

EXTERNAL FUNDING STRATEGY

CONTENTS

- I. External Funding Defined
- II. The Need for a Strategy
- III. The Partnership approach – the best deal for Buckinghamshire
- IV. Best Practice within Bucks CC
- V. Action Plan - Targets and Outcomes
- VI. Appendices – funding opportunities and External Funding Intent Form

1. External Funding Defined

1.1. There is clearly a need to define what is meant by 'External Funding' since the lines between actual 'bidding' and the receipt of a direct grant is sometimes blurred. Other County Councils' and unitary authorities' funding teams have their own definitions as to what defines 'external funding' but for the purposes of this strategy, it can be defined as follows:

External funding refers to the identification and securing of additional resources above and beyond those normally provided by SSA allocation to the Authority. Typically this would be identified as competitive (bidding) and include proposals to; Central Government Departments, Agencies, National Lottery Distributors, Charitable Trusts and Foundation. Other sources of external funding might also include; Public Service Agreements, sponsorship funding, landfill tax credits and Private Finance Initiatives.

Fees, sales and charges, hypothecated funding, consultants' time and staff secondments are not normally classified as external funding.

1.2. Moreover, the strategy relates to UK funding only. The External Funding Officer liaises closely with the European Officer and the Assistant European Officer on funding from European sources but responsibility for the structure and procedure for such bids lie with the European officers.

2. The Need for a Strategy

2.1. The way both the statutory and non-statutory sector is financed has changed dramatically within the last twenty years. Traditionally facilities, projects and activities would be funded either through the government or through the Standard Spending Assessment level. The introduction of the National Lottery in 1995, together with what is perceived as a much more rigorous central government scrutiny of local government and voluntary sector spending, has resulted in an altogether different climate. Increasingly, both local authorities and the numerous charitable and community groups are invited to bid on a project-by-project basis for various funding streams. As these funding opportunities become progressively more competitive, so the need for a coherent, well-thought strategy becomes paramount. In order to achieve success, it is important to demonstrate to the grant assessors that the awarding of a grant will result in the best possible service for the public or special interest group it is targeted towards. Applicants will have to show that they have fully consulted with stakeholders, are offering value for money and have a plausible 'exit strategy' once the grant has been fully utilised. There should be a strategic vision that illustrates that with every bid, a piece-meal, ad hoc approach has not been taken.

2.2. The need for a strategy becomes more acute for a county like Buckinghamshire. Despite its pockets of urban deprivation and areas of

comparative rural isolation, it is commonly viewed as an affluent county. In consequence, this has had a detrimental effect on its core funding from central government in recent years, which has been reduced in real terms. Moreover, this government, either through its own departmental grants or through the auspices of the lottery boards, has been targeting funds towards areas of multiple deprivation thereby making most, if not all, of Buckinghamshire ineligible for assistance through some funding streams.

2.3. The purpose of this strategy is therefore:

- a. **To recommend ways that the county of Buckinghamshire can best work in partnership to attract the maximum possible external funding.**
- b. **To implement a coherent system of bidding within the County Council to ensure that each application accords with this Council's corporate and strategic objectives and ensures applications are not submitted in isolation resulting in an ad hoc approach to external funding thereby leading to duplication and consequential weakening of bids.**

Central to the strategy will be an Action Plan setting out the implementation of overall policies and specific objectives and outcomes.

3. The Partnership Approach

3.1. The county needs a mechanism to strengthen its bids. It would unrealistic to believe that, despite its pockets of deprivation, the county in general is not a wealthy one. The Government has made no secret that it wishes to see much of both central government and lottery monies targeted towards areas of multiple deprivation. If evidence of this is required, it can be seen in some of the funding programmes announced in 2000 and 2001.

- *Space for Sports and Arts*, £135m package distributed through 3 lottery boards is for targeted deprived areas only.
- The DTLR *Community Chest* distributed through the Neighbourhood Renewal Unit (NRU) is a £50m package to engage communities in 88 of the poorest communities to involve themselves in decision-making.
- In addition, Buckinghamshire already falls outside the various Sports, Health and Education Zones as decided by the government and lottery boards and has only recently been considered eligible for limited Sure Start funding programmes.

3.2. In order to maximise the bidding opportunities within Bucks therefore, a different approach may need to be considered. The government has already expressed its wish to see many bids submitted through partnerships. Central to

this delivery will be official **Local Strategic Partnerships (LSPs)** set up as a way of streamlining strategic development for England's most deprived communities. The government's NRU has made it compulsory for the 88 most local authority areas to have an LSP in place by February 2002 if they wish to apply for Neighbourhood Renewal funds. Key characteristics of a Partnership include: participation by public, private, community and voluntary sectors; the full inclusion of hard-to-reach groups; the full inclusion of hard-to reach groups; measurability of outcomes of any initiatives taken. LSPs are not compulsory outside the 88 deprived areas but the government are promoting them as the best way of local delivery of service.

3.3. The New Bucks Partnership for Action is to become a Local Strategic Partnership for Buckinghamshire. To access the maximum funding opportunities it is proposed that the current funding partnership for Buckinghamshire, the **Buckinghamshire External Resourcing Partnership** report to the LSP and be responsive to its funding priorities. This group already constitutes a well-rounded partnership, involving as it does of representatives from:

- three tiers of local government (who are able to access their respective appropriate officers and Members comments)
- the voluntary sector
- bodies most involved with the salient funding topics of *community safety and crime and disorder, health improvement, economic development and sustainability and the environment.*

The Partnership would therefore appear to accord with the requirements of central government.

3.4. Moreover much of the monies available externally, especially for statutory bodies, is dependent on applications complementing community plans and/or cultural strategies. Through the aegis of the Partnership, any application would quickly and easily be benchmarked against both County and District plans and strategies and the *New Bucks Partnership for Action* agreed priorities. With strong bids therefore, applications should be able to easily be seen to conform to at least two or more strategies as indicated by the Partnership

3.5. A well-developed Partnership would also allow for a more proactive approach by those involved in external funding. By pooling resources and information there would be the opportunity to target certain groups often excluded from the bidding process. For instance, the Partnership could promote funding opportunities to young people without the constraints of district and other borders, to assist a fully integrated bid from where it is most needed.

3.6. Finally a proper Partnership allows for the more effective dissemination of information generally as the group work together to organise themed seminars and workshops on funding across the four districts ensuring that such information share is mutually inclusive and is not duplicated.

3.7. The Bucks External Resourcing Partnership was officially launched in January 2002. Its current membership consists of:

External Funding Officer – BCC
European Officer – BCC
External Funding Officer – AVDC
Community Development Officer – CDC
Community and Partnerships Officer – SBDC
Funding Advice Officer – Bucks Community Action
Director – Bucks Foundation
Superintendent – Thames Valley Police
Partnership Development Fund Administrator – Bucks Health Authority.
Health Promotions Officer - Bucks Health Authority.
Secretary – Bucks Association of Local Councils

WDC rotate attendance from its officers involved with its own internal bidding group.

3.8. The Partnership meet monthly to discuss bids and also liaise electronically when required. The purpose of the Partnership is not to create more work or levels of bureaucracy. Nor is it intended to be the arbiter on deciding which bids are submitted for funding assistance. Instead it has the following remit:

- I. To organise a series of funding workshops and seminars across the county.*
- II. To target hard- to- reach groups and to actively assist them with external funding bids*
- III. To support bids from both the statutory and non-statutory sector by indicating how the application accords with various strategies represented by the Partnership e.g. health improvement, community safety etc.*
- IV. To highlight to the funding bodies that full consultation has taken place between relevant partners to ensure strategic priorities have been adhered to and duplication of bids are avoided.*

3.9. It is intended that through the Partnership a coherent and inclusive approach to external funding will be adopted across the county leading to increased bidding successes for both statutory and non-statutory organisations across Buckinghamshire.

4. Best Practice within Bucks CC

History and Background

4.1. The County Council as a whole has been very successful in attracting external funding over the last few years. This is most clearly evidenced by the speed and efficiency shown in the submission of the Public Service Agreement that provides the opportunity to draw down £9m. Individual divisions within the County Council have also been successful. The most obvious example is Continuing Education and Life-Long Learning, which has done particularly well in accessing monies for ICT learning available from the New Opportunities Fund and the Department of Education and Skills. Similarly successful has been the Libraries and Museums section and the Transportation and Countryside teams.

4.2. However, bidding for external monies within the authority has been piecemeal. Some sections have clearly been constrained by the obvious lack of officer time and resources to keep abreast of funding streams and to complete application forms. The former problem has been partially alleviated by the External Funding Officer forwarding new funding streams to the relevant officers but the latter remains a problem.

4.3. Another problem has been ensuring that all monies are in place to ensure a project is viable. Most external grants offer a percentage figure towards both capital and revenue grants requiring funding either from the applicant themselves or from another source. In recent years, financial constraints within the authority have made contributions to projects less common. This has sometimes lead to the frustrating situation where a grant has been awarded but the applicant has been unable to secure the remaining funds to quickly start the project. Occasionally, by the time all the funds have been secured, the capital costs have increased exponentially.

4.4. Related to this has been the question of sustainability. Often revenue funding is given to a project for a limited period, usually between 2 or 3 years. A project has therefore been run successfully for the length of the funding period but then ended because of the lack of funds thus giving the public a perceived view of a reduced service.

4.5. As with the county as a whole, communication has been a weakness. It has transpired that Service Managers have not always been aware of bids submitted by officers especially in 'outreach' sites. If there is no strategic plan for a section for its approach to bidding, it is likely that its hopes for maximising funding will be weakened.

Tackling the problems

4.6. Four main weaknesses have been identified in BCC's bidding approach:

- **Lack of officer resources to compile bids.**
- **Difficulties in obtaining match-funding internally.**
- **Sustaining projects once an external funding period has expired.**
- **Lack of communication both within services and across the County Council.**

4.7. The first of these problems is perhaps the most difficult to address. Many services, most noticeably, social services have great pressures on their budgets and would find it difficult to justify creating another post to concentrate on attracting external funding. However, it should be noted that the financial investment achieved by services such as Continuing Education has clearly exceeded salary costs on an annual basis.

4.8. Support for sections weak on the bidding structure can come from the centre. The Performance and Initiatives Group through the External Funding Officer, the European Officer with responsibility for EU funding and the Research Officers could all assist with helping to isolate funding opportunities and with the subsequent compilation of bids. However it should be emphasised that it is not within these officers' remit to actually write bids and sections would need to set aside allocated time to do this.

4.9. One of the most productive ways forward would be a series of meetings between individual teams with the External Funding Officer to ascertain need within the service. A 'wish-list' of projects can then be drawn up and the External Funding Officer can then examine what would be eligible from current and future funding streams and what can become part of a joint bid with other organisations both within and outside the authority structure.

4.10. The question of part funding of a project has always been a dilemma. Usually funding bodies will only contribute a percentage of its funding to a particular project be it capital or revenue. The Government's Single Regeneration Budget (now superseded by the Regional Development Agency's 'Single Pot' budget) needed an equal amount to be committed by local authorities. Of the Lottery funding streams, only the Community Fund and Awards for All offer 100% grants and neither of these are eligible for funding. The other Lottery distributing boards only usually offer up to 65% of project costs to local authorities in non-priority areas while the Landfill Tax Credit Scheme normally seeks a 10% independent third party funder to contribute.

4.11. An obvious solution to the shortfall in funding is for the authority to create an internal pot of money designated as match funding. In the current financial situation, this may be difficult to justify especially as, since it is impossible to perfectly time the submission of bids, there may be underspends from this pot at the end of the financial year. However it should be noted that other counties who

have a successful track record in attracting external funding such as Kent and East Sussex favour this approach. If this is not considered appropriate, then funding directly from a service's own budget could be an option. In order to ensure that this money is available and not earmarked for other core services, the strategic manager should be aware of the bid and concur that the internal monies can be appropriately allocated to the bid. To avoid potential overspends, it is suggested that each bidding officer and strategic manager sign the **External Funding Intent Form** attached as Appendix I. This should be returned to the External Funding Officer who in return reports to the Deputy Leader who oversees all external funding bids. If no BCC monies are available then the External Funding Officer should again be consulted regarding finding another financial contributor and the subsequent timing of bid submissions to both the primary and secondary funder.

4.12. Officers involved with bidding also need to consider the long-term viability of a project. If applying for a capital grant, there needs to be evidence that monies exist both to staff and maintain the facility if appropriate. If applying for a time-constrained revenue grant, officers should be able either to isolate future funding streams to continue the project or show that the ceasing of the scheme would have no detrimental effects on the authority's public provision after this time. 'Exit strategies' and long-term financial responsibilities for the authority are again referred to in the **External Funding Intent Form** and should be endorsed by the strategic manager. Often there is a temptation to 'chase money' but if the adverse long-term financial implications outweigh the initial grant input then submitting a bid should be carefully considered.

4.13. Communication is possibly the key to a successful bidding strategy within a local authority. It is a two way process with information being passed outwards from the External Funding Officer and the European Officer to bidding officers and Members and those officers involved with bids informing the External Funding Officer inwards.

4.14. The UK funding information disseminated outwards is through the following:

- *'Focus on Funding' electronic newsletter produced and distributed monthly.*
- *External Funding Intranet site.*
- *New streams targeted electronically to appropriate officers.*
- *Internal 'officers bidding group' quarterly meetings.*
- *Cabinet reports when appropriate.*
- *Funding seminars organised jointly with Buckinghamshire External Resourcing Partnership.*
- *One-to-one meetings with individual officers and Members when requested.*

4.15. The flow of information inwards regarding bids has been erratic. On occasions, the External Funding Officer has been notified at inception, sometimes as the bid is being written, sometimes after it has been submitted and even occasionally after it has been approved or rejected. It is quite possible that some bids have been submitted and rejected without anyone other than a small bidding team in a service ever knowing.

4.16. The need to 'centralise' all bids is not to increase bureaucracy but for the following reasons:

- *Increasing external funding is now an official Cabinet steer. Without full knowledge of all bids being submitted, it is impossible to ascertain the amount of monies being drawn in.*
- *A list of all bids submitted and subsequent grant approvals will be an important 'good news' source for the County Council.*
- *If bids of a comparable nature are being submitted at the same time, it is likely that both bids will be deferred or rejected. Potential bid outlines, when received by the External Funding Officer, can be 'cross-referenced' with both other BCC bids and countywide bids to ensure that other similar applications are not being considered.*
- *The applications can be considered by the Buckinghamshire External Funding Partnership for endorsement through its representative of District Councils, Police, Health Authority, voluntary sector etc.*
- *An early submission of a bid outline will allow the External Funding Officer greater time to source other possible funding streams.*

4.17. In order to gain a clear picture of the level of external bidding taking place within the County Council, a policy decision is made by Members and Chief Officer that the completion of the **External Funding Intent Form** is a prerequisite to any formal external funding bid being made.

5. Action Plan and Service Delivery

5.1. In order to increase the chances of external funding bids becoming successful from within the County Council and Buckinghamshire itself, procedures need to be adopted to demonstrate much more collaborative working. It is hoped the following actions will allow for this to occur:

STRATEGIC OBJECTIVE

I. To increase partnership working for funding bids across the county of Buckinghamshire.

TARGET	OUTCOMES
Establish Buckinghamshire External Funding Partnership as forum for developing countywide bids	<i>Organise a series of countywide funding workshops for both statutory and non-statutory organisations</i>
	<i>Develop system for fast and efficient information exchange on proposed bids between countywide partners</i>
	<i>Reduce the number of bids being submitted of a similar, competing nature across the county.</i>
	<i>Increase the number of successful bids across the county by collective endorsement of bids by the Partnership</i>

STRATEGIC OBJECTIVE

II. To improve the opportunities to attract external funding for this County Council

TARGET	OUTCOMES
Improve the information flow on funding opportunities to bidding officers and Members internally	<i>Establishment and development of 'Focus on Funding' electronic newsletter to appear monthly</i>
	<i>Organise a series of internal meetings for officers' involved with bidding process.</i>
	<i>Work collaboratively with officers involved with Europe, the environment and economic development to produce joint information newsletter</i>
	<i>Set up database of leading bidding officers to forward new funding information electronically on arrival.</i>
Increase third party contributions from private sector to BCC projects.	<i>Forward letters of introduction to the largest companies in Bucks from Economic Development database.</i>
	<i>Set up meetings in association with Bucks Foundation with companies above who have expressed in interest in funding projects.</i>
	<i>Ensure full and positive publicity for a sponsor during and after the project supported to achieve possible future support.</i>
Avoid duplication of bids and/or submission of weak bids within BCC	<i>Introduction of centralised External Funding Monitoring form (see appendix 1) to be signed by bidding officer, approved by strategic manager and returned to the External Funding Officer. Proposals to be submitted to COMT and Deputy Leader and/or Cabinet for information if appropriate.</i>
	<i>Proposals to be 'cross-referenced' with Buckinghamshire External Resourcing Partnership to ensure similar bids are not about to be submitted elsewhere.</i>
	<i>Heads of Service to submit a proposed list of bids at the start of the financial year in order to prioritise applications.</i>

STRATEGIC OBJECTIVE

III. To represent the County Council on External Funding Fora and work towards the retention and expansion of various funding streams.

TARGET	OUTCOMES
To ensure that the Landfill Tax credit scheme continues in its present format.	<i>To represent BCC and all local authorities on the Steering Committee of SEELTCF (South-East England Landfill Tax Credit Forum) and disseminate information on proposed changes to appropriate officers in the south-east.</i>
	<i>Through the auspices of the above group, liaise with representatives of DTLR and the Treasury to highlight benefits to Buckinghamshire residents accrued from the scheme.</i>
	<i>Inform Buckinghamshire's M.P.s on proposed changes and elicit support to retain the scheme.</i>
To ensure the relevant parts of Buckinghamshire are able to apply for funding through regeneration monies.	<i>Liaise with SEEDA (South-East England Development Agency) in regard to accessing 'Single Pot' regeneration monies for Target 11 communities and other areas of deprivation.</i>
To work towards ensuring Buckinghamshire CC and its residents have the greatest possible opportunity to access lottery monies.	<i>Through SELF (South-East Lottery Forum), feedback to lottery distributors on needs and requirements of the county.</i>
	<i>Following consultation with relevant officers and Members, respond to consultation documents issued from lottery distributors.</i>
To work towards ensuring Buckinghamshire CC and its residents have the greatest possible opportunity to access central government monies.	<i>Liaise with GOSE (Government Office South-East) to ascertain future funding opportunities and how these can be utilised to the best advantage for the county.</i>
	<i>Through Cabinet, lobby the Government where appropriate on accessing funding streams for Bucks</i>

Appendix I – Sources of Funding

THE LANDFILL TAX SCHEME

Under the Landfill Tax Credit Scheme introduced in October 1996 landfill operators can redirect, as part of a voluntary donation, a proportion of their tax to fund environmental projects.

The scheme encourages partnerships between the landfill operators, their local communities and the voluntary and public sectors.

The scheme allows registered landfill site operators to contribute up to 20% of their landfill tax liability for the year to environment bodies approved by ENTRUST. They can then claim a tax credit worth 90% of that contribution.

The aim of the scheme is to encourage more sustainable waste management practices, including recycling and to deliver lasting environmental and community benefits.

100% or 90% grants are potentially available through the Landfill Tax Credit for:

- A. Reclamation of land, whose use is prevented by a previous activity;
- B. Projects to reduce or prevent pollution of land, whose use is prevented by a previous activity;
- C. R&D, education, sustainable waste management or CC) the development of products from waste and markets for recycled waste;
- D. Provision and maintenance of public amenity (cycle routes etc);
- E. Restoration and repair of buildings open to the public for religious worship or which are of historic or architectural interest;

Applications for categories D and E must be located within a **10 mile radius** of a participating landfill operator's site or H.Q. and have open public access e.g. no restrictive membership. There are presently 7 sites in Bucks of which the 10-mile radius applies.

NATIONAL LOTTERY

Sport England

Like most of the Lottery operators, Sport England now target much of its funding towards areas of perceived need through the creation of Sports Action Zones. Buckinghamshire is not represented in these zones. However funding opportunities still exist.

Community Capital Awards can fund up to 65% of the costs incurred for capital sports projects. **Revenue Awards** underpins other programmes, helping to achieve a strategic, integrated approach. **The Playing Fields and Community Green Spaces Programme** will identify and fund projects that help communities gain access to playing fields, green spaces, school playgrounds and community play areas. **The Active Communities Development Fund (ACDF)** is a revenue programme that will increase sports participation among the following four priority groups -ethnic communities, people with disabilities, women and girls, people on low incomes. **School Sports Co-ordinators** is a multi-agency initiative, managed and delivered by Sport England, the Department for Education and Employment, the Department for Culture, Media and Sport, the New Opportunities Fund and the Youth Sport Trust. The programme focuses on urban and rural areas of disadvantage and will result in 1000 co-ordinators being created to work in partnership with a family of primary, secondary and special schools. Bucks CC has been successful in obtaining a grant from this stream to supply sports co-ordinators for schools in Aylesbury, Wycombe and Amersham.

Arts Council Of England.

ACE oversee an number of programmes to assist arts facilities and activities across the country.

Arts Capital Programme (for projects over £100,000). Monies are available to spend on arts capital projects, including buying equipment and commissioning public art. 2 spending rounds of about £88 million between 2000 and 2005. The second round of spending is scheduled for the end of 2002.

Regional Arts Lottery Programme. Southern Arts oversee the funding available for arts projects and small-scale capital and organisational development. The programme aims to support five areas of work: access, education, production and distribution, investment in artists and the development and sustainability of organisations. Applicants have to be formally constituted and be an organisation with a bank account. Southern Arts should also be able to advise on other ACE programmes which include the National Touring Programme, Recovery Programme, Stabilisation Programme as well as funds available from the Film Council and National Foundation for Youth Music

Community Fund

The former National Lottery Charities Board is now known as the Community Fund. The two former grant schemes, Poverty and Disadvantage and Community Involvement, have been merged into one **Main Grants Programme**. Local authorities and other statutory bodies cannot apply to the scheme. However, for voluntary partnerships, the new application form is simpler, more regionally focused with a promised quick turn over on decisions. Grants can still be up to 100% but grants requesting more than £300k are unlikely to be considered. The

Fund now operates a separate grant scheme for projects requesting less than £60k.

Heritage Lottery Fund.

The Heritage Board offer a wide range of grant streams for heritage and conservation projects.

Main Grants offers capital and revenue support of £50,000 upwards for parks, environment, historic buildings, industrial and maritime history, museums and galleries and purchases of collections and land. **Your Heritage** scheme offers a 3-month turnaround on applications seeking awards between £5k and £50k for schemes not exceeding £100k. Will support both capital and revenue projects. **Local Heritage Initiative** offers funding between £3k and 15k for small local projects emphasising heritage within the local community. Run by the Countryside Agency. **Tomorrow's Heathland Heritage** assists with reclamation and protection of semi-natural heathland. Run by English Nature.

New Opportunities Fund.

NOF has the widest of briefs in regard to funding and is an important tool in delivering the government's agendas on health, the environment and education. As with Sport England, much of its current funding is being directed towards areas of multiple deprivation. **Green Spaces and Sustainable Communities** offers grants for various environmental and conservation projects. Round 3 funding offers opportunities concerning projects involving **sport in schools, activities for young people, reducing the burden of coronary heart disease, stroke and cancer, palliative care, childcare projects, transforming communities through recycling.** Other on-going streams are **Out-of-School Hours Learning.** Grants available to create and develop regular summer holiday activities in secondary, special and primary schools; **Out-of-School Hours Childcare.** Grants to provide good-quality, affordable and accessible care in a range of settings involving public, private and voluntary sectors; **ICT Training for Teachers and School Librarians.** Monies to fund information and communication technology UK wide.

CENTRAL GOVERNMENT

Department of Transport, Local Government and the Regions (DTLR)

DTLR has responsibility for transport, local government, housing, planning, regeneration and urban and regional policy.

Central to much of the regeneration policy has been the Single Regeneration Budget (SRB). Based on levels of multiple deprivation, SRB monies in Bucks has been limited to projects in Castlefields in Wycombe and some joined up working

with other authorities within the Thames Valley region. The SRB scheme has to all intents and purposes has now been wound up with the Regional Development Agencies being given the monies to use more flexibly as part of their strategic plans. Buckinghamshire's RDA is SEEDA

Department for the Environment, Food and Rural Affairs (DEFRA)

DEFRA has responsibilities for the environment, rural development, countryside, wildlife and sustainable transport. Under its auspices are the Countryside Agency, the Environment Agency, and English Nature. The former is currently administrating the **Vital Villages** programme. This offers funding for

- new approaches to village appraisals and plans
- new community services grant schemes
- new parish transport partnership grant schemes

Department for Education and Skills (DES)

Responsible for a whole range of education and training initiatives. Various funding options exist through the Connexions programme for young people, the Learning and Skills Council, which has taken over the role of the old Training and Enterprise Councils. The DES also work closely with NIACE, a non-governmental body designed to assist with adult education and life-long learning.

The Home Office

The Home Office roll out a series of grants on a regular basis in regard to community safety and crime prevention.

District Councils and Local Trusts

The four district councils in Buckinghamshire – Aylesbury Vale, Chiltern, South Bucks and Wycombe – all offer some sort of grant-aid provision for their residents. Each district has a funding officer who can be contacted on local funding issues. These officers will also have details of trusts and charities operating in their districts that will assist with small local projects. Similar advice should also be available from **Buckinghamshire Community Action** and/or **Buckinghamshire Foundation**, a local countywide charity.

Contacts for all of the above are available from the External Funding Officer.

EXTERNAL FUNDING INTENT FORM

(Once completed and authorised, please submit this form prior to bidding for any External Funding. If you are assisting an organisation in developing a bid and there is no BCC funding commitment other than staff time allocated to the project, please complete only the grey areas below.)

PROJECT DETAILS:

Project Title:	
BCC Lead Officer (s):	
Team and Portfolio	
Telephone No:	
E-mail Address:	
Sector: (if not BCC)	

Brief Description of Project: <i>(This section should outline the target audience and the proposed project etc.)</i>			
Lead Organisation:		Financial Accountable Body: (if different from lead organisation)	
Project Location: (District Authority Area)		Prime Beneficiary of Project:	
Final Submission Bid Date:		Notification date for successful applications:	
Estimated Project Start Date:		Project Completion Date:	

PROJECT APPRAISAL:

Team Business Plan Objective ref. >		PSA Target (if appropriate) >	
<i>Why should the Authority pursue this funding and how it will contribute towards the Business Plan Objectives:</i>			
Evidence of Need: <i>(What proof do you have that your project is needed e.g. Deprivation Indicators, Socio-economic profiles, surveys, research results, records of current activity.)</i>			

List key policies that support your project and detail how they link: <i>(These should include local, regional and national policies that link and support your project e.g. Regional Economic Strategy)</i>
Project Milestones:

What are the Targets/Outcomes & Impact:
Exit Strategy/Long Term Financial implications for the Authority:

FINANCIAL APPRAISAL:

Table A - Estimated Project Costs					
Financial Years:	Project Element/Phase:	Capital:	Revenue:	'In Kind' Support:	Total: (£)
Total Cost of Project:					

Table B - Potential Sources of Funding						
Financial Years:	Funding Body inc. Partners: <i>(eg BCC/Europe/ SEEDA/DLTR /DFES/DTI/Home Office/,Lottery/Landfill Tax etc.)</i>	Capital:	Revenue:	'In Kind' Support:	Total:	Funding Assured Y/N
Total Funding Identified:						

ACCOUNTABILITY STATEMENT:

PROJECT MANAGER:			
Signed:		Date:	
I acknowledge receipt of the responsibility and accountability delegated to me by my Head of Service. I also understand that the information provided in this document will be processed by BCC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons”			

**AUTHORISATION TO BID: (you are signing below to authorise the BCC funding commitment only)
Submit this monitoring form to your Head of Service for Authorisation.**

<u>HEAD OF SERVICE</u>		<u>Date:</u>	
------------------------	--	--------------	--

CORPORATE DATABASE:

For External Funding Unit ONLY:

Further Details requested:		Project No.	
Database updated:	Name:	Date:	

AUTHORISED FORMS SUBMIT TO: The External Funding Officer, Buckinghamshire County Council, County Hall, Walton Street, Aylesbury HP20 1UY. Tel: (01296) 383371 e-mail: brichards@buckscc.gov.uk