



# Community Investment Fund

## Funding Guidance

Creating sustainable and resilient communities in Southend-on-Sea where residents are motivated to take community-led action to improve mental health and health inequalities by utilising their strengths and assets



community  
investment  
board



## About the Community Investment Fund

The Community Investment Fund is an initiative managed and delivered by the Community Investment Board, a collective of local residents dedicated to enhancing the wellbeing and lives of the Southend population. The board, comprising volunteers, is charged with the responsibility of allocating £1.5 million provided by the Southend City Council.

This fund serves as a vital resource for empowering community-driven projects and improving the quality of life for residents. The Community Investment Board focuses on initiatives that address key local issues and bolster the vibrancy and resilience of the community.



## About this Funding Opportunity

The Community Investment Board is excited to announce the launch of an innovative funding opportunity aimed at enhancing growth and resilience within the vibrant community of Southend on Sea. In line with our continuous dedication to supporting Southend's Voluntary, Community, Faith or Social Enterprise (VCFSE) sector, we are introducing a £130,000 fund derived from the wider Community Investment Fund. This funding aims to offer essential financial assistance to organisations that are working towards creating a substantial impact in the community but have not yet benefitted from investment from our Board.

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# Fund Objectives

The main goal of this fund is to support community-led projects that resonate with our fundamental principles and goals, with the aim of fostering a sustainable, diverse, and flourishing Southend.

Our investments range from £100 up to £10,000 for charities and Community Interest Companies (CICs), and up to £3,000 for constituted groups. These funds are available to organisations that have not previously had investment from the Community Investment Board. We focus on supporting creative solutions to the pressing issues facing our community, with a particular emphasis on:



## Empowering Young People

Enhancing the health and wellbeing of young individuals by boosting their resilience and capacity to engage positively within their communities.



## Improving Community Spaces

Transforming public spaces into safe, welcoming environments that foster health, wellbeing, and communal pride.



## Reducing Poverty

Supporting initiatives that enable residents to achieve their aspirations, particularly in projects offering out-of-hours support, activities for those living with addiction, and solutions to combat isolation.



## Enhancing the Voluntary Sector

Strengthening the backbone of Southend's community by supporting the voluntary sector's capacity to contribute to our collective vision.

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# Funding Criteria



**To be eligible for funding, you must meet ALL of the criteria below:**

**Not a Previous Recipient**  
Organisations must not have previously received investment from the Community Investment Board



**Fund Alignment**  
Investments must align with the fund objectives



**Timeline**  
For investments that can mobilise by 31st July 2024, with funds spent within 12 months of mobilisation



**Must be delivered in Southend**  
For activities delivered in Southend directly benefitting Southend residents



**Funding Amount**  
For funding investment awards between £100 - £10,000 (£3,000 for Constituted Groups)



**Organisation Structure**  
Organisations must be a Constituted Group, registered Charity or Community Interest Company (CIC)



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## What can the Investment Award cover?

The Community Investment Board aims to empower organisations to become experts in their own operations. Hence, we strive to offer as much flexibility as we can with our awards. We rely on the applying organisation to specify the areas where they believe the funding will have the greatest impact. Some acceptable costs to consider include:

**Project Costs:** Expenses directly related to project activities, such as materials and equipment.

**Personnel Costs:** Salaries and wages for staff directly involved in the project.

**Research and Development:** Funding for research activities, pilot projects, and feasibility studies.

**Training and Education:** Costs for educational initiatives, workshops, training sessions, and conferences.

**Travel and Transportation:** Essential travel costs including transportation, accommodation, and allowances.

**Outreach and Engagement:** Expenses for marketing and community engagement.

**Evaluation and Monitoring:** Costs associated with assessing project impact and effectiveness.

**Administrative Costs:** Indirect costs such as administrative support, office supplies, and overheads.

## What it cannot cover

While we promote flexibility, there are some costs that we are unable to cover. Some examples are:

**Endowments:** Investments cannot support the creation or enhancement of endowments.

**Debt Reduction:** Funds cannot be used to pay off existing debts or loans.

**Capital Building:** Construction or major capital expenditures are not eligible.

**Personal Expenses:** Non-project related personal expenses are ineligible for funding.

**Profit-making Activities:** Activities intended to generate profit are not covered.

**Political Campaigns:** No support for political party funding, campaign activities, or lobbying efforts.





# Investment Award Conditions



## Reporting & Evaluation

As a condition of our investment, you will be required to report to the board at regular intervals with updates on how the initiative is progressing. The requirements are:

- At 3 months - provide an update on the mobilisation of the project, along with a photograph and quote from a service user
- At 6 months - a brief update reporting against the agreed measurable outcomes and any challenges being faced
- At 12 months - A comprehensive report including a case study, financial breakdown (actual spend versus budget), challenges faced, lessons learned, and future plans for the project, including continuation strategies or exit plans if applicable.

The reporting is not intended to be time-consuming and will be submitted through an online form. Reminders will be sent at each reporting stage.



## Promotion

Organisations are kindly requested to acknowledge the support received from the Community Investment Board in all project publications, reports, and public communications. This recognition helps raise awareness of our joint efforts to support the wellbeing of the communities in Southend.

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# Top Tips for Completing your Application

Please read through these helpful tips designed to make your application process as smooth and successful as possible. If you need any support, please do reach out to us. We are here to help!

**Start by Reading:** Before you dive in, take a moment to read through this document thoroughly. Keep it close as a handy guide while you fill out your application—it'll make things smoother!

**Connect the Dots:** Make sure your answers are well-aligned with the Fund's priorities.

**Show the Need:** Use local insights and statistics to support your project idea. It's like painting a picture that shows why your project is necessary.

**Highlight the Impact:** Tell us about the big changes your project can bring. Skip the generalities—share specific, measurable examples like, "Up to 70 people will find new friends and learn valuable skills, breaking away from the isolation caused by poor mental health."

**Details Matter:** The more you tell us, the better we can understand your needs. Feel free to attach extra documents, photos, or videos that could strengthen your case.

**Bring It to Life:** Adding photos and videos isn't just helpful; it makes your project pop off the page. If you can, include these!

**Keep It Snappy:** Clear and concise is the way to go! Bullet points are your friends, and there's no need to max out the word count unless you've got lots to say.

**Break Down the Budget:** We'd love a detailed look at how the funds will be spent. Please use our template for a neat summary, ensuring all the totals add up correctly.

**Share Your Enthusiasm:** Let your passion shine through! You know best why this project matters—don't shy away from showing it.

**Complete Your Application Offline:** And lastly, please feel free to use the link for the question sheet to prepare your answers offline. Once you are happy with it, you can then complete the online application form.



# Application Process

01

› **Submit Application**

To make an application, please visit our website [www.cibsouthend.org.uk/available-funding](http://www.cibsouthend.org.uk/available-funding)

Applications will remain open until all funds are exhausted and will be reviewed on a monthly basis

03

› **Due Diligence**

If successful, you will be required to sign an investment agreement and provide a copy of your bank statement, alongside relevant documents and policies

02

› **Application Review**

The Board will review applications in their monthly meetings and feedback will be provided shortly afterwards

04

› **Award Payment**

We aim to pay investments promptly, following the completion of all due diligence



Should you require the application form in an alternative format, please contact us at:



[cib@savs-southend.co.uk](mailto:cib@savs-southend.co.uk)

01702 356008



## Ensure you have the correct documentation to fill out your application

As part of the application process, we will request information about your organisation's structure and financial management practices. Below is a table indicating the types of documentation you will need to submit or confirm as being established, along with the specific stages at which these requirements must be met.


Evidence Required	Provide at Application Stage	Provide at Offer Stage
<p><b>Legal Structure</b> The organisation should have a legal framework suitable for its scope and size. This framework, outlined in either a constitution or memorandum and articles of association, must clearly define the organisation's objectives and the rules by which it is governed. Essential elements to include are the not-for-profit status, stipulations for the application of income, and provisions for dissolution or an asset lock.</p>		
<p><b>Accounts &amp; Financial Management</b> Comprehensive accounting records that reflect the scale and nature of the organisation. These records should provide a clear and accurate representation of the organisation's financial activities.*</p>		
<p><b>Bank Statement</b> A recent bank statement issued within the last three months, to verify the account details where funds, if awarded, will be deposited.</p>		
<p><b>Bank Account Signatories</b> Bank Account with at least two signatories required for joint authorisation. These signatories should not be related nor reside at the same address to maintain financial security and integrity.</p>	 Confirmation only	

### \*Accounting Records


The type of accounts we need will depend on the type of organisation you are:

- For newly established organisations that have not yet prepared financial accounts, it is necessary to submit a forecast of income and expenditure. This forecast should comprehensively cover all confirmed and anticipated sources of income (including grants and other funding) along with all projected expenses.
- For organisations with annual income below £25,000, we expect a straightforward document detailing both income and expenses, as well as any significant balance sheet items. This ensures a clear overview of the organisation's financial situation without requiring detailed accounts.
- Organisations with annual income exceeding £25,000 but below £1 million are required to submit financial accounts that have been subjected to a review by a suitably qualified individual. This review is less detailed than a full audit but should still provide a condensed version of the typical financial statements produced by larger organisations.
- Full audited accounts are mandatory if the organisation's total assets (before liabilities) surpass £3.26 million and the gross income exceeds £250,000.

## Ensure you have the correct documentation to fill out your application

Evidence Required	Provide at Application Stage	Provide at Offer Stage
<p><b>Insurance</b> Organisations must ensure that appropriate insurance certification and licences are in place. For example, public liability, professional indemnity (where appropriate) and employer’s liability.</p>		 Confirmation only
<p><b>Policies and Procedures</b> It is essential for your organisation to establish and maintain policies and procedures that are relevant to your project. Here are some examples of expected policies and procedures:</p> <p><b>Equal Opportunities</b> This policy should reference the Equality Act 2010 and address non-discrimination on the grounds of age, marital status, pregnancy, disability, race, religion or belief, gender identity, sexual orientation, and ensure:</p> <ul style="list-style-type: none"> <li>• Equal access to services and employment opportunities.</li> <li>• Prevention of harassment and equal treatment of all individuals.</li> <li>• Fair handling of complaints.</li> </ul> <p><b>Employment - If applicable</b> Compliance with all employment laws is mandatory, including those relating to stakeholder pensions where applicable, and adherence to the minimum Living Wage as outlined at <a href="#">Living Wage Foundation</a>. Organisations should:</p> <ul style="list-style-type: none"> <li>• Demonstrate best practices in personnel matters, adhering to laws from the Amendment Act 2000, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Equality Act 2010, and the Human Rights Act 1998.</li> <li>• Ensure appropriate training is provided for trustees, staff, and volunteers.</li> </ul> <p><b>GDPR Policy &amp; Procedures</b> Organisations must adhere to the General Data Protection Regulation (GDPR), especially regarding the collection and storage of personal and sensitive data.</p> <p><b>Health &amp; Safety Policy &amp; Procedures</b> Compliance with existing Health and Safety legislation is required, including:</p> <ul style="list-style-type: none"> <li>• Statutory obligations related to employees, volunteers, the public, and building safety.</li> <li>• Conducting risk assessments and maintaining necessary fire safety certificates where required.</li> </ul>		 Confirmation only   Confirmation only   Confirmation only   Confirmation only

## Ensure you have the correct documentation to fill out your application

Evidence Required	Provide at Application Stage	Provide at Offer Stage
<p><b>Policies and Procedures cont.</b></p> <p><b>Safeguarding Policy &amp; Procedures</b></p> <p>Overview: Define types of abuse and identify the indicators, particularly noting differences when dealing with adults compared to children.</p> <ul style="list-style-type: none"><li>• Reporting Procedures: Guidelines on how to report safeguarding issues effectively.</li><li>• DBS Disclosure Handling: Steps to manage disclosures from DBS checks.</li><li>• Designated Officers: Identify the individuals responsible for child protection and the contact details for the local safeguarding board.</li><li>• DBS Checks: Ensure that all staff, volunteers, and trustees who directly interact with vulnerable groups undergo suitable DBS checks, clarifying situations requiring enhanced checks.</li><li>• Training: Provide safeguarding training for all personnel who indirectly interact with vulnerable groups.</li><li>• Risk Assessments: Implement risk assessments to ensure the safety of vulnerable adults and/or children under your care.</li><li>• Policy Review: Regularly review the safeguarding policy, recommended annually.</li><li>• For further support, please see online sites such as the NSPCC - <a href="https://learning.nspcc.org.uk/safeguarding-checklist">https://learning.nspcc.org.uk/safeguarding-checklist</a></li></ul>		

**If you do not have any of these documents, don't panic!:** We are here to help and can direct you to resources and guidance that may assist you in establishing them. Please contact us before making an application and we will support you with the process.

## **For further information:**

Please contact us at:  
[cib@savs-southend.co.uk](mailto:cib@savs-southend.co.uk)  
01702 356008

[www.cibsouthend.org.uk](http://www.cibsouthend.org.uk)



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