Index of Multiple Deprivation 2010, and percentage of the ERPF for each ward and the amount recommended for allocation to each ward.

Ward	Index of Multiple Deprivation 2010	% split	£2,100,000
Edmonton Green	47.1	8.79%	£185,000
Upper Edmonton	39.8	7.43%	£156,000
Lower Edmonton	36.3	6.77%	£142,000
Ponders End	35.7	6.66%	£140,000
Turkey Street	34.4	6.42%	£135,000
Haselbury	32.9	6.14%	£129,000
Enfield Highway	32.5	6.06%	£127,000
Enfield Lock	30.8	5.75%	£121,000
Jubilee	30.2	5.64%	£118,000
Southbury	29.3	5.47%	£115,000
Bowes	26.4	4.93%	£103,000
Chase	25.4	4.74%	£99,000
Palmers Green	22.9	4.27%	£90,000
Southgate Green	19.0	3.55%	£74,000
Highlands	14.6	2.72%	£57,000
Winchmore Hill	14.5	2.71%	£57,000
Cockfosters	14.2	2.65%	£56,000
Bush Hill Park	13.7	2.56%	£54,000
Southgate	13.1	2.44%	£51,000
Town	12.9	2.41%	£51,000
Grange	10.1	1.89%	£40,000
	<b>535.8</b>	<b>100%</b>	<b>£2,100,000</b>

## Appendix 2

# Application form

The ERPF application form enables ward councillors and the Council's Performance and Information Team to assess the project and to ensure that it meets the criteria detailed in section 4 of this document. Therefore it is vital that full information is provided and that all sections are completed.

If applicants have any queries about the form or difficulties in completing it, they should contact the Performance and Information Team.

Listed below are some prompts to help applicants complete the form:

- Q1. This must include the full name, address telephone number and email address (if possible). If the applicant is an individual, their address, telephone and email will not appear on the public list.
- Q3. Please specify the ward to which the application refers. If is a project that will be delivered across more than one ward, a separate form must be completed for each ward, breaking down the cost and listing the benefits for each ward.
- Q4. Please specify who will be delivering the project in practice. Evidence relating to their experience in delivering similar projects would be helpful.
- Q5. What will the project do? What effect will the project have on the local community?
- Q6. What consultation have you, or the ward councillors, organised to establish that there is general support for the project in the ward or the particular area in which the project will be delivered? How many people were consulted? Details of the consultation (e.g petitions, surveys, minutes of meetings, photos of events) **must** be provided with the application.
- Q7a. What particular local need(s) will the project address? How do you know the need(s) exist? How will the project improve the wellbeing of the area?
- Q7b. How many people will benefit from the project? How will you ensure that residents in more deprived parts of the ward will participate in the project? How will you promote the project and recruit suitable participants?
- Q8. Indicate the area(s) of deprivation the project addresses and how it does this.
- Q9. The project must address one or more of the Council's strategic objectives:
- **Fairness for All** – Is the project targeted at particular disadvantaged groups, or aimed at improving the environment or people's wellbeing in deprived areas of the ward.
  - **Growth and Sustainability** – Will the project contribute to improving the green or built environment in the ward? Will it contribute to reducing unemployment or increasing skills in Enfield?
  - **Strong Communities** – Will the project bring local people together to improve their local area? Will it encourage local people to take responsibility for parts of their local area? Will it make a positive contribution to improving the health of local people or improve community safety?
- Q10. Where appropriate, how will you make the project sustainable over time? Do you anticipate applying to the ERPF again to keep the project going?
- Q11. If milestones to measure the progress of the project have been set, fill in this section. If this is not the case, milestones will be agreed between the project proposer and the Performance and Information Team.
- Q12. Use this section to supply any information that will help ward councillors to make the decision on whether to recommend the project for approval. **If your project involves children and young people, indicate how child protection issues will be addressed.**

- Q13. Please provide a breakdown of the funding applied for. This should include numbers and type of equipment; number of staff, hourly rate and hours to be worked; hire charges for premises etc; details of ancillary costs, such as catering and administration.
- Q14. Please provide details of funding from other sources, either an organisation's own funds or from other organisations, that has been secured to deliver the project.
- Q15. Organisations applying for funding from the ERPF must also give details of all funding they are receiving, both from the Council and external bodies.
- Q16. Consideration should be given to the risks involved in delivering the project. These might include:
- Failure to recruit sufficient participants
  - Failure to recruit suitably qualified staff
  - Failure of the project to achieve the intended outcomes for the community.
- Q17. Please list all the supporting documentation being supplied with the application e.g. surveys, petitions, meeting minutes, evidence from previous similar projects.

For a Word version of the application form, please contact Peter Doherty:

Tel 020 8379 5145

Email [peter.doherty@enfield.gov.uk](mailto:peter.doherty@enfield.gov.uk)

# Resident Priority Fund Application Form



RPF Approval Reference No: 

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 (office use only)

Date: 

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## Section 1: General Information

### Q1. Name of Organisation, Project Promoter and Address

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<b>Telephone:</b>		<b>Email:</b>	
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### Q2. Project Title

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### Q3. Borough ward

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### Q4. Who will the project be delivered by? (Organisation name, address and contact no.)

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### Q5. Briefly describe the project and highlight the impact that this will have on your community.

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### Q6. Please give details of consultation activities undertaken with the community to show general support the project bid. Please also attach evidence.

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<b>7. Indicate the likelihood in your view of take-up by, or benefit to, residents of more deprived parts of your ward; as well as residents in general.</b>

<b>Q8. Please select the area(s) of need the project seeks to address and briefly describe how the project will achieve this.</b>			
Income Employment	<input type="checkbox"/>	Education, skills and training	<input type="checkbox"/>
Health and disability	<input type="checkbox"/>	Barriers to housing and services	<input type="checkbox"/>
		Crime	<input type="checkbox"/>
		Living environment	<input type="checkbox"/>

<b>Q9. Describe how the project will address the Strategic Objectives of the Council as set out below.</b>
<b>(a) Fairness for All: Tackling inequality and vulnerability</b>
<b>(b) Growth and Sustainability: Promoting a clean, green and sustainable environment, bringing jobs and opportunity to the local area</b>
<b>(c) Strong Communities: Encouraging active citizenship, responding to local needs and promoting local leadership</b>

Q10. Is this a one off spend?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'No', please identify additional costs, timescale and funding resources			

**Section 2: Measuring Success**

Q11. Have project milestones and key outcomes been agreed with ward Members and council officers?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please list the agreed key Milestones for the project:		
Progress against Milestones	By When	Progress Update

Q12. Please supply any additional information relevant to the project application being submitted.

**Section 3: Project Budget**

Q13. Total funding to be allocated to this project.	
Project Items to be funded	Amount £
<b>Total</b>	

Q14. Is any other funding to be used to support this project?		
Yes	No	If 'Yes', please provide details of funding source(s)

Q15a. If you are an organisation, are you in receipt of any other funding from the Council or external funding bodies?		
Yes	No	If 'Yes', please give details

Q15b. If you are an organisation, do you currently owe money to Enfield Council?		
Yes	No	If 'Yes', please give details

**Section 4: Risk Assessment**

Please identify all forms of identified risk, financial and non-financial, that will impact on the delivery of the target. The council will work with the lead promoter to identify and mitigate any risk in delivery of the project.

**Q16. Risk Assessment**

Risk Identified	Consequence	Impact if occurs High/Med or Low	Likelihood of Risk Occurring Unlikely/ Possible or Likely	Controls in place to mitigate risk	Proposed Remedy if risk Occurs

**Q17. Attached Documents and Evidence.**  
Please list all attached documents and evidence that are either sent electronically, or in hard copy form.



<b>CERTIFICATE OF CLAIM</b>			
<p>I certify to the best of my knowledge, the entries on the application form attached are true, accurate and complete and that the project is in accordance with the terms and conditions of grant. In the case of Capital Grants the assets covered in this application are new and will not subsequently be leased, sub-let, relocated or disposed of without the prior written consent of LBE.</p> <p>I confirm that I am authorised to sign this application form on behalf of the organisation named within this application form (where applicable).</p>			
<b>Short listed for approval by the 3 ward councillors (to be completed by a ward councillor)</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'No', please state reason			
<b>Applicant's Name (Print):</b>		<b>Signed:</b>	
		<b>Date:</b>	
<b>Ward Councillor's Name (Print):</b>		<b>Signed:</b>	
		<b>Date:</b>	
<b>For completion by councillors: Please declare any personal or prejudicial interests relevant to the applicant or the application you are supporting.</b>			
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
If 'Yes', please detail			

**All completed applications to be supported and signed off by the appropriate ward councillors, then sent to: Peter Doherty, Performance and Information Team (CCPP), PO Box 61, London Borough of Enfield, Civic Centre, Silver Street, Enfield EN1 3XA**





**Contact Enfield Council**

Civic Centre  
Silver Street  
Enfield  
EN1 3XY

Tel: 020 8379 1000  
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