

## A guide to the Community Initiative Fund (CIF)

<p><b>Purpose of the fund</b></p>	<p>The £330k fund is designed to enable West Sussex County Councillors to support local community projects that improve the wellbeing of their local areas.</p> <p>Pledges to projects are awarded by County Councillors at County Local Committee (CLC) meetings which take place three times a year.</p> <p>There are 11 CLCs that cover the county of West Sussex – your pitch may be considered at the meeting where your project is located.</p> <p>If your project covers a wider area spanning more than one committee, your pitch may go to more than one meeting.</p>
<p><b>Is your group eligible to apply?</b></p>	<p><b>To be eligible for consideration, you must:</b></p> <ul style="list-style-type: none"> <li>• Be actively crowdfunding via <a href="#">The West Sussex Crowd</a></li> <li>• Be a not-for-profit group based in West Sussex</li> </ul> <p><b>We will not consider pledging to include:</b></p> <ul style="list-style-type: none"> <li>• Projects with political aims, campaigns and lobbies</li> <li>• Projects that promote religious interests and objectives</li> <li>• Projects that fund schools (although associated, supporting or connected organisations may be eligible)</li> <li>• Organisations' ongoing running costs such as business rates</li> <li>• Projects run by an individual</li> </ul> <p>Please read the Eligibility Criteria (add link) document in full before submitting an application.</p>
<p><b>What projects are we interested in funding?</b></p>	<p>Your local County Councillors want to get behind project ideas that can; demonstrate community-backing, make a positive impact on people’s wellbeing and support one or more of the County Council’s priorities as set out in <a href="#">The West Sussex Plan</a>.</p> <p><b>Ideas may include:</b></p> <ul style="list-style-type: none"> <li>• Increasing group membership and widening participation</li> <li>• Starting-up new activities and expanding existing services for members of the community</li> <li>• Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness</li> <li>• Organising community events and activities</li> <li>• Providing specific items for community spaces</li> <li>• Organising one-off events to increase visitor numbers to the local area</li> </ul>

	<ul style="list-style-type: none"> <li>• Activities aimed at developing skills for residents to benefit them and the area</li> <li>• Providing improvements to community infrastructure and developing communally-held assets</li> <li>• Helping groups and organisations to develop their assets and/or resources to support future financial independence</li> <li>• Helping communities influence the planning and delivery of local services</li> <li>• Protecting the environment and promoting sustainable local development</li> <li>• Taking note of significant events, community achievements and commemorating milestones in local history.</li> </ul>
<p><b>Unsuitable types of projects/ works</b></p>	<ul style="list-style-type: none"> <li>• One-off events that have no lasting legacy</li> <li>• 'Business as usual' activity (keeping things going that already exist)</li> <li>• Projects that exclude individuals e.g. for religious, political reasons</li> <li>• A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work</li> <li>• Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)</li> <li>• Projects that have no clear link to supporting the local economy</li> <li>• Work associated with land or building projects where the ownership or lease is not yet in place and planning permission has not been granted</li> <li>• Costs for the repayment of loans/interest or for the payment of fines</li> <li>• Retrospective payment</li> </ul>
<p><b>Awarding pledges</b></p>	<p>The amount of funding available at each CLC meeting varies, depending on its local population size.</p> <p>This is not a grant application. You cannot apply for a specific amount of funding, however we would advise you to discuss a preferred pledge at the time of contacting your local County Councillor.</p> <p>Pledges usually range from £100 to £5,000 maximum.</p>
<p><b>The process</b></p>	<p>The CIF is now exclusively available to projects running crowdfunding campaigns on <a href="#">The West Sussex Crowd</a>.</p> <p>Project pitches must be verified and in 'fundraising stage', according to Spacehive, in order to be considered at CLC meetings.</p> <p>It is your responsibility to make sure your application is submitted within the CLC's cycle of meetings.</p>

**Step-by-step  
guide to the  
application  
process**

A link to the meeting dates can be found here. (add link)

1. Talk to your [local County Councillor](#) to gain their support for your project idea
2. Create a project page on Spacehive outlining what your project is all about and what it will deliver
3. Your project will be automatically matched to the CIF along with other funds on Spacehive – so you can then decide to pitch to the fund
4. Locality, a third party that Spacehive work with, will then verify your project – check the costs and permissions
5. Once all checks are complete you will be advised when your project is ready to begin fundraising
6. Before starting fundraising, consider the length of your campaign to ensure it coincides with the CIF's three funding windows
7. Start by trying to attract lots of small pledges from your community to demonstrate a local need and support for your idea.
8. Decisions about CIF pledges will be made by County Councillors at CLC meetings - they will want to see that the project has community support
9. The size of the pledge will depend on the size of the project, how it delivers against fund criteria, the impact it will have, and the buy-in from the community.
10. Hit your target and deliver your project
11. Tell us how it went and complete the impact report available on Spacehive or celebrate your success at a future CLC meeting.

**Note:** When we receive your pitch via Spacehive, we will confirm receipt, let you know if you need to provide further information, and give an indication of the estimated timeframe for a decision.

Once the final decision has been made regarding your pitch we will add our pledge to your project page.

You should aim to submit your pitch six weeks before the

	<p>relevant committee meeting and ensure it has begun fundraising on Spacehive by the deadline given. (add link)</p> <p>If you have a question regarding these timings, please use the contact details below to discuss this with a member of the team as each committee may have its own timescale.</p>
<b>Assessing your pitch</b>	<p>As part of County Councillors' decision-making process they will consider the following:</p> <ul style="list-style-type: none"> <li>• Ensuring the applicant group meets the eligibility criteria</li> <li>• Establishing if the application is suitable to be funded under this program and is consistent with the purpose of the fund</li> <li>• Considering if the application is clear as to what is being asked for and ensuring that costings are accurate, appropriate and represent value for money</li> <li>• Determining if the demand for the project has been adequately and accurately demonstrated</li> <li>• The difference the project will make within the context of the local community as a whole.</li> </ul>
<b>Monitoring requirements</b>	<p>Once a project has reached 95% of its fundraising target, it is then eligible to be issued payment on receipt of Spacehive confirmation that the project can be delivered using the funds raised so far.</p> <p>This is to help projects succeed in their campaign in the event of the fundraising deadline passing prior to achieving 100% completion.</p>
<b>Evaluation</b>	<p>You will be required to provide evidence to demonstrate the successful delivery or completion of your funded project via Spacehive.</p>
<b>Further information or clarification</b>	<p>If you require any further information or have a question regarding your project idea, please contact <a href="mailto:talkwithus@westsussex.gov.uk">talkwithus@westsussex.gov.uk</a> or call 033 022 25075.</p>