

## ANNEX A

### Guidance on completing the application form

#### 1. Context

Within the Community and Town Councils sector (CTCs) clustering is widely used to describe partnership, joint working, co-operation and local forum development.

In identifying criteria for support for project delivery in 2017-18 we have taken into account the sector's pre-existing interest in clustering and consideration of the barriers, which may put councils in a position to be able to respond to the relatively short timescale for the call for applications, and be ready to implement swiftly should the application be successful.

The budget available is 20K, and support for individual projects will be capped at 5K, which means we anticipate supporting a *minimum* of four cluster projects. Successful proposals supported will receive funding in two stages: December 2017 and March 2018, subject to progress.

#### 2. Criteria for Support

The exact nature of the cluster will depend on what objectives you intend to achieve; participating councils should decide how to achieve the objectives reflect this in the proposal application form.

The criteria which will be applied to applications received by 13 October for support for clustering are as follows:

- Objectives with all activity and early outputs delivered by 31 March 2018.
- Evidence of previous consideration of clustering and understanding of what prevented progress.
- Identified specific barriers to overcome, which the funding will be used to help address, for example: fear of loss of identity or independence; conflicts of interest; pressure on councillor and officer time; lack of the necessary expertise to design and implement the arrangements. (*You may wish to cite other barriers*).

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- Clear purposes for which the funding will be used – e.g. to procure additional expertise; to fund additional officer time; to facilitate discussions between councils; *please note* capital costs will not be supported.
- Level of resources and commitment from participating CTCs.
- How progress will be monitored during the project period
- How the outputs/outcomes will be supported beyond March 2018.

### 3. The application form

#### ***Background to the proposal***

In this section please describe evidence of previous discussion or attempts to cluster; what prevented progress; how was your cluster identified; why opt for clustering as a solution?

#### ***Objectives***

Please provide a breakdown of the key elements of the aim; use clear, concise statements indicating requirements and expectations of the funding. Describe the 'outcome' or 'output' rather than the process, and what you will be able to measure at the end of the project.

#### ***Outputs and /or outcomes***

Please explain what tangible things you will be able to point to; for outcomes explain what changes will be caused because of the project.

#### ***What do you expect to achieve from implementing this proposal?***

For example, how will you ensure the work taken forward using the funding leads to further/future action?

#### ***What governance arrangements are planned?***

Please explain how individual councils will be involved; will a steering group be set up – how will membership be determined; what relationship will be in place between any steering group and the individual member councils; how will the project plan be monitored and reported on?

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### ***Communication plan***

Please describe how you will cascade information and progress about the proposal, and to whom?

### ***Resources***

Please identify what form of support is required to deliver the project, including any wider commitment from participating councils. Please identify the type/period of time of the resource; an estimate of the monetary value; support from participating councils; and any other contributions from other sources. Please note capital costs will not be supported.