

Cheviot Community Fund Framework

		Yes	No	Notes/output	Documents/notes
1.	Assessment Panel	X		<ul style="list-style-type: none"> • Meetings will be virtual initially Meetings to fit with CAP meetings. • Chair / lead contact to be decided by Assessment Panel • Panel name: Cheviot Community Fund Assessment Panel • Any costs incurred if meeting physically (when allowed) will be top sliced from Cheviot Community Fund. • Possibly operate first funding round with a smaller Panel, or temporary members if the recruitment hasn't been completed. • Quorum to be five to allow for panel members to abstain if they are part of an organisation that has submitted an application. • Membership changed annually. • Specific role of Chair/lead contact – convene meetings and facilitation discussion to ensure that everyone is able to have their say 	
2.	Membership considered	X		<ul style="list-style-type: none"> • Ten seats on the panel: <ul style="list-style-type: none"> ○ 2 SBC Elected Members (one each for Jedburgh and Kelso wards) Non-voting positions ○ 4 Community Council reps - Jedburgh and Kelso and 1 rural 	

				<p>CC rep from each ward; rotate members of rural CCs (frequency?)</p> <ul style="list-style-type: none"> ○ 4 from Third Sector, community groups, members of the public community ● Ring fenced youth representation (16-25) ● Deputes for all Community Council Panel members ● Chair, Vice Chair, Secretary agreed from panel membership ● Estimate that the commitment for Panel members will be approximately 30 hours/year 	
3.	Panel recruitment process	X		<ul style="list-style-type: none"> ● Recruitment to be undertaken once proposals approved and fund is launched. Time for this and training to be done prior to first round closes to applications. Will be undertaken by officers with guidance from HR and Dem Services. ● Area Partnership to approve Panel Members 	
4.	Fund open all year or phased	X		<ul style="list-style-type: none"> ● Four funding rounds phased in line with Cheviot Area Partnership (even distribution) ● Any underspend from each round will be split equally among remaining rounds ● Cut off for each round will be 5 weeks prior to an Area Partnership meeting ● 2021 CAP meetings: 	

				<ul style="list-style-type: none"> ○ 22 September 2021 ○ 24 November 2021 ○ 26 January 2022 ○ 23 March 2022 	
5.	Funding minimum/maximums	X		<ul style="list-style-type: none"> ● Fund maximums: <ul style="list-style-type: none"> ○ £2,500 main fund but can be some flexibility for projects that don't have any other options ○ £500 micro grant assessment process. Assessed by officers and circulated to EMs for decision. Panel informed of applications and outcomes. ○ £500 for non-constituted groups ● Only one successful application per year 	
6.	Outcomes	X		<p>2020/21 Community Fund outcomes:</p> <ul style="list-style-type: none"> ● Communities have more access to better quality local services or activities (including arts, music, heritage, wellness or sports activities) ● Communities have more access to a better quality environment (including the built environment) ● Communities have more pride in their community ● Communities have more access to better quality advice and information ● More local groups or services are better supported to recover from financial difficulty 	

				<ul style="list-style-type: none"> • Communities are able to impact positively on climate change or adapt to a changing climate 	
7.	Theme/priorities	X		<ul style="list-style-type: none"> • Link to Locality Plans themes and priorities 	
8.	Comms / website	X		<ul style="list-style-type: none"> • Promote through SBC and partner channels • SBC officers point of contact • SBC: Comms plan 	
9.	Eligibility: who can apply/constituted/non-constituted/faith based	X		<ul style="list-style-type: none"> • Officers to check eligibility • Exclude: <ul style="list-style-type: none"> ○ Individuals ○ Groups that wish to pass the funding on to individuals ○ Organisations involved in party political activities ○ Companies who aim to make a profit for distribution to individuals/shareholders ○ Statutory bodies 	
10	Criteria: what will/won't be funded/staffing costs	X		<ul style="list-style-type: none"> • Officers to check eligibility. • Criteria to exclude: <ul style="list-style-type: none"> ○ Ordering or spending which has taken place prior to application approval ○ Alterations and improvements to licensed serving areas ○ Trips abroad ○ Maintenance of private roadways ○ Used vehicles ○ Staffing costs 	

				<ul style="list-style-type: none"> ○ Promotion of religion ● Criteria will include: <ul style="list-style-type: none"> ○ Specialist costs including technical fees and feasibility studies ● Projects must be Cheviot based or delivered in Cheviot ● Organisation contribution of 10% required for applications over £500- this may in an in-kind contribution ● Evaluations for completed projects funded by a grant from the Cheviot Community Fund must be submitted before another application will be considered 	
11	Application form/process	X		<ul style="list-style-type: none"> ● Application to be sent to Communities & Partnerships Team who do eligibility/criteria checks. ● Completed applications to officers electronically (arrangements will be made with groups unable to do this). ● Guidance/support to applicants to be provided by officers 	
12	Assessment process	X		<ul style="list-style-type: none"> ● Applications will be sent to members of the Assessment Panel once they have been checked by officers and meet all criteria ● Members of Assessment Panel will assess applications individually prior to meeting for wider discussion and agreement ● Officers will undertake eligibility checks and ask applicant to provide/expand on 	

				<p>information if/when required. Application then passed to Assessment Panel.</p> <ul style="list-style-type: none"> • Dates of assessment meetings to be set by Chair in consultation with panel members • Recommendations will be made dependent on scoring • Micro grants will be assessed by officers and circulated to Elected Members for decision • All applications from non-constituted groups will be assessed by the assessment Panel and recommendation presented to Area Partnership for approval 	
13	Scoring mechanism	X		<ul style="list-style-type: none"> • Scoring system/assessment form developed 	
14	Guidance	X		<ul style="list-style-type: none"> • Guidance to be developed (be agreed with Officers to ensure it fits within requirement of the scheme) 	
15	Recommendation process to AP's	X		<ul style="list-style-type: none"> • Info taken to Area Partnership and presented by Chair will be: <ul style="list-style-type: none"> ○ Group name ○ Summary of application ○ Amount requested ○ Score (average) • Officers inform applicants of final funding decision 	
16	Award Letter	X		<ul style="list-style-type: none"> • SBC award payment; additional T&Cs supplied by Panel as appropriate 	

17	Evaluation & Monitoring Tool	X		<ul style="list-style-type: none"> Panel to decide what, if any, additional evaluation & monitoring is in place 	
18	Year-end reporting to AP & Council	X		<ul style="list-style-type: none"> Developed by Panel in conjunction with officers 	
19	Communications Plan	X		<ul style="list-style-type: none"> Being developed by officers 	
20	Advisory	X		<ul style="list-style-type: none"> Redacted applications and supporting information may be made public 	