

COMMUNITY INITIATIVES FUND (Highways) - 2009/2010

GUIDANCE NOTES

Please take time to read these notes carefully before submitting your application.

WHAT IS THE COMMUNITY INITIATIVES FUND (Highways)?

Essex County Council wishes to provide support for communities throughout Essex to deliver highways improvements that matter to local residents.

WHAT DOES IT FUND?

Eligible projects could include: new footways, cycling or horse riding facilities (where sufficient Highway land is already available), hardstanding at bus stops (but not bus shelters), central refuges/islands, dropped kerbs at crossing points or junctions, village gateways, mini roundabouts or other junction improvements, kerbing alterations, parking areas (on Highway land), enhanced direction signage and other projects at the Area Highways Manager's discretion.

The project should take account of Essex County Council and Essex Partnership priorities including tackling crime and anti-social behaviour, improving local environmental features, access to services and supporting communities.

Projects will be given preference if they have the potential to add value to other work being undertaken in the locality and have been identified in local 'health checks' or parish plans.

WHO DOES IT FUND?

Applications are invited from bodies which are properly constituted and broadly representative of their local community or neighbourhood:

- Town and parish councils or parish meetings
- Neighbourhood committees and forums
- Residents' Associations
- Community organisations

HOW TO APPLY

An application form is available on the CIF website: www.communityinitiativesfund.co.uk together with guidance notes. You will need to provide detailed sketches or plans of your project and forward these, together with the completed application form, to your Area Highways Manager (AHM). You will find their details on page 3 of this guidance note and also on the application form and on the Community Initiatives Fund website.

Your application must reach your AHM by 6th November 2009.

The AHM will then assess the viability of your project and will also estimate the value. They will then forward the application papers to the CIF Co-ordinator.

The project MUST have the support of the town or parish council (or parish meeting) where this exists, or in unparished areas, another appropriate, constituted community group should be the sponsor.

NOTES ON COMPLETING THE APPLICATION FORM

Type of organisation

Please state the type of organisation you are applying on behalf of, e.g.

Town/Parish Council/Parish Meeting

Residents' Association or Neighbourhood Committee

Community/Voluntary organisation

Any other (please provide explanation)

Contact details

The person named should know about the project and be able to answer detailed questions if necessary.

Description of project

This is where you should write full details of your project. You must include a detailed sketch or map of the project together with a full explanation of what is needed. If no map or detailed sketch is provided, your application may be returned to you.

What is the intended benefit or impact of the project?

You should outline the issues that exist and explain how this project will alleviate those issues. What benefits will be felt by the local community, etc.

How do you know the project is needed by the local community

Please tell us how you know that this project is needed in your community. We will need to know that the project will be well-used and really make a difference. You should tell us how you know that this need exists. As an example, you may have prepared a Parish Plan which quite clearly shows a specific need. Or you may have held a community 'surgery' or delivered a questionnaire to the households.

Total value of project

This section is to be completed by the Area Highways Manager.

FUNDING AVAILABLE

Funding of £1million is available for the year 2009/10 across Essex.

PROJECTS THAT ARE NOT ELIGIBLE

- Grants will not be made to individuals
- Applications will not be considered from the following types of organisations:
 - Statutory bodies (apart from town and parish councils)
 - Hospitals, health authorities and hospices
 - Universities, colleges and schools or PTAs
 - National Organisations
 - All other applications will be judged on their merits and on the evidence of strong community support and need

ASSESSMENT OF BIDS

Judging panels will allocate funding during March and April 2010. Judging panels are made up of representatives from Town and Parish Councils and community and voluntary organisations.

The County Council reserves the right to reject or alter a grant recommendation, but this right will only be exercised in exceptional circumstances.

Following the decision meeting, we will write to you to let you know if your application has been successful, including any special conditions that might have been attached to your award.

If your application is successful, your project will be delivered by the Area Highways Manager in line with priorities and agreed programmes of work.

If your application is not successful, you may discuss further options with your Area Highways Manager.

TIMESCALE

All applications must be made on the prescribed form which can be downloaded from the website: www.communityinitiativesfund.co.uk . The deadline for your initial application to reach your Area Highways Manager is **6th November 2009**.

Once the Area Highways Manager has assessed and costed your project, they will forward the application to the CIF Co-ordinator by 4th February 2010.

Funding decisions will be made during March and April.

CONTACT DETAILS

East Essex (Tendring, Colchester) 01206 838600	Geoff Harris 910 The Crescent Colchester Business Park Colchester CO4 9QQ
West Essex (Uttlesford, Epping Forest, Harlow, Brentwood) 01279 642500	David Forkin or Peter Massie Warwick House, Roydon Road Harlow CM19 5DX
South Essex (Castle Point, Rochford, Basildon) 01268 297500	Nick McCullagh Endeavour Drive Festival Business Park Basildon SS14 3WF
Mid Essex (Braintree, Chelmsford, Maldon) 01245 240056	Julie Martyn 2 New Dukes Way Chelmsford CM2 6PS
CIF Co-Ordinator 07929 543523 info@communityinitiativesfund.co.uk	Beverly Davies Room C328, County Hall Chelmsford CM1 1QH